



Travel Arranger Quick Start Reference Guide

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Contacting Support

Traveler Support and Technical Support

To view contact information for your Orbitz for Business *Advanced Policy* travel service provider, click the **Customer Service** tab on the home page. On this tab you can search Frequently Asked Questions (FAQs) by keyword or phrase or submit new questions there.

Signing In

Sign in directly from your intranet.

Booking Travel for Registered Travelers

As a Travel Arranger, you can make travel arrangements for other Travelers assigned to you in Orbitz for Business.

1. Click **Change Traveler** above the flight search area.
2. Select or enter the full name of the traveler you will be booking for.
3. On the **Review and purchase** page, under **Provide Billing Information**, select a credit card for this transaction.

Note: By default, any credit cards the selected traveler has identified as 'corporate' (as well as your reservations) will be visible. To see your own credit cards, click **View Travel Arranger's credit cards**.

4. Follow the same steps that you would normally take when completing the purchase process for a flight, hotel room, or rental car for yourself.

Checking Flight Status

The Orbitz for Business system makes it easy to check the status of any flight on the day it flies, and one day before and after, on the **News & Guides** page.

1. On the home page, click **Check flight status**.
2. The **Flight status** area appears at the top of the page.
3. Select the airline and travel date.
4. Enter your flight number.
5. Click **Go**.

Locating Travelers

You can use the **Traveler locator** feature to locate current and future Traveler itineraries based on one or more types of search criteria.

1. On the home page, click **Traveler locator**.

2. Specify any location, flight, date range, travelers or trip reference and cost center criteria you want to use to narrow your search, and then click **Display trips**.

Note: By default, you will see only itineraries for travelers in your My Travelers list. If you have been granted the necessary permissions by your Travel Administrator, you will also see the option to view all travelers in the company directory.

3. On the **Traveler Locator Results** page:
 - a. Click the column heading that you want to sort the Traveler locator search results by.
 - b. Click a trip name or traveler name to view the corresponding itinerary on the Traveler's **My Trips** page.
 - c. Click **Add** in the Air, Car or Hotel column to add a new reservation to a Traveler's existing itinerary.
 - d. Click **Download results in.csv format** to save these search results in a comma separated values (CSV) file on your computer.

Modifying Profiles for Travelers

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

1. On the home page, click **Traveler list**.
2. On the **My Travelers: Traveler list** page, click the name of the Traveler whose profile you want to edit.

Note: If you have been granted the necessary permissions by your Travel Administrator, you will see the **Edit my traveler list** option. You can use this option to modify your Traveler list.

3. On the selected Traveler's **My Account** page, you can click the following links to modify specific parts of the Traveler's profile:
 - **Alerts:** Set up alerts that can be sent to you, the traveler and the traveler's family, friends, and co-workers.

4. After updating details in any of these sections, click **Save** or **Update** at the bottom of the page.
5. All other profile data must be updated via the traveler's Connexus profile.

Booking Travel for Non-Registered Travelers

In order to book travel for a non-registered Traveler, please obtain a Connexus ID prior to booking travel.

If you have been granted the necessary Travel Arranger permissions and have the ID, you can book on behalf of non-registered Travelers.

1. Click **Change Traveler** above the flight search area.
2. Choose **Type in the name**.
3. Enter the full name of the traveler you will be booking for.
4. Click **Change**.
5. Follow the same steps that you would normally take when searching, booking and purchasing a flight, hotel room, or rental car for yourself.
6. On the **Flight Information** page, confirm that you have booked travel for the right traveler in the **Who's Traveling** area.
7. On the **Review and purchase** page, under **Provide billing information**, select a credit card for this transaction.

Note: By default, your own credit cards (as well as your company's global and UATP Cards for flights) will be visible.
8. Follow the same steps that you would normally take when completing the purchase process for a flight, hotel room, or rental car for yourself.