

# TripCase User Guide

...a single place for all your trips



## Step One

1. Download the TripCase app, or head to [www.tripcase.com](http://www.tripcase.com) to create an account using your name, work email address and password, or you can sign in using Facebook. Once you've signed up, check your inbox for a verification email and follow the link to activate your account.



## Step Two

Now you can create your trip. Here you have two options:

- You can manually input all the details of your next trip, from flight numbers to car rental
- When you book through Business Travel Direct, we do that for you. We automatically sync your itinerary under the heading 'My Trips' – you'll have all the details you need right there



## Step Three

To view future and past trips, tap the menu button on the top left-hand side of the screen and then tap the suitcase labelled 'Trips'. You can follow a friend or a colleague on TripCase by *adding them as a contact* and view their itinerary here too. If you want them to see the details of your trip, just hit the share button



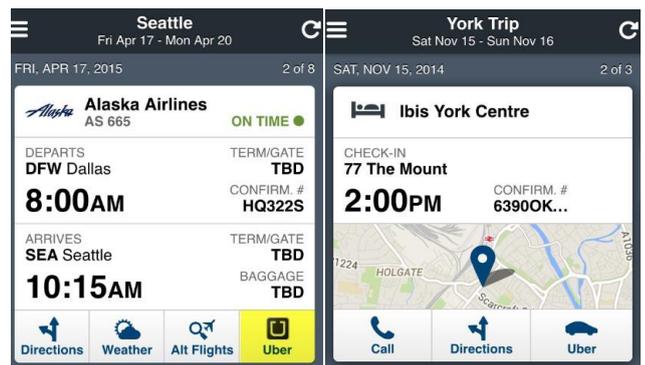
## Step Four

We'll send your travel confirmation to your email, and we'll also send one to the person who booked on your behalf, and from that email, you can sync your trip to your online calendars like iCal, Google Calendar, and Outlook, print your itinerary and easily view all your travel documents



## Step Five

If you're booking on behalf of someone, Business Travel Direct will then automatically sync that trip to TripCase – one copy will go to the traveller who can view it in their 'My Trips' section, and another copy will sync to the booker's TripCase account, who can view it in their 'Following' section. You can stay connected and keep up to date with the traveller's itinerary



We thank you for your business. Click here to call or email us should you have any problems.



## Step Six

By tapping on one of your upcoming trips, you can view all the details you'd need to stay prepared.

- Check the weather
- View directions
- If you have any questions, you can call Business Travel Direct straight from the app
- Order a car from Uber to take you to and from your destination
- Receive Trip Reminders and Flight Status Updates straight to your email
- View your itinerary in an easy 'Timeline' format

For more information on TripCase or itinerary management, please call Business Travel Direct on **01895 450701** or email us at [info@businessstraveldirect.co.uk](mailto:info@businessstraveldirect.co.uk)