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OVERVIEW OF ITINERARY PLANNER

With the new Itinerary Planner design, you will experience a simplified dashboard including the following capabilities:

- View the program on a single page
- Access session and presentation information with one click
- Search with expanded capabilities
- View schedule conflicts and withdrawals clearly
- Ability to add or delete session information with one click, and export itinerary with new options.

Note: Existing clients: If you would like to access the new Itinerary Planner please contact ScholarOne Client Implementations Manager.

ACCESS THE ITINERARY PLANNER

To access the Itinerary Planner on your ScholarOne Abstracts site select the Planner* center tab.
A pop box will appear after you click on the Planner center, choose the program you wish to browse, from the drop down menu then click Select Program.

ITINERARY PLANNER DASHBOARD

Inside the Itinerary Planner you will see a simplified dashboard in which all information can be reached through two sidebar links Browse the Program and View Your Itinerary.
Under Browse the Program you can view the entire program through expandable and collapsible tables. Select the (+) to expand the Itinerary Level and select the (–) to collapse. (Select each date you want to see expanded).

Note: If you select the Include In Itinerary checkbox before you have created an itinerary, you will be prompted to create one. See the section below for details.
OPEN OR CREATE AN ITINERARY

When you first click the View Your Itinerary link on the left sidebar, a pop window will appear giving you three options to choose from.

OPTION 1: NEW ITINERARY

Enter your Itinerary Name, Email Address and select the Create Itinerary button.
OPTION 2: USE EXISTING ITINERARY

Type in the name of the existing itinerary then choose Open Itinerary.
OPTION 3: FORGOT ITINERARY

Enter your Email Address then click Check for Itinerary.

If you do not have a user name and password, you may browse by clicking Continue As Guest.
BROWSE THE PROGRAM

Select Brows the Program from the left menu to view the program and add items to your itinerary.

SINGLE PAGE PROGRAM VIEW

The entire program can be seen on one page.

ONE-CLICK ADD/DELETE

Use the one click feature to include all the abstracts in a session to your Itinerary.
SEARCH PROGRAM

You can search by author's name, institution, final ID, words from the session or presentation title and can be filtered by session type, track and Symposia.

Note: You may search by multiple criteria at one time. All search criteria must be separated by a semi-colon.

ADVANCED SEARCH

The Advanced Search functionality allows you to search on wider criteria. To do an advanced search click the (+) sign to expand the Advanced Search feature.
There are several different criteria to select from, and you can now search on custom session details in the Itinerary Planner. You can select the criteria you wish to search on then click **Search** in the right corner.

**Tip:** Each search option in the **Advanced Search** works together in the form of AND search, meaning the more input criteria that is designated, the fewer number expected results.

**Note:** All text base search options require a minimum of three characters. The search fields displayed in the **Advanced Search** can be customized by your Client Implementation Manager to meet your meeting needs.
WITHDRAWN PAPERS

If you see that a presentation time is highlighted red, and has a W inside a purple circle this means the paper has been withdrawn.

To remove a Withdrawn session from your itinerary uncheck the Include in Itinerary checkbox and the system will display a confirmation message in the lower right corner of your screen to confirm that the session has been removed.
VIEW SESSION/PRESENTATION DETAILS

Click View Your Itinerary on the side bar menu to view the itinerary that you created.

Click View Session Details to see session information.
The session information will then appear in a pop up box, with the options to Print, Share or Close.

**SHARE ITINERARY**

You now have the ability to share the session, event or presentation details displayed in the Itinerary Planner. Click the Share button in the session details window and a list of share options will appear.
ITINERARY EXPORT OPTIONS

With the export options, you can export in several formats. Select the button for the format you wish to use.
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