

# User Guide

## FindIt®

FindIt® is a proprietary tool of Short's that allows travelers to search for flights and hotels on their favorite travel sites, while still booking with Short's Travel, thus ensuring policy compliance and travel program visibility. FindIt® is simply a browser add-on that pulls booking information from other travel sites back into the Short's Travel Online booking tool. This gives travelers the flexibility they desire and the travel organizer the policy compliance they need.



### Search There - Book Here

FindIt® gives your travelers the freedom they desire, while still booking under the TMC.

## WHY USE THE FINDIT® BROWSER ADD ON?

- Travelers shop where they want at airline, hotel and travel websites.
- Traveler visibility - meeting duty of care obligations.
- Travel policies and corporate discounts applied.
- Reservations are booked within your travel management company.
- Manage your full travel program (even your rogue travelers) through your TMC.

## INSTALLING THE FINDIT ADD-ON

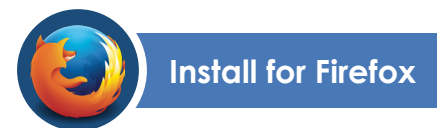
First time FindIt® users need to install a browser extension (one-time only) on their preferred browser by clicking the install link below.



<https://chrome.google.com/webstore/detail/shorts-findit/ahaelfnkpignejmfmlhelghlchcfbpne>



<https://www.findit.travel/download/Shorts%202.0.0.exe>



<https://addons.mozilla.org/en-US/firefox/addon/shorts-findit/>

**If you are a current client of Short's Travel Management, you already have a stored profile.**

FindIt will not display until you select a flight or hotel at one of the supported websites.

After installing FindIt, you can now search at any of the supported websites. Once you find a flight or hotel, continue to the purchase page on that website. The FindIt window will display as shown here.

**Enter your email address associated with your Short's profile,** and FindIt® will email you a link to purchase your reservation.

Now search, book and enjoy!



TO ENHANCE THE EXPERIENCE OF GETTING THERE, BEING THERE, AND COMING HOME

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