



There are two options for using FindIt:

- Option 1 – Email from Kayak or Hipmunk
- Option 2 – Download the FindIt Browser Extension for Firefox or Chrome

### Option 1: Email from Kayak or Hipmunk:

**Step 1:** Search for your preferred flight on a website that allows you to email before booking, like [www.kayak.com](http://www.kayak.com) or [www.hipmunk.com](http://www.hipmunk.com)

**Step 2:** Once you have found the flight you would like to book, email the flight to [FindIt@shortstravel.com](mailto:FindIt@shortstravel.com) from that website. Note: you cannot send freeform emails to FindIt, they must be emailed from the website's "Email Flight" functionality.

- [www.kayak.com](http://www.kayak.com) – From a search result, click "DETAILS", then "Email Result"

A screenshot of a flight search result on Kayak.com. The interface shows a price of \$638 for a United flight. There are two flight options listed: a nonstop flight from DEN to CID on Sun, Sep 8, and a nonstop flight from CID to DEN on Wed, Sep 11. The first flight is operated by Expressjet Airlines DBA United Express, and the second is operated by Gojet Airlines DBA United Express. The 'Details' button for the first flight is highlighted with a red box. At the bottom of the flight details, the 'Email result' button is also highlighted with a red box. Other buttons visible include 'Select', 'Fares', 'Save to My Trips', 'Pin', 'Print', and 'Close'.

\$638 United  DEN 9:57a ► CID 12:48p 1h 51m nonstop  
 CID 1:52p ► DEN 2:53p 2h 01m nonstop

**Select** United \$638 Coach  
Details Fares Gojet Airlines DBA United Express operates flight 3643.  
Expressjet Airlines DBA United Express operates flight 4598.

✈ **Depart Sun, Sep 8 DEN to CID – nonstop 1h 51m**

United – Flight 4598 1h 51m  
Operated by Expressjet Airlines DBA United Express  
**Take-off Sun 9:57a DEN Denver, CO**  
**Landing Sun 12:48p CID Cedar Rapids, IA**  
Coach | Fare code: HA0CN | Embraer RJ135 / RJ140 / RJ145 (Regional Jet) | 1h 51m | 690 miles | 5 seats remain

✈ **Return Wed, Sep 11 CID to DEN – nonstop 2h 01m**

United – Flight 3643 2h 01m  
Operated by Gojet Airlines DBA United Express  
**Take-off Wed 1:52p CID Cedar Rapids, IA**  
**Landing Wed 2:53p DEN Denver, CO**  
Coach | Fare code: HA0CN | Canadair Regional Jet 700 (Regional Jet) | 2h 01m | 690 miles | 9+ seats remain

Save to My Trips Pin **Email result** Print Close

- [www.hipmunk.com](http://www.hipmunk.com) – After selecting flights, click on the SHARE - EMAIL icon



**Step 3:** Enter your company email address as the FROM email address, TO [FindIt@shortstravel.com](mailto:FindIt@shortstravel.com). You must use your email address on file with your FindIt profile to recognize you as an authorized user of the FindIt system.

Share by: [Email](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Link](#)

From your email address

To email address (up to 5, separated by commas)

Subject

Message

Share This Flight!

from

to

flights

	DEN	JFK	8:02	3am	6am	8am	11am	noon	2pm	5pm	6pm
1			2am	5am	8am	11am	noon	2pm	5pm	6pm	
									Delta		
									Delta (DL) 1312 in Coach on a Boeing 737-800		
									11:20am, Aug 2 Denver (DEN)		
									↓ (3h 51m)		
									5:11pm, Aug 2 New York City (JFK)		
2											
									Delta		
									Delta (DL) 2454 in Coach on a Boeing 737-800		
									7:00pm, Aug 4 New York City (JFK)		
									↓ (4h 43m)		
									9:43pm, Aug 4 Denver (DEN)		

message

## Option 2: Download the FindIt Browser Extension

**Step 1:** Download the browser extension on your computer:

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

For Chrome: <https://chrome.google.com/webstore/detail/shorts-findit/ahaelfnkipignejmfmlhelglhcfbpne>

**Step 2:** Search flights at one of the following websites  
(additional websites will be added in the future)

Frontier <http://www.flyfrontier.com/>

United <http://www.united.com>

Southwest <http://www.southwest.com/>

Delta <http://www.delta.com/>

US Airways <http://www.usairways.com>

Alaska Airlines <http://www.alaskaair.com/>

American Airlines <http://www.americanairlines.com>

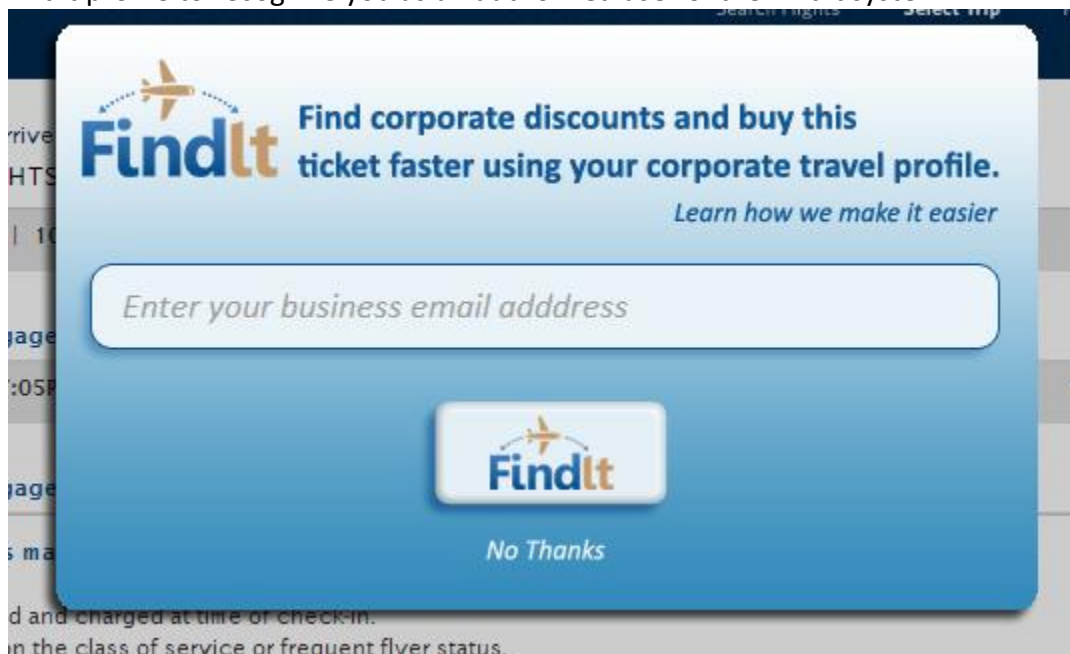
Expedia <http://www.expedia.com/>

Travelocity <http://www.travelocity.com/>

Kayak <http://www.kayak.com/>

Hipmunk <http://www.hipmunk.com/>

**Step 3:** Select your preferred flight at that website, and the FindIt App will display. Enter your company email address. You must use your email address on file with your FindIt profile to recognize you as an authorized user of the FindIt system.



The image shows a screenshot of a FindIt app overlay. At the top left is the FindIt logo, which includes a stylized airplane icon above the word "FindIt". To the right of the logo, the text reads "Find corporate discounts and buy this ticket faster using your corporate travel profile." Below this is a link that says "Learn how we make it easier". In the center is a light blue rounded rectangular input field with the placeholder text "Enter your business email address". Below the input field is a smaller FindIt logo. At the bottom of the overlay is a button labeled "No Thanks". The background of the screenshot is slightly blurred, showing what appears to be a flight search interface.

**Step 4:** Within a couple of minutes you will receive email from [FindIt@shortstravel.com](mailto:FindIt@shortstravel.com) to your email inbox.

Within that email, you will see the flight you selected and any available company discounts. You will also see any other lower fares available or shorter flight times for other itineraries/airlines.

Select the flight you wish to purchase. You will be signed-in to complete your purchase with Short's Travel.



We have found your requested flight! Fares are subject to change, and are not guaranteed until purchased, so book now! Airfare for requested itinerary is \$638

ITINERARY REQUESTED								
 TRAVELER PREF	<b>UA4598</b>	Sun, Sep 8	<b>DEN</b>	9:57a	⇌	<b>CID</b>	12:48p	<del>\$638</del> COACH NONREFUNDABLE <b>BOOK IT!</b>
	<b>UA3643</b>	Wed, Sep 11	<b>CID</b>	1:52p	⇌	<b>DEN</b>	2:53p 2h 1m	

We also found a few alternate flight options for your review. Select your preferred flight and BOOK IT.

 TRAVELER PREF	<b>DL1610</b>	Sun, Sep 8	<b>DEN</b>	8:10a	⇌	<b>DTW</b>	1:01p 7h 3m	<b>\$518</b> COACH NONREFUNDABLE <b>BOOK IT!</b>
	<b>DL4947</b>	Sun, Sep 8	<b>DTW</b>	3:37p	⇌	<b>CID</b>	4:13p	
	<b>DL3967</b>	Wed, Sep 11	<b>CID</b>	3:25p	⇌	<b>MSP</b>	4:28p 6h 11m	
	<b>DL2109</b>	Wed, Sep 11	<b>MSP</b>	7:30p	⇌	<b>DEN</b>	8:36p	

 TRAVELER PREF	<b>DL1608</b>	Sun, Sep 8	<b>DEN</b>	9:16a	⇌	<b>MSP</b>	12:14p 4h 44m	<b>\$518</b> COACH NONREFUNDABLE <b>BOOK IT!</b>
	<b>DL3967</b>	Sun, Sep 8	<b>MSP</b>	1:55p	⇌	<b>CID</b>	3:00p	
	<b>DL4286</b>	Wed, Sep 11	<b>CID</b>	11:40a	⇌	<b>MSP</b>	12:42p 4h 35m	
	<b>DL1609</b>	Wed, Sep 11	<b>MSP</b>	2:15p	⇌	<b>DEN</b>	3:15p	


 TRAVELER PREF	<b>DL1608</b>	Sun, Sep 8	<b>DEN</b>	9:16a	⇌	<b>MSP</b>	12:14p 4h 44m	<b>\$518</b> COACH NONREFUNDABLE <b>BOOK IT!</b>
	<b>DL3967</b>	Sun, Sep 8	<b>MSP</b>	1:55p	⇌	<b>CID</b>	3:00p	
	<b>DL3967</b>	Wed, Sep 11	<b>CID</b>	3:25p	⇌	<b>MSP</b>	4:28p 6h 11m	
	<b>DL2109</b>	Wed, Sep 11	<b>MSP</b>	7:30p	⇌	<b>DEN</b>	8:36p	

 TRAVELER PREF	<b>UA4598</b>	Sun, Sep 8	<b>DEN</b>	9:57a	⇌	<b>CID</b>	12:48p 1h 51m	<del>\$638</del> COACH NONREFUNDABLE <b>BOOK IT!</b>
	<b>UA5997</b>	Wed, Sep 11	<b>CID</b>	3:40p	⇌	<b>DEN</b>	4:49p 2h 9m	

 TRAVELER PREF	<b>UA5997</b>	Sun, Sep 8	<b>DEN</b>	12:26p	⇌	<b>CID</b>	3:17p 1h 51m	<del>\$638</del> COACH NONREFUNDABLE <b>BOOK IT!</b>
	<b>UA3643</b>	Wed, Sep 11	<b>CID</b>	1:52p	⇌	<b>DEN</b>	2:53p 2h 1m	

This is an automatic e-mail message generated by our system. Please DO NOT REPLY to this e-mail, the mail box is not attended by a live person.

**Step 5:** Enter the traveler name, contact information, and payment information. You may also add a Hotel or Car from the links at the top of Short's Travel page.


[TRAVEL PORTAL HOME](#)

✓ Flight added to itinerary
Add a Hotel
Add a Car

1. Traveler Information
2. Payment Information
3. Confirmation

**Policy Exceptions**

Reason for not booking a hotel  \*  
[Add a Hotel](#)

**Traveler 1** + Add Traveler

The traveler's name, date of birth and gender must match the government ID shown at check in (driver's license, passport, etc).

If you need to change your name, please return to the travel portal under the profile section and make the appropriate changes. You will then need to create a new booking. If you are booking on behalf of someone else please click on your company logo, and select 'Book on behalf of another traveler' then select the traveler from the drop down menu, before you check for flight options.

Travel Profile Profile Selected

Full Name

Business Phone  \*

Cell Phone  \*

Email  \*

CC Email

(separate multiple emails with ,)

Date of Birth    \*

Gender  \*

**Flight Preferences**

Select your seat for [UA4598](#)

Select your seat for [UA3643](#)

General Seat Preference  Window \*  
Please also indicate your general seat preference. This will be used if one or more of the seats selected become unavailable.

Special Services Request

Special Requests

United Airlines Frequent Flyer Number  FSP02519

CONTINUE

**Your Itinerary**

[Email Itinerary](#)

Sun

8

September

UNITED AIRLINES # 4598  
DEN 9:57a - CID 12:48p

[edit](#)

Wed

11


September

UNITED AIRLINES # 3643  
CID 1:52p - DEN 2:53p

[edit](#)

Trip Cost

	Base	Taxes	Cost
Flight	\$573.02	\$64.78	\$637.80
<b>Trip Cost</b>			<b>\$637.80</b>


[TRAVEL PORTAL HOME](#)

✓ Flight added to itinerary
Add a Hotel
Add a Car

1. Traveler Information
2. Payment Information
3. Confirmation

**Traveler 1 - LAMONT/KRISTIANNE**

**Air Payment**

Use a saved credit card

Please Select

Enter a credit card

**Debit Card Users**

If you are using a Debit Card for this reservation you must agree to our [Debit Card Policy](#) prior to Purchase.

I am using a Debit Card for this transaction, and have read and agree to the [Debit Card Policy](#) (not required for credit card transactions).

PURCHASE

**Your Itinerary**

[Email Itinerary](#)

Sun

8

September

UNITED AIRLINES # 4598  
DEN 9:57a - CID 12:48p

[edit](#)

Wed

11

September

UNITED AIRLINES # 3643  
CID 1:52p - DEN 2:53p

[edit](#)

Trip Cost

	Base	Taxes	Cost
Flight	\$573.02	\$64.78	\$637.80
<b>Trip Cost</b>			<b>\$637.80</b>

**When adding a hotel** – you will see any company discounts available in the hotel search results designated with a “Corp” rate.

SHORT'S TRAVEL MANAGEMENT TRAVEL PORTAL HOME

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Continue Without Hotel >> Sunday, September 8 to Wednesday, September 11

SORTING Distance 15 TOTAL PROPERTIES

**MODIFY SEARCH**

HOTELS WITHIN 5

MILES OF In Airport

AIRPORT

CHECK IN 9/8/2013

CHECK OUT 9/11/2013

MODIFY SEARCH

**FILTER OPTIONS**

**POLICY**

ONLY WITHIN POLICY  
MAX RATE ALLOWED \$150  
BOOK PREFERRED CHAIN

**AVAILABILITY**

SHOW SOLD OUT HOTELS

**AMENITIES**

HIGH SPEED INTERNET  
 BUSINESS CENTER  
 MEETING FACILITIES  
 FREE TRANSPORTATION  
 CONTINENTAL BREAKFAST  
 RESTAURANT  
 ROOM SERVICE

**PREFERRED**

HOTEL CHAINS

HOTEL NAME

**1 - COUNTRY INN CEDAR RAPIDS APRT**  
9100 Atlantic Drive SW, Cedar Rapids, IA  
1.10 miles **\$100** per night

See Rooms

PREFERRED CHAIN

Details Rooms Amenities Photos Area

Amenities | High Speed Internet | Free Transportation | Air Conditioning | Breakfast | Children Stay Free | Connecting Rooms |

**2 - AMERICINN CEDAR RAPIDS AIRPORT**  
8910 6th Street Southwest, Cedar Rapids, IA  
1.30 miles **\$83** per night

See Rooms

Outside Policy

Details Rooms Amenities Photos Area

Amenities | High Speed Internet | Meeting Facilities | Restaurant | Room Service | Air Conditioning | Children Stay Free |

**3 - THE HOTEL AT KIRKWOOD CENTER**  
7725 Kirkwood Blvd SW, Cedar Rapids, IA  
2.52 miles **Sold Out**

See Rooms

Outside Policy

Details Rooms Amenities Photos Area

Amenities | High Speed Internet | Meeting Facilities | Free Transportation | Restaurant | Air Conditioning | Breakfast | Coffee

**When adding a car** – you will see any company discounts available in the car search results designated with a “Corp” rate. Only company preferred/reimbursable car vendors will display.

SHORT'S TRAVEL MANAGEMENT TRAVEL PORTAL HOME

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Continue Without Car >> 9 OF 37 TOTAL CARS

SORTING Rate

**FILTER OPTIONS**

**DISPLAY VIEW**

BADGE VIEW  
 LIST VIEW

**POLICY**

ONLY WITHIN POLICY  
BOOK SPECIFIC CAR TYPES  
FULL SIZE  
INTERMEDIATE  
STANDARD  
BOOK PREFERRED VENDOR  
ALAMO RENT A CAR  
ENTERPRISE  
HERTZ RENT A CAR

**CAR TYPES** CHECK/UNCHECK

COMPACT  
 ECONOMY  
 FULL-SIZE  
 INTERMEDIATE  
 LUXURY  
 MINI  
 PREMIUM  
 STANDARD  
 SUV

**VENDORS** CHECK/UNCHECK

Vendor	Car Type	Price	Notes
Alamo	Full-Size 2 Or 4 Door	\$231	RESERVE
	Intermediate 2 Or 4 Door	\$216	RESERVE
	Standard 2 Or 4 Door	\$220	RESERVE
Enterprise	Full-Size 2 Or 4 Door	\$154	CORP RATE RESERVE
	Intermediate 2 Or 4 Door	\$224	RESERVE
	Standard 2 Or 4 Door	\$145	CORP RATE RESERVE
Hertz	Full-Size 2 Or 4 Door	\$283	RESERVE
	Intermediate 2 Or 4 Door	\$283	RESERVE
	Standard 2 Or 4 Door	\$287	RESERVE

After selecting a car or hotel you will be directed back to the check-out page to confirm your purchase. After confirming your reservation, you will receive a confirmation email within 24 hours.

**Thank you, we have received your reservation.**

Your Reference Code is: N0S7TQ

**You will receive your electronic ticket confirmation email within 24 hours.**

[Back To Travel Portal](#)

**BILLING DETAILS**

TRAVELER	BILLING INFO	TYPE	REF CODE	INVOICE DATE	INVOICE	PAYMENT	TOTAL
LAMONT/KRISTIANNE	0084	AIR FARE	N0S7TQ	Sep 4, 2013	CHARGED Sep 4, 2013	VI...1111	\$638.00
LAMONT/KRISTIANNE	0084	CAR	N0S7TQ	Sep 4, 2013	CHARGE AT PICK UP		\$153.52
LAMONT/KRISTIANNE	0084	HOTEL	N0S7TQ	Sep 4, 2013	CHARGE AT CHECK IN	VI...1111	\$337.00

Local hotel/car rental taxes are not included and will be added upon arrival.

**SUNDAY, SEPTEMBER 8, 2013**

**UNITED AIRLINES** Flight # 4598 Economy Seat: *Request unavailable (possibly due to preferred seating)*  
**Depart:** (DEN) Denver International Airport, CO, US 9:57 AM Flight Time: 1h 51m  
**Arrival:** (CID) Cedar Rapids Municipal Airport, IA, US 12:48 PM Equipment: Embraer ERJ-135/140/145 Jet  
 OPERATED BY-EXPRESSJET AIRLINES DBA UNITED EXPRESS , OPERATED BY EXPRESSJET AIRLINES DBA UNITED EXPRESS

**Enterprise** Confirmation: 785038023COUNT Car Type: Full-Size  
 Pick Up: Airport terminal - (CID) Cedar Rapids Municipal Airport, IA, US 12:48 PM Car Count: 1 Rental: 3 days  
 Drop Off: Airport terminal 1:52 PM

**CX CEDAR RAPIDS AIR**  
 Check In: Sunday, September 8 9100 Atlantic Drive SW Confirmation: DWBSGH2 Nights: 3 nights  
 Check Out: Wednesday, September 11 Cedar Rapids IA 52404 US Phone: 1 319-3633789

**WEDNESDAY, SEPTEMBER 11, 2013**

**UNITED AIRLINES** Flight # 3643 Economy Seat: *Request unavailable (possibly due to preferred seating)*  
**Depart:** (CID) Cedar Rapids Municipal Airport, IA, US 1:52 PM Flight Time: 2h 1m  
**Arrival:** (DEN) Denver International Airport, CO, US 2:53 PM Equipment: Canadair Reg Jet 700  
 OPERATED BY-GOJET AIRLINES DBA UNITED EXPRESS , >CAL >HOA, OPERATED BY GOJET AIRLINES DBA UNITED EXPRESS

To make any changes to your reservation, please contact a Short's Travel Management Travel Consultant.