

# WAYTE TRAVEL APP GUIDE



WAYTE TRAVEL  
MANAGEMENT

WAYTETRAVEL.CO.UK

# DOWNLOADING THE APP

The Wayte Travel app is available to download on both Apple's App Store and Android's Google Play store.



Search for the 'Wayte Travel' app within either the Apple App Store or the Google Play Store.



The Wayte Travel app icon is shown above

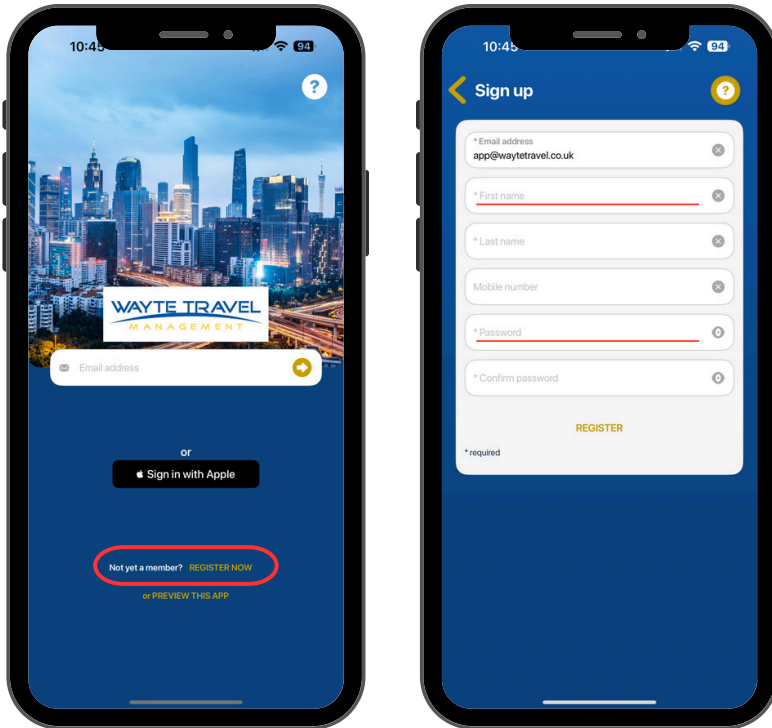


[Scan or click to download on Apple's App Store](#)



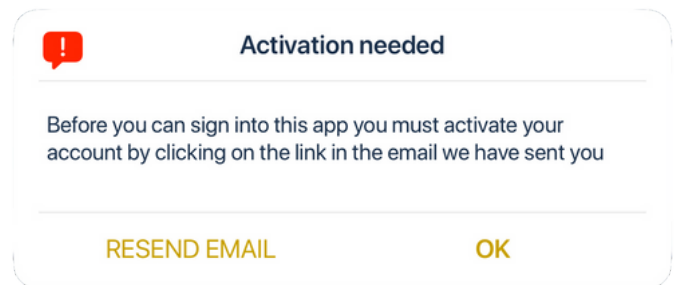
[Scan or click to download on Google Play Store](#)

# CREATING AN APP PROFILE



1. Once downloaded, on the home screen of the app, click 'REGISTER NOW'.
2. Enter your email address first, we recommend using your work email.
3. Complete the following form clicking 'REGISTER' at the bottom.

4. You'll be notified that you'll need to activate your account via an email sent to the registered address.

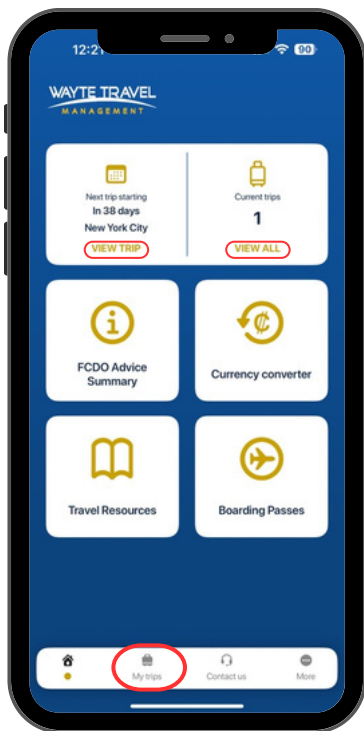


5. You'll receive an email from 'noreply@waytetravel.co.uk' you need to click 'click here' to activate your account.



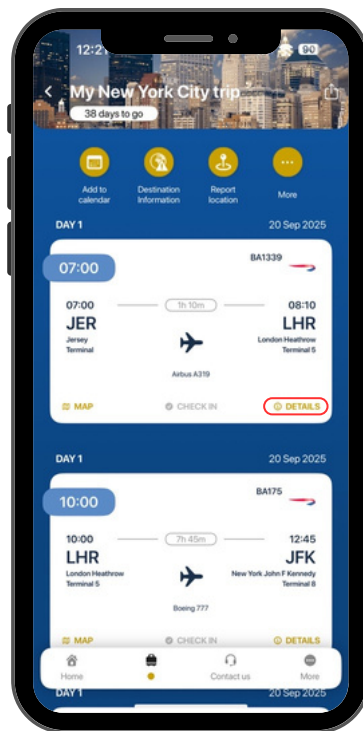
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# VIEWING TRIPS



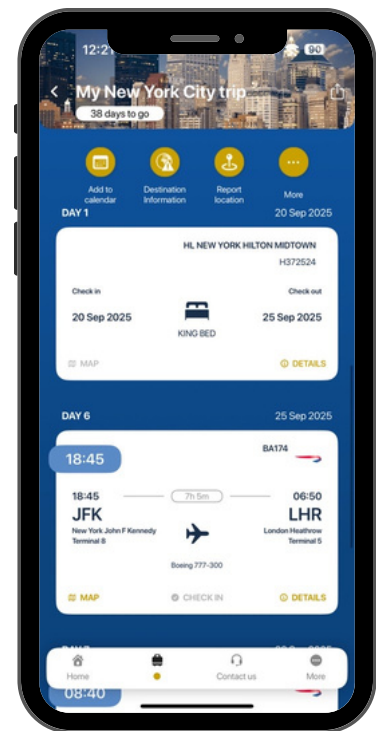
To view trips from the home screen, simply click on 'My trips' or 'VIEW ALL' to view all the upcoming trips. Alternatively click 'VIEW TRIP' to view your next upcoming trip.

Your next trip will always display in the top left hand corner of the app, with a countdown provided.



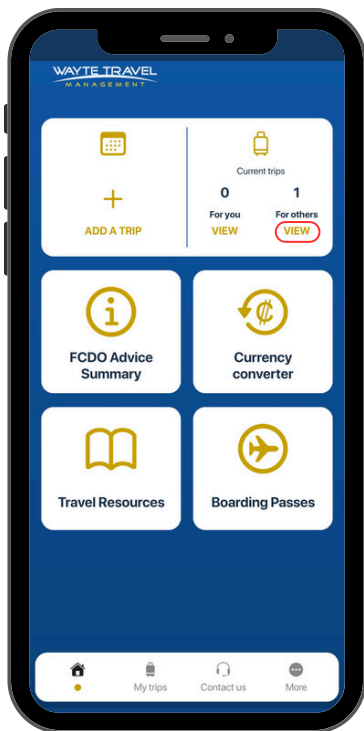
Once in the trips section, you have the option to add to calendar, get information about your destination and report your location (this is optional).

In this page you'll see all the information regarding your trip. Clicking on 'DETAILS' will show you more information including terminals, class of travel and flight duration.



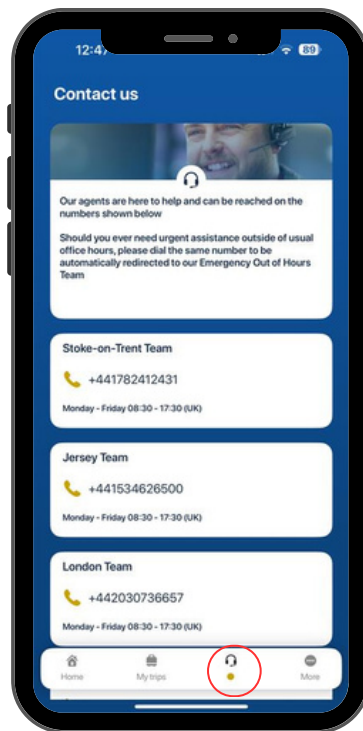
This section will also include any other travel elements including hotels and car hire associated with the trip.

# OTHER ELEMENTS

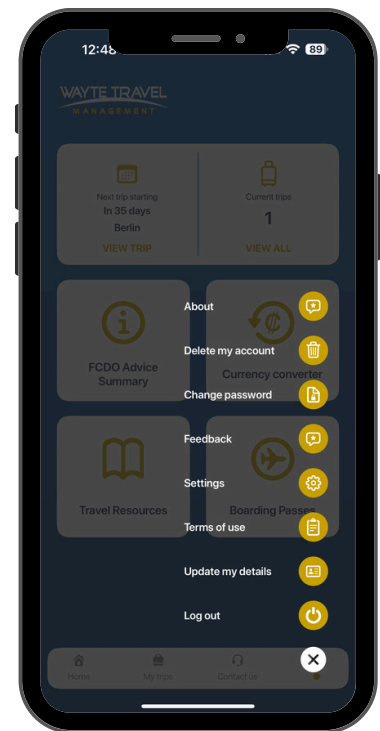


If requested arrangers can view trips they have organised for others using the 'For others' button here.

Please speak with your usual consultant to ensure trips you have arranged are added to your account.



To get in touch with the team, click the 'Contact us' button on the bottom navigation bar, where you'll find the relevant contact information.



By clicking 'More' in the bottom right hand corner of the app, you'll see the above screen allowing you to change settings, account details and delete the account.