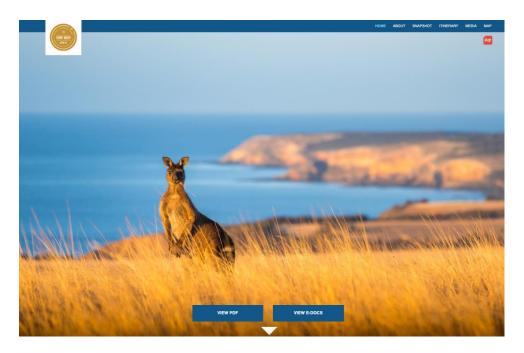
Edocs Information | FAQ's

Commencing 15 June 2023, Travel Answers Group will transition to e-documentation for all travel itineraries and brands. We would like to provide you with some valuable information to help you fully utilize the benefits of this new system. Your e-documents link (sent via email) will offer two distinct options for viewing and managing your travel itinerary: a PDF and e-docs.

Click on your e-presentation link and this page will open.



View PDF – opens a flipbook of your itinerary, a digital magazine.

This flipbook is the perfect link to leave with friends and family so they can experience your travel journey with you. Simply send them the link. You can also download the pdf as a document if you would like to print your full itinerary to travel with.



Download the PDF

Red PDF button (top right-hand side) This opens the exact same link to a flipbook of your itinerary.

Use the DOWN ARROW at the bottom. This will download a version of the PDF to your browser.

Click the download box as below to download the PDF to your computer as a document.



To Print the PDF - Click the PRINT icon in your PDF viewer to Print or select File/Print.

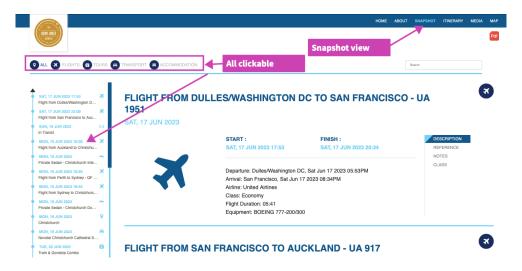


View E-DOCS - This feature presents your travel itinerary in a digital format, like a table of contents, with clickable links to access those parts of the itinerary you want to review. All these elements are included in your PDF, however the e-docs are clickable, interactive, and live, should changes be required, these will show on the e-docs version.

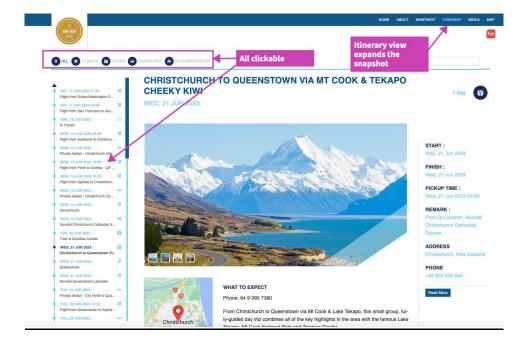
We suggest reviewing the <u>snapshot</u> with your clients for a summary version of essential elements. Easily click flights, hotels, and tours for a quick overview.

The <u>itinerary</u> offers the exact same details as the PDF, but it is a digital/clickable version that offers live updates on the go, should your client's plans change.

Snapshot – a quick overview of your complete itinerary with clickable links for each arrangement.



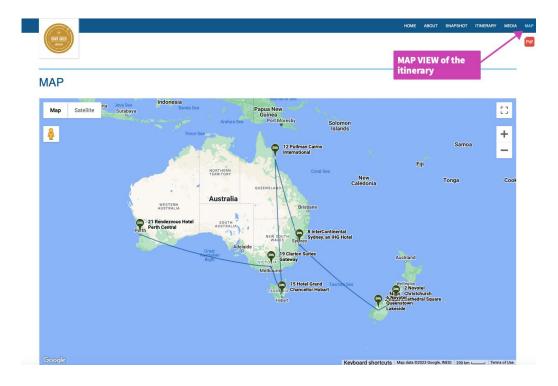
Itinerary – the snapshot expanded to include detailed information.



Media View -



MAP View -



Frequently Asked Questions

1. What are e-docs and how do they work?

E-docs are electronic versions of travel documents, like itineraries and tickets, that can be accessed digitally. They work by providing a digital link to view your travel documents online, via your internet browser, tablet, phone, and a travel app. E-docs make travel planning and management more efficient, reducing the need for physical paper documents.

2. How do I access my e-docs and view my itinerary?

Your e-docs including your itinerary will be sent to you via an email link which you can then use to download a PDF of your complete itinerary; access digital e-docs and an app.

3. Will my itinerary information be the same as it was on paper?

Yes, your travel itinerary is the same as it was on paper, you just now have the choice of how you want to view it and use it while travelling. Via the pdf; the e-docs or the app.

4. Can I still print out my itinerary if I prefer a hard copy?

Yes, the View PDF is the complete itinerary, and you can print this out if you prefer a hard copy. There are 3 clicks to print. Open the View PDF, click download arrow — which downloads it to your browser. Then click to download the PDF to your computer. Once it's downloaded to your computer, click the print icon or File/Print in your PDF viewer.

5. When will I receive my e-docs?

We are currently sending e-docs out a minimum two weeks before your client's departure.

6. Will I still receive email notifications for itinerary changes or updates?

Yes, Travel Answers Group will send you an email notification with an updated link for itinerary changes or updates. You can use the link to download your updated PDF and e-docs.

7. Is there a cost associated with using e-docs?

No, there is no cost to you, this is just an added service that Travel Answers Group are providing.

8. What if I have trouble accessing my e-docs or encounter technical difficulties?

Please contact Travel Answers Group reservations support for further assistance.

9. Can I still make changes to my itinerary after receiving my e-presentation link?

Yes, if changes are required to your itinerary after you have received your e-presentation, Travel Answers Group will send you an email notification advising the changes have been made and provide an updated link. Fees may be incurred for any travel changes after final payment has been made.

10. Can I share my e-presentation link with my friends and family?

Yes, we recommend sharing the link with your friends and family so they can follow along on your journey. The View PDF link contains a flipbook of the itinerary, and you can also download a PDF document of the itinerary from here.

- 11. How long will the e-presentation link remain valid for? The link will not expire.
- **12.** How secure are my personal details and travel plans when using e-docs? The links are encrypted with special unique URLs to protect your data.

13. What is the best use of each feature in the e-presentation link?

- a. We recommend our travel advisors review the View E-docs SNAPSHOT with your client to check all aspects of the itinerary are correct.
- b. We recommend your clients forward the View PDF link to friends and family to view the flipbook or download the PDF in document format of the itinerary.
- c. We recommend your clients utilize the View E-Docs SNAPSHOT and ITINERARY while traveling. The SNAPSHOT provides quick access to elements within your itinerary (like a table of contents). The ITINERARY provides more information (so your clients can read about their hotels and tours). The View E-Docs is the exact same as the View PDF, it is just an interactive version of the itinerary.