

## Signing In

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Before you can begin managing your Travel Coordinator assignments, booking travel on behalf of others, or making changes to Traveler profiles, you must sign in to the Travelport Online Booking system.

1. Connect to the Internet, open a Web browser, and navigate to **www.travelport.net**.
2. Sign in with your user ID and password.

## Opening the Travel Coordinator Administration Page

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Many of your Travel Coordinator tasks begin on the **Travel Coordinator Administration** page.

- In the Booking Engine, on the **Personal Tools** menu, click **Travel Coordinator**.

## Booking Travel for Registered Travelers

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As a Travel Coordinator, you can make travel arrangements for Travelers registered in the Travelport system.

1. Open the **Travel Coordinator Administration** page.
2. In the **My Travelers** box, select the Traveler for whom you want to book travel.
3. Click the **Book on Behalf of Traveler** link. The **New Trip** page opens.
4. Search for and book flights, hotel rooms, or car rental reservations as though you were a Traveler.
5. On the purchase confirmation page, select one of the following options:
  - **View the itinerary you just purchased:** Opens a page containing details about the itinerary you just purchased.
  - **Return to New Trip:** Opens the **New Trip** page, where you can switch to another Traveler or book additional items for this Traveler.
  - **Clone itinerary:** Enables you to book an identical itinerary for another Traveler. For more information, see "Cloning Itineraries."
6. Click **Next**.

## Booking Travel for Guest Travelers

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As a Travel Coordinator, you can also make travel arrangements for Travelers who are *not* registered in the Travelport system.

1. Open the **Travel Coordinator Administration** page.
2. Click the **Book on Behalf of Guest** link.
3. In the **First name**, **Middle name**, and **Last name** boxes on the **Guest Profile** page, type the name of the guest Traveler.
4. In the **E-mail address** box, type the guest Traveler's e-mail address.
5. In the **Home airport code** box, type the three-letter code for the guest Traveler's home airport (or the airport the Traveler is flying from on this trip).
6. From the **Guest template** list, choose one of the guest Traveler templates configured by your Travel Manager.
7. Click **Save**.
8. On the dialog box that opens, click **OK** to display the **New Trip** page.
9. Search for and book flights, hotel rooms, and car rental reservations as you would for a registered Traveler.

## Switching Between Travelers

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The Travelport system makes it easy to switch between the various Travelers for whom you can book travel.

1. On the **New Trip** page, choose the name of another Traveler from the **Choose a Traveler to book on behalf of** list.

**Note:** If you're working with another Traveler's itinerary, you may be prompted to save that itinerary before you can open the **New Trip** page.

2. If you want to save any unsaved changes in the first Traveler's itinerary, click **Cancel** and save the itinerary.

-OR-

If you're sure you want to switch to a second Traveler, click **OK**. The **New Trip** page opens.

## Cloning Itineraries

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By cloning an itinerary, you can quickly duplicate an itinerary you just created for another Traveler.

1. Book an itinerary for your first Traveler. See "Booking Travel for Registered Travelers" above.
2. On the purchase confirmation page, select **Clone itinerary** and click **Next**.
3. On the next page, use the **Whom would you like to clone an itinerary for?** list to choose another Traveler.
4. Click **Next**.

If there are enough availabilities to accommodate the second itinerary, the Travelport system creates a copy of the first itinerary using the second Traveler's profile information and displays the new itinerary on the **Trip Planner | Itinerary Overview** page. Continue with step 5.

-OR-

If there aren't enough identical availabilities to accommodate the second itinerary, the Travelport system displays a notification. On the **Trip Tools** menu, click the **New Trip** link and book travel for the second Traveler separately.

5. On the **Trip Planner | Itinerary Overview** page, click **Buy It** and continue with the normal itinerary purchase process.
6. If necessary, repeat steps 2 through 5 for each additional Traveler.

## Working with Saved and Purchased Itineraries

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From the **Open a Saved Trip or Template** page, you can access all of the itineraries and templates you've saved.

1. On the **Trip Tools** menu, click the **Saved Trips** link.
2. On the **Open a Saved Trip or Template** page, click either the **Unpurchased Trips** link or the **Purchased Trips** link, depending on the type of itinerary you want to view.
3. Use the table at the bottom of the page to find the Traveler name and itinerary name for the itinerary you want to open, and click the name of the itinerary to open **Trip Planner | Itinerary Overview**.

## Managing Travel Coordinator Assignments

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You can use the **Travel Coordinator Administration** page to assign yourself as someone's Travel Coordinator, and to accept or decline assignment requests from Travelers.

### Assigning Yourself as a Travel Coordinator:

1. Open the **Travel Coordinator Administration** page.
2. Under the **My Travelers** box on the **Assignments** tab, click the **Add Traveler** link.
3. Use the letters at the top of the **Traveler Directory** window to narrow down the list of available Travelers.

If the Travelport Online Booking system displays a list of Travelers, continue with step 7.

-OR-

If the Travelport Online Booking system displays search controls, continue with step 4.

**Note:** These search controls are provided when more Travelers are in the list than can be displayed in the window at once. You can then refine your search using additional criteria.

4. From the **Search by** list, select the criteria you want to use when finding the Traveler, such as "Last name" or "E-mail address."
5. In the **Search for** box, type the information that corresponds to the criteria you chose in step 4.
6. Click **Search**.
7. Click the name of the Traveler for whom you want to work as a Travel Coordinator.
8. At the bottom of the **Travel Coordinator Administration** page, click **Save**.

**Important:** If your company's Travel Manager has not enabled automatic approval for Travel Coordinator assignments, you cannot book travel for this Traveler until the Traveler accepts your assignment.

### Accepting Assignments by Travelers:

If your company's Travel Manager has specified manual approval for Travel Coordinator assignments, you must accept a Traveler's request before you can book travel for them.

1. Open the **Travel Coordinator Administration** page.
2. Click the **Approvals** tab.
3. Review the names of the Travelers listed in the **These Travelers have selected you to book on their behalf** box, and select one whose assignment you want to accept.
4. Click the **Approve Traveler** link below the box.
5. Click **Save**.

### Modifying Profiles for Travelers

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In addition to booking travel for Travelers, as a Travel Coordinator, you can also make changes to certain parts of a Traveler's profile.

1. Open the **Travel Coordinator Administration** page.
2. In the **My Travelers** box, select the Traveler whose profile you want to modify.
3. Click the **Book on Behalf of Traveler** link.
4. In the **Personal Tools** menu, click **Profile Manager**.
5. On the **Managing your Personal Profile** page, use the links to access the section of the Traveler's profile you want to modify, such as **Traveler Details** or **Credit Cards**.
6. After you've finished working on a Profile Manager page, click **Save** at the bottom of the page.

**Important:** In many cases, you must sign out of the Travelport Online Booking system after making a profile change and sign back in before the system can apply that change to the Traveler's searches and results.



## Travel Coordinator Quick Start Reference Guide

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**Version 12.33**

### Contacting Support

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#### Traveler Support and Technical Support

To view contact information for your travel service provider or company Travel Manager, click **Traveler Support** on the **Trip Tools** menu.

#### Online Help

To view the Travelport Online Booking tool's Traveler and Travel Coordinator Help system, click **Help** on the **Personal Tools** menu.

**Travelport.com**