## Mobile Shopping

Travelers can easily book reservations via a mobile device with the ability to:

- Shop first or make a reservation
- Create an authorization
- Change or cancel a held reservation that is not associated with an authorization
- Access the main site (E2 web site)

*TIP: Access the E2 application via a standard web browser to perform full traveler functions, including completing reservations, as well as creating, changing, or canceling a travel authorization for a held reservation.*

### Log On

Log on to E2 via your mobile browser. After accepting the Warning Message and Privacy Act Notice, the Traveler Home page displays.
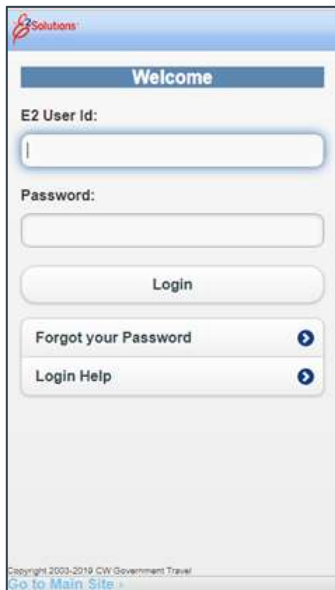


*Figure 1: Mobile Shopping – Login Page*

## Traveler Home Page

The Traveler Home page allows the traveler to create new reservations, process held reservations, create travel authorizations from a reservation, as well as access to the functionality within the **My E2** and **User Options** menus.
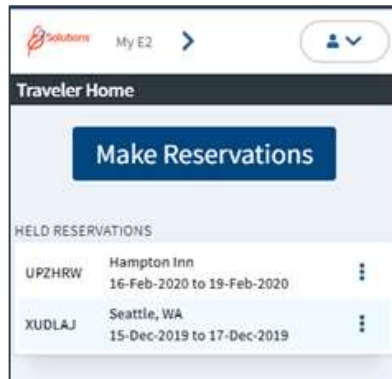


*Figure 2: Mobile Shopping – Traveler Home page*

- **My E2** menu–located in the upper left; menu options direct the user to the E2 main site based on the user's permissions.
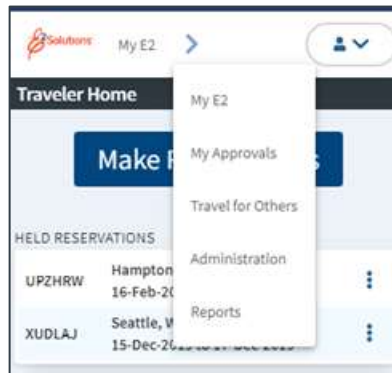


*Figure 3: Mobile Shopping — My E2 menu options*

- **User Options** menu–located in the upper right; access to the user's profile, online help, logout.
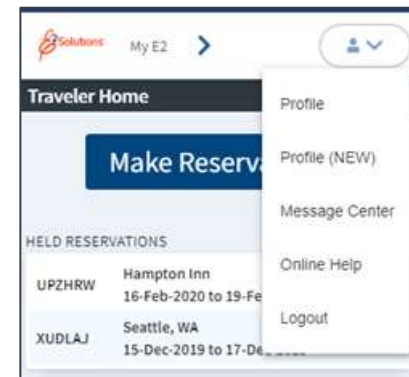


*Figure 4: Mobile Shopping — User Options menu*

- **Make Reservations** button–begin a new reservation using the online booking tool.
- **Held Reservations** section–displays any existing held reservations requiring action from the traveler. Each held reservation includes the PNR reference (confirmation number), destination city/state, reservation start date, and reservation end date. Click the **Options** menu/icon (⋮) to the right of the reservation to select from the following options: **Create Authorization**, **Modify Reservation**, or **Cancel Reservation**.

### Make Reservations

Selecting the **Make Reservations** button allows the user to start a new reservation and save it as a held reservation. Once the button is selected, the user is directed to the online booking tool for mobile shopping.
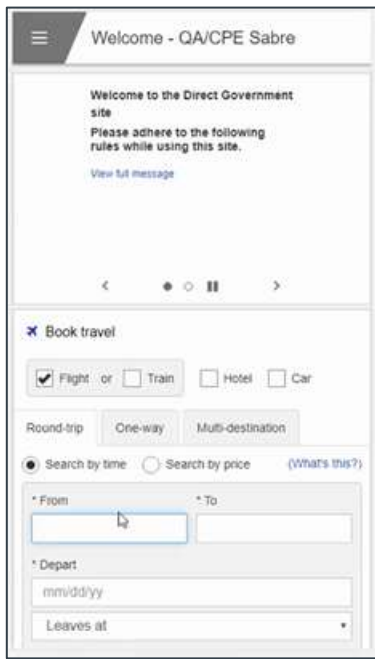
*Figure 5: Mobile Shopping — Make Reservations*

## Booking Complete

The Booking Complete window displays when the user's booking is completed/saved as a held reservation.
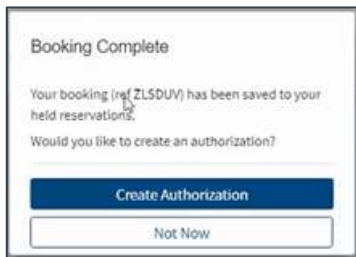


*Figure 6: Mobile Shopping —Booking Complete*

- **Create Authorization** button–directs the user to the main site E2 authorization workflow Basic Information screen.
- **Not Now** button–returns to the Traveler Home page, displaying any held reservations that are not cancelled or associated with a trip.

## Approver Process

The approver must log on to E2 via a mobile browser. After accepting the Warning Message and Privacy Act Notice, the My Approvals page displays.
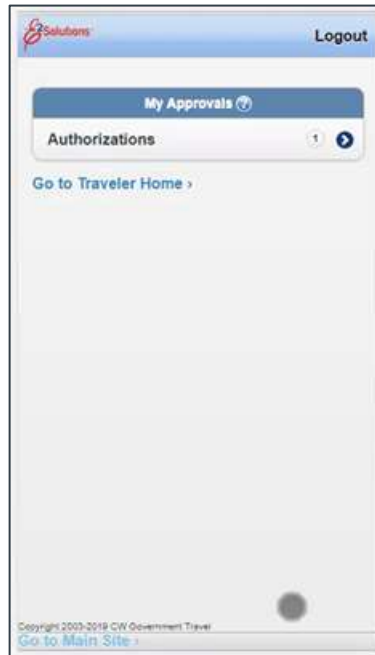


*Figure 7: Mobile Shopping — My Approvals*

- **My Approvals** section–contains any approvals requiring action and follows the existing *QRC30 Mobile Approvals* workflow document.
- **Go to Traveler Home** link– a one-way link from the approval workflow to the Traveler Home page, which is used to make reservations.

## Logout

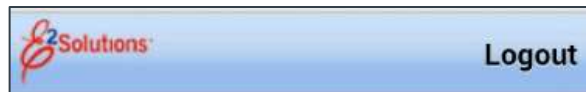Tap **Logout** to end your session. You are returned to the E2 mobile home page.



*Figure 8: Mobile — Logout link*

## Frequently Asked Questions

**Q: What if my agency doesn't want the Mobile workflow to display for a traveler or approver?**

A: The default is to automatically display the mobile workflow (i.e., Traveler Home page). Both the approver and mobile shopping feature have a feature flag to turn off the mobile workflow, if desired.

**Q: I am an approver, but also travel. How do I get back to the "My Approvals" list after accessing the Traveler Home page?**

A: You must log out and log back in to return to the My Approvals workflow on a mobile device. Alternatively, you can "**Go to Main Site**" to access full desktop E2 Solutions functionality.

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