



Travelport Fox World Travel Traveler 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).

Travel Coordinators: See separate instructions titled "Travel Coordinator Instructions".

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**.
4. 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.

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.**

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

