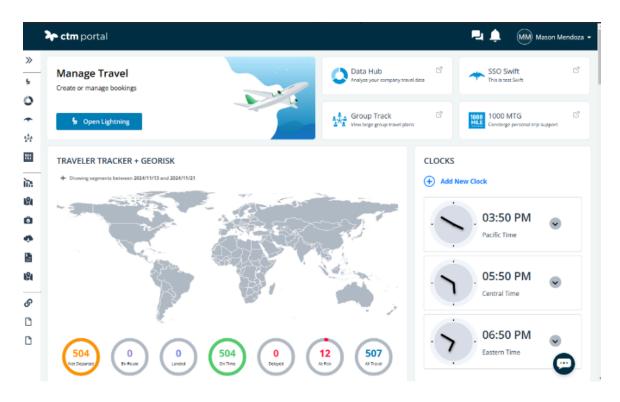
# Updates to the CTP Portal and Profile Pages and Lightning

CTP has implemented improvements to both their Portal and Profile pages and the online booking tool, Lightning.

On December 5, 2024 CTP will introduce to the Portal page a **Tile Design Refresh** - The tiles at the top of CTP Portal will feature an updated design with added subtitles, helping you quickly find the tools you need. The online booking tool tile will be larger than other tiles, due to it being the most frequently used tool.



Additionally the "Upcoming Flights" widget becomes "Upcoming Trips"

New Design

#### UPCOMING TRIPS

<b>Q</b> Traveler name	<b>b</b>							
Traveler	Date	Destination	PNR		Bookir	ng		
SAMANTHA SOUTH +1	11/23/2024	TUL, Tulsa International Airport	ABCDEF		Ł⊨	1		:
CHARLES BERRY	11/26/2024	TPA, Tampa International Airport	BCDEFG		¥			:
MILO KERNS	11/27/2024	PHX, Phoenix Sky Harbor International Airport	CDEFGH		<u>⊀</u> ⊨	- <b>A</b>		:
HELEN GREEN	11/27/2024	SEA, Seattle-Tacoma International Airport	EFGHIJ		<u>∔</u> ⊨	<b>A</b>		:
RAVI RUDAI	12/02/2024	LGA, LaGuardia Airport	FGHIJK		¥			:
PAYDEN BLUE	11/27/2024	SEA, Seattle-Tacoma International Airport	DEFGHI		<u>⊀</u> ⊨	. <b>A</b>		:
ALAN AERSON	12/03/2024	LAX, Los Angeles International Airport	GHIJKL		<u>∔</u> ⊨			:
JEANINE DEMORROW	12/03/2024	YYZ, Toronto Pearson International Airport	HIJKLM		<u>∔</u> ⊨			:
ERIN BURKE	12/03/2024	LGA, LaGuardia Airport	IJKLMN		<u>∔</u> ⊨			:
		253 - 261	of 279	<	29	30	31	>

### Old Design

🔪 🗛 288	5 MSP 🍌 OR	D 🚔 1 🖾
TRACEEVIP MIL	ES	PNR: FOKMV#
Departure	Arrival	Status
	12/18/2024	Not Dep
05:45 AM	07:18 AM	
🔪 AA 90 (	ORD 🍌 LHR	<b>a</b> 1 🛛
TRACEEVIP MIL	ES	PNR: FOKMV#
Departure	Arrival	
•	<b>Arrival</b> 12/18/2024	Status
•	12/18/2024	Status
12/18/2024 08:25 AM	12/18/2024	Status Not Dep
12/18/2024 08:25 AM	12/18/2024 10:10 PM 2 LHR → PHI	Status Not Dep
12/18/2024 08:25 AM AA 6912	12/18/2024 10:10 PM 2 LHR → PHI	Status Not Dep
12/18/2024 08:25 AM AA 6912 TRACEEVIP MILL Departure	12/18/2024 10:10 PM 2 LHR →→ PHL ES	Status Not Dep - 1 PNR: FOKMV4 Status

#### **PROFILE UPDATES**

The profile page still contains the same fields, but the sections are now all displayed in one continuous list and you select the section you want to update. This is different from the previous version with all of the sections and fields displayed in boxes across the page.

Company Q	General		
Enter keywords	Username	Username	
Search Create	Z Traveller 📃 Arranger / Assistant 📃 Approver		
	Company	UNIVERSITY OF MICHIGAN (MICHIGAN)	Q
General Payments	Gender		~
Preferences Rail information	Title	-	~
Administration	Legal First name	Legal First name	
<b>Travel documents</b> Home and Work	Legal Middle name	Legal Middle name	
Address	Last Name	Last Name	
Employment nformation Fraveler Hotel	Suffix (Jr, Sr, III)	-	~
Preference	Date of birth	Date of birth	
raveler Specific <b>raveler Air</b>	Citizenship	United States	Q
Preferences /IP Travelers	Language	English (United States)	~
Fraveler Car	Phone business	• •	
Preferences	Phone home	• ·	
	Mobile	•	
Save	E-mail	E-mail	
Cancel	Name On Credit Card	Name On Credit Card	
	Additional Phone 1	Additional Phone 1	
	Additional Phone 2	Additional Phone 2	
	Email 2	Email 2	

## LIGHTNING UPDATES

Updates to Lightning include the ability to share air search results by clicking on the Share icon at the upper right hand corner of the page. Options for sharing include copying the results to the clipboard, emailing them, or creating a pdf.



CTP has also improved the air, hotel and car searches by performing the searches at the same time. This allows the hotel and car results to be displayed right after making an air selection.

Another option CTP has added to hotel booking is the ability to hide hotels in the search results that are sold out. This is done by clicking the checkbox under the Display/Filter option. Currently all hotel results are returned regardless of whether the hotel has available rooms at a particular rate or not.

Display options	×
Rates Selecting or deselecting rates does not chan CTM Contract 🄉	<ul><li>▲</li><li>ge the number of hotels displayed</li><li>✓ Published/Other</li></ul>
Special rates	✔ Government 💩
Filter hotels Clear filters Hide hotels with sold out / Out	of policy rates (84)