

# H4Four Traveller Itinerary App User Guide

The H4Four\_Traveller App enables the user to create and manage travel Itinerarys. An Itinerary consists of departure Transportation Info, Hotel Info and Events such as Meetings and Excursions. The App also provides some access to Maps for directions, Points of Interest to locate nearby businesses plus gives the user the ability to place Itinerary events into their Calendar. Additionally the App provides the user the ability to share a summary of their Itinerary via Email with friends and/or family. App also provides fingertip storage for rewards system info, emergency contacts and any travel related notes..

All App navigation is initiated from the Main Menu Home screen – see Fig 1. All screens that accept user input information and screens that display information are scrollable. To access an input field blocked by the on-screen keyboard; simply slide the input field into view with your finger or stylus if you are using one.

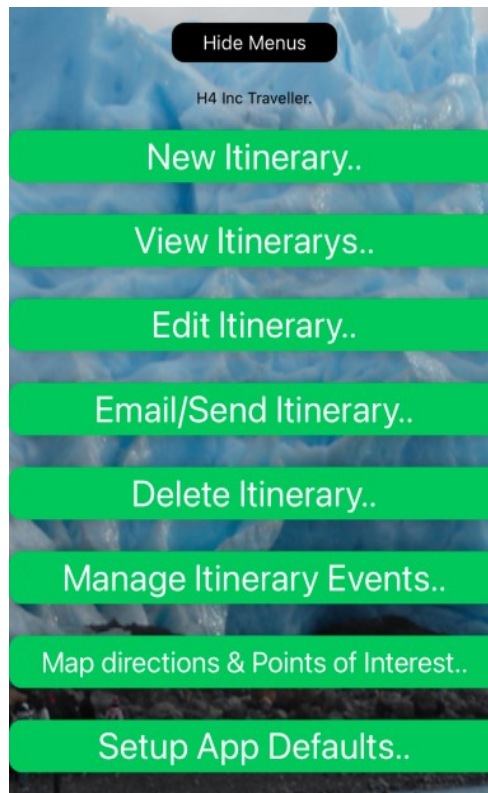


Fig 1.

## New Itinerary:

The App presents a form with some pre-filled fields to be edited and completed. Click a **Submit** button when you have completed the information entry (There are two **Submit** buttons, one at the top of the input form and one at the bottom). See Setup defaults to learn how to affect the values in some of the pre-filled fields. An Itinerary must have a name and as such the “**Submit**” buttons are not enabled while this field remains blank (max number of Itinerarys reached – see limits below.). Select a color **theme** for each Itinerary to make for easier distinction.

## **View Itinerary:**

This menu selection enables the user to view the contents of an Itinerary. To view, simply touch or click the desired Itinerary from the displayed list. **Note:** While viewing the Itinerary you can make one touch calls to valid phone numbers in the Phone # fields for the Hotel or for an Event.

## **Edit Itinerary:**

This menu selection enables the user to edit the contents of an Itinerary. To edit, simply touch or click the desired Itinerary from the displayed list then touch/click the **Edit** button in the upper-right corner of the screen. You must then touch/click the “**Touch to edit Itinerary data**” button. Follow the instructions to modify any/all Itinerary data. Once all changes are made, you must navigate back to the Itinerary list to ensure all changes are saved.

## **Email/Send Itinerary:**

This menu selection enables the user to share via Email, a summary of the contents of an Itinerary. **Note:** The Device must be configured to send emails and you must have specified the email account during Initial Setup or via the Setup Defaults menu selection. From this menu item you are able to email H4FourInc Traveller App support.

## **Delete Itinerary:**

This menu selection enables the user to remove an Itinerary. The user touches/clicks the desired Itinerary from the displayed list. A confirmation dialog is presented and if **Ok** is chosen, the selected Itinerary is deleted. The Traveller App allows a limited number of Itineraries – (see limits below) - and as such once the limit is reached you will not be able to create a new Itinerary until one of your existing Itinerary is deleted.

## **Manage Itinerary Events:**

This menu selection enables the user to edit/delete or add Events to the contents of an Itinerary. Selecting Manage Events from the main menu presents a list of the current Itineraries. Touching/clicking an Itinerary will list the Events in that Itinerary each with Delete (Trash), Calendar Add (Calendar) and Edit (Pencil) icons plus a button to add an Event. Events are deleted silently – by selecting the Trash icon next to the Event. If the Event had been added to the Calendar, the App will try to remove the event from the User's Calendar. If Event removal from Calendar fails, the App will alert and the user must manually delete the event from the Calendar.. Note also an Itinerary can have a maximum number of Events and you are unable to add a new Event when this limit (see limits below) is reached.

## **Map Directions & Points of Interest:**

This menu selection enables the user to locate points-of-interest within a specified radius of the current location and use Maps to obtain driving directions. This Map systems used within this menu are determined by choices made within Setup defaults. The choices are either Apple Maps or Google Maps. **Note:** Map Directions uses the Hotel's address as the destination and may not load the Directions map if the Hotel address is **blank**.

## Setup App Defaults:

This menu item is used to specify the defaults used throughout the App. Below is a list of the default items and a brief note.

- 1) Choice of system Maps, Apple maps or Google Maps.
- 2) Dark mode or Light mode for the display screens.
- 3) The measurement unit for Map radius searches – Kilometers or Miles
- 4) Search radius value
- 5) Choice for Home screen background image. 0 = image randomly chosen.
- 6) User profile selections: (a – d values used to pre-populate on new Itinerary. Click **Submit** if you make any changes)
  - a) Default travelers 1 and 2. - eg Harry Trips and Sue Trips. (Can both be blank)
  - b) Default home location (departure point for Itinerary – eg. FLL – Ft. Lauderdale)
  - c) Preferred transportation carrier. - eg. American Air
  - d) Preferred Hotel. - eg. Fairfield Marriott
  - e) User email – Used to send Itinerary and add events to Calendar.
  - f) Travel rewards system – eg Marriott Bonvoy
  - g) Travel rewards ID number or whatever you like. Ala Coming To America...
  - h) Emergency contacts.
  - i) Any other special notes.
- 7) Set home time zone for your device. This value is used to help display how many hours your current time zone is behind/ahead of your home time zone.

## Additional Info:

### Limits: Maximums

- 1) Itinerarays – limited to 15
- 2) Events – limited to 20 per Itinerary
- 3) Travellers – limited to 11 per Itinerary

### Note 1: Date and Time Entry

A Wheel selector pop-up is used to edit/enter values in the date and time fields throughout the Traveller App. Once you have rotated the wheel to the desired date or time, simply touch outside the wheel to close the selector.

### Note 2: Calendar

If you are unsure about the configured email, you can follow the steps below to determine the email configured on the Calendar.







- Open your Calendar App and click “Calendars” link at the bottom of screen to see email used with the calendar. Or go to Settings -> Calendar and see email next to “Default Calendar” item.

### Note 3: Allow Device Location

Map directions and Points of Interest require the use of your device’s location. The first time the Traveller App is started, your device will prompt you to enable Traveller App to use Location Services. It is recommended that you select Always Allow while using App.

**Additional Info:**

**Icons Used:**

	Click to dial the number as icon indicates Phone applet active.
	Phone applet is inactive.
	Click to silently delete the Event.
	Click to begin editing the Event.
	Click to add the Event to your Calendar. An User Email must have been configured. See Setup App Defaults 6e and Note 2.
	Event has already been added to Calendar.