



Travelport Fox World Travel Travel Coordinator Quick Reference Guide

Log-In

1. Go to www.travelport.net.
2. Log in with your user ID (your e-mail address)
3. The initial password is travelport (you will be required to change your password after you log on the first time).
4. Click on "Online Reservations". A drop-down menu will appear at the top of the page with a list of travelers you have been authorized to book travel for.
5. Select the traveler you wish to book travel for. The online reservations page will refresh and you will now be booking for the selected traveler

Book A Flight

Specify Your Search Criteria

1. On the **Fast Access** menu, click **Online Reservations** or **Quick Start Page**.
2. Determine how you would like to search for a flight by clicking a tab: **Round Trip, One Way, Multi City, Search by Schedule, Hotel only, Car only**.
3. Enter departure and destination information. Enter a preferred **Connection Point** if desired.
4. Review other search criteria and select your preference from drop-down menus for each.
5. Click **SEARCH** to display the flight search results.

Reserve A Flight

1. From the search results, you may preview seat maps to aid in choosing your preferred flights.
2. Locate the flight that meets your needs. Click **SELECT**
3. If you are reserving a flight only, select **BUY IT**

Reserve A Hotel

Specify Your Search Criteria

1. If you require hotel accommodations, click **ADD A HOTEL** from the top of the **Trip Planner/Itinerary Overview** page.
2. Select an option to Search by **City or Airport** to receive the most returned options; or Search by **Address** to receive results in a particular area or Search by **Location** to access properties that are near an alternate corporate location or one that is preferred by your company.
3. Enter the requested criteria and/or **Optional Search Criteria** such as hotel name or preferred hotel chain or a preferred reference point.
4. Click **SEARCH**

Reserve A Room

1. On the search results page, hotels will be listed in order based on your search criteria. The rates listed above

each listing illustrate the property's lowest market rate and may not be applicable for the requested travel dates.

2. Locate a hotel that meets your requirements and click **Show Available Rooms** to display individual room rates
3. The returned results list the currently available room rates and types. **Fox World Travel** offers special negotiated rates that you are welcome to select if they fit your needs. You will find these rates identified by special names or codes such as **Thor, BTI, Custom Travel Systems**.
5. Locate the room type and rate you desire and click on **SELECT**.

Book A Rental Car

Specify Your Search Criteria

1. If you require car rental reservations, click **ADD A CAR** from the top of the **Trip Planner/Itinerary Overview** page.
2. Enter the required search criteria and select desired optional information such as **Preferred rental company** which will include the vendors preferred by your company; **Type of car** which is defaulted to adhere to your company's travel policy and **Car category** which allows you to select a preference regarding number of doors or a van
3. Click **SEARCH** for a list of cars matching your criteria.

Reserve A Car

1. On the car **Results** page, you may notice headlines indicating a vendor preferred by your company or by Fox World Travel. Your company preferred vendors will be identified by a headline in green and the Fox World Travel preferred vendors are identified by a headline in blue. These indicate a negotiated corporate discount program for these vendors is applicable. Locate a car that meets your needs.
2. Click on **SELECT**

Purchase Itinerary Items

1. On the **Trip Planner/Itinerary Overview** page, select **BUY IT** to process and confirm reservations.
2. On the **Purchase or Reserve Your Trip** page you may opt to purchase all or portions of the displayed itinerary. We recommend selecting **All unpurchased or unreserved segments** to ensure complete reservations.
3. Click **BUY IT**
4. On the **Travelport: Buy Trip** page, review the information for accuracy. Under **Specify Travel Preferences** you may reserve your preferred seat assignments for each flight
5. Any preferences or membership programs saved in your Travelport Traveler profile will integrate into the

appropriate areas on this page. You may change these preferences if desired.

6. In the **Specify Trip Specific Information** you will be required to add mandatory criteria such as department numbers or location codes as directed by your company travel policy. You will also see a listing of any unused nonrefundable tickets that Fox World Travel currently has on file to be used for this or future reservations.
7. You may select **Send a Note to Your Travel Agent** to request a ticket on file to be used, request better seat options or any other special requests you may have.
8. Review the **View Rules and Restrictions for this Entire Itinerary** and check the box stating **I have read and accept ALL rules and restrictions for this reservation.**
9. Click **BUY IT** to complete your purchase and display the confirmation page.

Cloning Reservations

After completing a booking you will notice an additional choice at the bottom of the confirmation page.

Please check Next to:

- View your purchased itinerary
- Return to the Quick Start page
- Clone itinerary

By selecting "Clone itinerary" you will be able to clone the trip you just reserved for another traveler. Cloning is only available after the initial reservation is made. You cannot clone a trip that was previously booked.

Guest Bookings

Guest bookings may be used for a one-time only traveler. Do not use Guest Bookings for individuals who will be regular travelers! Select "Guest" from the drop down menu at the top of the "Online Reservations" page. You will be directed to the "Guest Profile" page and must enter the following information:

1. Name
2. Email address (can be yours or the traveler's)
3. Home airport code
4. The Guest Template box will say "Guest Template"
5. Click "Save"

You will then be re-directed to the Online Reservations page and can proceed with your booking as normal.

Note: If your company requires airline ticket payment on individual credit cards you will need to add the card when you reach the "Buy It" page.

Guest profiles will automatically purge from the system after 90 days with no usage.

Cancel A Trip

1. Click **Saved Trips** in the **Fast Access** menu.
2. Click the appropriate link for your trip: **Travel Purchased** or **Travel Not Purchased.**
3. Click **cancel trip** or **delete.**

Adding New Travelers (Building Profiles)

To build a profile in Travelport for a new traveler you need to sign in under a different log in. Your log in to build profiles is: abccompanyadmin@abccompany.com
abccompany.com = your company's email format.
Please contact Fox World Travelport Support at: 877.230.2878 for your password.

Please use this log in only to build new profiles – NOT – to make reservations.

After logging in, select "Add a New Traveler" under the "Individual" tab. See attachment (Add a New Traveler) for detailed instructions.

After adding the New Traveler, you will need to complete their entire profile. Please select the individual areas as described below.

- [Traveler Details](#) - name, address, phone, email, department or cost center numbers, etc.
- [Credit Cards](#) - add credit card information used for business air travel and hotel guarantee.
- [Travel Preferences](#) – add preferred seats, meals, hotel room and car type preferences, etc.
- [Membership Programs](#) - add frequent traveler ID numbers for air, car and hotel.

After Adding New Traveler, it is important that you assign that individual to your list of travelers. See Assigning Travelers section below.

Assigning Travelers

You can assign travelers to book on behalf of when signed in as Administrator, or, by using your normal log in (email address). You will see the **Travel Coordinator** link on the lower left side of the page under Trip Tools. Select this link and you will be directed to the Travel Coordinator Administration Setup page. Scroll down and, under My Travelers, click **Add Traveler** (in blue print). Then select your traveler from the alpha listing which appears. Make certain to click **Save** to retain your new settings.

Support

Traveler & Technical Support

On the **Fast Access** menu, click **Traveler Support.**

To report technical difficulties with travelport, use the **Technical Advisory Form.**

To send us comments on travelport, use the **Comments and Suggestion Form.**

Online Help

On the **Fast Access** menu, click **Help.**

For Technical Support

Travelport Training & Technical Support

Fox World Travel

877-230-2878

travelporthelp@gofox.com

