



## SVT Enhancement – Save Travel Documents as PDF

As from October 2009, Virtually There travellers are able to save Virtually There itinerary, eTicket and eInvoice documents direct from the Virtually There website. Additionally, agencies have the ability to attach both Virtually There itineraries and eTickets receipts as PDF documents to the Virtually There traveler email. This new functionality provides to both agencies and travelers increased convenience and efficiency within the post-booking experience such as expense reporting. The PDF functionality for both travelers and agencies includes translation in all 17 languages currently supported by Virtually There.

### How can agency and traveler customers utilize the new Virtually There PDF functionality?

Within the **Next Steps** icons on the Virtually There itinerary page, travelers can click the **Save as PDF** icon which will allow them to save their itinerary in PDF format to their desktop. For the eTicket receipt and eInvoice, travelers would select the appropriate document and then click the **Save as PDF** icon to save those respective documents to their desktop.

Additionally, agencies have the ability to attach both Virtually There itineraries and eTicket receipts as PDF documents to the Virtually There traveler email. To attach and send the PDF document, agencies have to add a P qualifier to the existing Virtually There formats. For example, EMXP will attach a PDF version of the Virtually there itinerary to the email confirmation whereas EMTP will attach a PDF version of the Virtually There eTicket receipt to the email confirmation. The P qualifier will not be available for EM, EMI or non-name selected EMT formats.

If you wish to attach a PDF version of VT eTicket receipt you need first to insert the email address of the traveler using name selection. e.g. PE†gpetridou@yahoo.com†-1.1 and then EMTP ‡N1.1 to send it.

You can access Format finder for all documentation and information on the new Virtually There PDF functionality or contact one of our helpdesk agents at 22581099.