



# UNIGLOBE TRIP START

## What is UNIGLOBE Trip Start?

UNIGLOBE Trip Start is a set of tools to help you manage your journey through devices and software you currently rely on for your everyday planning.

1

Whenever possible you will be directed to the airlines dedicated check-in web page, thereby avoiding any unnecessary clicks.



2

Copy dates from your UNIGLOBE itinerary directly into your electronic calendar (Outlook, Lotus and Palm, Windows, Blackberry)

3

Check in via an email you receive the MINUTE you're eligible, allowing you to avoid the cost of seat selection. The email will contain links to check-in for mobile devices and the message size is small to help you manage data on smart phones.



## Call or email our experts

613.789.7800 | [info@uniglobecbo.com](mailto:info@uniglobecbo.com)

## How can I start using UNIGLOBE Trip Start?

### Calendar:

When you receive your next itinerary from your UNIGLOBE counsellor, look for the Purple Infuzer icon just above the itinerary segments!

Click on the Infuzer logo ("Add To Calendar") on the itinerary:

- Add your itinerary to your calendar (with Infuzer): [Click Here](#)
- If you would like to view your reservation online with View Trip: [Click Here](#)

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AIR - Saturday November 10 2018
Check In Confirmation:  
N8R3W2 (\*24 Hours Prior)

Air Canada Flight AC550 Economy Class

<b>Depart:</b>	08:40, Saturday, November 10 Vancouver Intl Airport-Terminal M Vancouver, British Columbia, Canada	<b>Arrive:</b>	11:35, Saturday, November 10 Los Angeles Intl. Airport-Terminal 6 Los Angeles, California, USA
<b>Status:</b>	Confirmed		
<b>Booking Code:</b>	W (Economy)		
<b>Equipment:</b>	Airbus Industrie A320	<b>Stops:</b>	Non-stop
<b>Duration:</b>	2 hours 55 minutes	<b>Seat:</b>	13A
<b>Phone:</b>	1-888-247-2262	<b>FF Number:</b>	UA1233445
<b>Meal:</b>	Food For Purchase		

[Weather](#)
[Flight Status \(\\*up to 3 days prior\)](#)

Your full itinerary will be inserted in your calendar as individual appointments / events, and the time period of your flight will be blocked off.

### Supported Electronic Calendars

- \* Lotus Notes
- \* Microsoft Outlook (2010 or earlier version)
- \* Google Calendar

Also available for mobile ([Infuzer Mobile Release Announcement](#))

### Supported Mobile Platform

- \* Blackberry OS 6 and later
- \* iOS 4.2 and later
- \* Android 2.2 and later

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The details can be seen by opening the appointment/event.



### Check-In Email:

- The Check-In Email will assist you by sending an email with a direct link to the airline's check-in page.
  - The email is generated the MINUTE you are eligible!
  - It includes a link for mobile services and will let you know if the airline does NOT offer a mobile check-in site.
  - The message size is small for those with limited data plans on their smartphones.
  - Whenever possible, you will be directed to the airline's dedicated check-in webpage. This way you do not have to navigate with extra clicks to find the page.
- You'll receive emails like this for each leg of the flight. Just click on the link and check-in!



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# EXPORT TO TRAVEL APPS

Designed with the frequent corporate traveller in mind, this feature allows you to integrate all your travel itineraries into one place and manage multiple trips in one application. Because we work with multiple applications, you can choose your travel app: TripIT, TripCase or Blackberry Travel.

**Uniglobe Premiere**  
100-24 Selkirk St.  
613-230-7411

## Travel Applications Console

Passenger Name: Charles Craig

Note: You must already have an account open with one of these Travel Applications below.

Click on the application that you would like to use:

-  TripIT
-  tripcase
-  BlackBerry

Here are the email addresses we have on record for you. Select the email address that you used to register with the selected application.  
**Please note: any email addresses you add and register will be associated to that traveler until you remove them.**

ccraig@testemail.com

If you registered using other email address(es) with the application, add up to 3 email addresses here separated by semicolon (;)

To stop forwarding your itinerary to any travel application, click on the Unsubscribe button.

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