



Chestnut Health Systems Quick Reference Guide

ACCESSING SITE

Chestnut Health System's online booking site for booking business travel can be accessed at <http://www.suzidavis.com/chestnut>

- In the Username field, enter your USERNAME
- In the Password field, enter your PASSWORD
- Click Sign In located in the bottom right-hand corner
- Update My Account before making a reservation to set your travel and arranger preferences
- Set-up Password Recovery so you can sign in if you ever forget your password

arrival & departure information

check status for Flight in 2/21/2003

Airline American

Flight

Check Flight Status

travel tools

- City Information
- Maps
- Weather
- Directions
- World Clock
- Exchange Rates
- World News
- Health Diseases
- Language

ACCESSING PREVIOUS BOOKINGS

- Click My Trips on the site navigation bar to access your current or past dated trips
- Click View to the right of the booking you want to view or change
- Click Cancel to notify the corporate travel agency to cancel your booking and contact you regarding any fees
- SUMMARIZE CHANGE/CANCEL POLICY

USING TRIP TEMPLATES

- Trip Templates can be created to quickly re-book repeat trips including air/hotel/car options
- To create a Trip Template, from the Reservation Complete, click Save This Booking As A Trip Template
- To use a Trip Template, from the Begin Search or My Trips pages, enter the new Start/Return Dates and click Price

Upcoming Trips	Trip Name	Trip Type	Dates	Status	Action
Upcoming	Venue Bar (Site Info N/A)	Flight	to Dallas on February 23, 2003 at 10:00	Record #H8XNQT Active	View
Past Trips	Venue Bar (Site Info N/A)	Rental Car	to Seattle on November 12, 2002 at 14:00	Record #FFQ0K0 Active	View
	Venue Bar (Site Info N/A)	Hotel Room	to Dallas on October 12, 2002 at 23:00	Record #FF72NV Active	View
	Venue Bar (Site Info N/A)	Rental Car	to Dallas on September 25, 2002 at 10:00	Record #TT1QFS Active	View
	Venue Bar (Site Info N/A)	Rental Car	to Dallas on September 18, 2002 at 09:00	Record #HJG0EN Active	View
	Marc Lohar (Site Info N/A)	Rental Car	to Oklahoma City on September 17, 2002 at 10:00	Record #08F0CM Ticketed	View

GETTING ASSISTANCE

- Online Help and Tutorial
- To access Online Help, click Help on the site navigation bar on any page
- Online Travel Information
- See Travel Tools for Maps, Directions, Weather, City Guides, World Clock, etc.
- Enter flight information in the Arrival & Departure section to receive the latest flight status
- Other Travel Assistance
- Email CONTACT at EMAIL with questions or suggestions.

ARRANGING TRAVEL FOR OTHERS

For Travel Arrangers

- To set-up, click "People | Arrange Travel For" in My Account
- Click Add, enter the traveler's name and click Search
- Click Designate Traveler and you will then see their name in the Arrange Travel For menu on the home page

For Travelers

- To assign an arranger, click "People Allowed to Arrange My Travel" in My Account
- Complete the Travel Arranger Permissions section to allow/deny changes to your account, or arranger self designation
- Click Add, enter the arranger's first and last name, and Search
- Click Add when the corresponding arranger name appears

BOOKING TRIPS

COMPANY preferred providers indicated by:



From the Begin Search page:

- Select Trip Type
- Enter your travel method along with date and destination information
- Determine if you will need a car or hotel
- Click Begin Search

beginsearch

Trip Type: This is a round trip

Travel Destinations: to

My departing flight leaves:

My return flight leaves:

I prefer to travel in:

I want a ticket that is:

Hotel and Car Requirements: I will need a hotel room. I will need a rental car.

Air

- Choose your Departing and then Returning flight options using the Select button
- Sort options using the column headers
- Company preferred air providers will be indicated
- Class of service codes: Coach Y means coach class is available; BIZ Y means business class is available; 1st Y means first class is available
- Choose from alternative Low Price Options using the Select button
- If your selected itinerary is not compliant with company travel policy, a message will be displayed and you should complete the Non-Compliant Itinerary page
- Choose a seat and click Reserve Seat for each flight option

Hotel

- To include a hotel, select "I will need a hotel room" on the Begin Search page
- To create a hotel-only booking, select "I don't need transportation" as the travel method on the Begin Search page
- Check-In/Out Dates and Location will be based on air option
- Search for hotels by: Address, Zip Code, Hotel Name, Chain, Reference Points, Preferred Properties and Airport or DowntownLocations, (NEW!)
- Search for hotels by proximity to specific locations (NEW)
- Company preferred hotel properties will be indicated
- Choose the hotel and room rate using the Check Rates buttons on Select Hotel Page

hotelsearch

San Francisco, CA (Thursday) (Sunday)

Check In: Check Out:

Make reservations for: room hours per page

Display up to: hotels per page

Type of Search:

Search by:

Airport Location:

Show me hotels within: mile of my search type.

Hotels: Composite ordered hotels within 25 miles of your specified location will always be displayed.

More Search Options:

Hotel Preferences:

Rental Car

- To include a rental car, select "I will need a car" on the Begin Search page
- To create a car-only booking, select "I don't need transportation" as the travel method on the Begin Search page
- Click Express Booking to choose the company's preferred rental car vendor; otherwise, click Search Cars for all vendors
- Pick-up location is the airport, or click Non-Airport tab
- Pick-Up/Drop-Off Locations and corresponding Dates/Times will be based on air option
- Sort options using column headers
- Company preferred rental car providers will be indicated
- Choose a car using the Select Car button

CONFIRMING BOOKINGS

- Modify or Remove any itinerary options on the Review Trip page
- Complete the Policy Compliance section if your itinerary requires
- Verify the information on the Passenger and Purchasing information pages
- Click Purchase Trip and print a copy of the Reservation Complete page
- An email copy will be sent to you by our travel agency when the booking is reviewed and ticketed

reviewtrip

Washington (DCA) to New York (JFK)

<p>Departs: Washington (DCA) Apr 21 5:45 PM</p> <p>Arrives: New York (JFK) Apr 21 6:40 PM</p> <p>Notes: non-stop flight</p>	<p>Departs: Washington (DCA) Apr 21 5:45 PM</p> <p>Arrives: New York (JFK) Apr 21 6:40 PM</p> <p>Notes: non-stop flight</p>
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