DirectLink® +Plus/Concur Cliqbook Travel

New User Interface (UI)

The enhanced UI was designed to improve the user experience in many ways, including increased usability, improved filtering, and more search results.

Using the wizard

This document provides the basics for getting started with the new DirectLink® +Plus/ Cliqbook Travel user interface - and points out the new features and enhancements. It is not intended to be a full-featured user guide.

In this sample, we will use the wizard to book a flight, car, and hotel.

Keep the following in mind - Some of the options you see here may not be available to you; you may have options not shown here.

Directravel	
Office Travel Reporting Administration	Profile Help Log Out
Home Arrangers Trip Library Templates Meetings	Meeting Admin Policy Profile Tools
Use the wizard on the Travel Tab or on the My Concur tab (if you use Concur Travel and Expense)	You are administering travel for: Me Company Notes Travel Map Upcoming Trips Trips Awaiting Approval WELCOME TO DirectLink®+Plus On Win Stind of the stinder
Experise).	Getting started: Please complete your travel profile by clicking on the Profile link in the gray bar at the top of the page
Flight Car Hotel Rail Flight Status Dining Round Trip One Way Multi-Segment Departure City W Extra Extr Extr	 Please note you will not be able to book travel without a completed profile, including your full name, address and a credit card number. Please note your full name of your profile matches your identification (i.e. driver's license or passport) to avoid any travel delays. Please remember to keep your personal profile up-to-date. Names on your Frequent Flyer numbers must match your full name as listed on your government issued identification
Arrival City	Booking Travel:
Departure depart v 9:00am v ± 4 v Return	 Use DirectLink® +Plus to book domestic air, hotel and car reservations. Please contact the Travel Assistance to book multiple-segment or international trips When using the tool for reservations, please note, once you click on the "PurchaseTickets" button, cancellations and/or changes to airline reservations MUST be called into an agent. You may change or cancel your hotel/car bookings directly, however, please be awarethat fees may be incurred based onsupplier cancellation policies.
	Product or Technical Problems: Contact DirectLink® +Plus Technical Support
Pick-up/Drop-off car at airport	Phone - 800-999-7939
Find a Hotel	Email - <u>dlsupport@dt.com</u>
Specify airline W Refundable only air fares Search flights by: O Price Schedule Search	



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💿 Round Trip 🔿 One Way 🔿 Multi-Segment											
Dep	artu	ire (City				EWR				
EW	EWR - Newark Intl Arpt - Newark, NJ										
Arrival City 🔞 cht											
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03/15/2011 depart V 9:00am V ± 4 V											
	estater about the storage at the										
Return											
03/16/2011 depart 💙 5:00pm 💙 ± 4 👽											
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Sea	rch f	light	s by	: 🧿) Pr	ice	O Schedule				
							Search				

Enter the departure and arrival cities, dates, and times.

Choose whether to pick up the rental car at the airport.	Departure City 😵 EWR - Newark Intl Arc
If you select " Find a Hotel ", the wizard expands so you can make the desired choices for the hotel.	Arrival City 😡 Chicago, IL - Chicago
Make any other choices and click Search .	03/15/2011 depart
	03/16/2011 depart
	Pick-up/Drop-of

📀 Round Trip 🔿 One Way 🔿 Multi-Segment
Departure City 🖗 🛛 🛛 🗛
EWR - Newark Intl Arpt - Newark, NJ 🔅
Arrival City 🞲 cht
Chicago, IL - Chicago Area Airports 🄅
Departure
03/15/2011 depart 💙 9:00am 💙 ± 4 💙
Return 03/16/2011 depart ♥ 5:00pm ♥ ± 4 ♥
✓ Pick-up/Drop-off car at airport
Find a Hotel
Find hotels within 5 miles 💙 of
O Airport O Address
○ Company Location ④ Reference Point / Zip Code
e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'
Chicago, IL
With names containing:
Specify airline 🔞
Search flights by: • Price • Schedule
Search

Flight Car Hotel Rail Flight Status Dining



You will be notified that there are non-stop flights but they don't exactly fit the times you have entered. If you want, you can change your search criteria to include the non-stop flights.

d Search Window?	×					
There are no nonstop flights from DCA to SEA between: 3.00 AM and 7.00 AM.)					
There is at least one nonstop flight departing during the following hours: 8.00 AM, 5.00 PM.						
Would you like to expand your search window to include nonstop flights	?					
Yes No Cancel						
	Id Search Window? These are no nonstop flights from DCA to SEA between: 3.00 AM and 7.00 AM. There is at least one nonstop flight departing during the following hours: AM, 5.00 PM. Would you like to expand your search window to include nonstop flights: Yes No Cancel					

Flight search results

The flight search results appear.

Home	Arrangers	Trip Library	Templates	Meetings N	leeting Admin	Policy Prot	file Tools			
Newark,	, NJ To Ch	icago, IL - T	ue, Mar 15	- Wed, Mar 1	6		Print / E-ma	il	Bo	oking for: thiose
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Non 357 r	i <mark>stop</mark> results	199.40 64 results		243.40 24 results	221.40 212 results	243.40 1 results	243.40 40 results	243.40 16 results	Outbound	I
1 s 293 r	top esults	232.10 91 results	219.30 81 results		270.10 82 results		254.10 39 results		Depart	6:00 AM - 1:00 PM
2 st 98 re	ops esults				283.80 50 results		276.80 48 results		Arrive	7:23 AM - 8:42 PM
Shop by	/ Fares	ihop by Schedu	le			Sorted B	y; Price - Low	to High 🛛 🐱	Return	
Displayi	ng: 57 out o	of 748 results.				< < Previ	ious 1 <u>2 3 4 5 6</u>	<u>Next>> All</u>	Depart	•
Pri	ce	Carı	rier	Depar	A	rrive	Stops / I	Duration		1:00 PM - 9:00 PM
S F	199.40 teserve	- AXA	American	EWR ORD	6:00 am ⇒ 6:35 pm ⇒	ORD 7:30 ar. EWR 9:55 pr	n 0/2h30 n 0/2h20)m)m	Arrive	4:07 PM - 12:05 AM
	compare 🛓	• • •	•		m	ore like this +	sho	w details 🔇	Price	
S F	199.40 teserve		American	EWR ORD	6:00 am ⇒ 9:00 pm ⇒	ORD 7:30 an EWR <mark>12:05 a</mark>	n 0/2h3 m 0/2h5	i0m im	Choose c Price	urrency: USD \$ 💌
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On can carr	the flig filter y ier in tl can to	ht searc our resu he Matri gale bet	h results Its by sto x at the to ween Fa	page you ops and/o op and res and	r		To cha sliders option	ange your for flights s, and/or	search o and prio filter by a	criteria, use the ce, select other irport.



Use these tools on the Shop by Fares tab.





Shop by Fares Shop	by Schedule		Sorted By: Price - Low to High 🛛 👻	Return	0
Displaying: 19 out of 6 Price	93 results. Carrier	Depart Arrive	< <previous 1="" 2="" <u="">Next>> All Stops / Duration</previous>	Depart	1:00 PM - 9:00 PM
\$199.40 Reserve ✔	AM American	$\begin{array}{rcl} EWR & 6:00 \ am & \Rightarrow \ ORD \\ \mathbf{ORD} & 6:35 \ pm & \Rightarrow \ \mathbf{EWR} \end{array}$	7:30 am 0 / 2h 30m 9:55 pm 0 / 2h 20m	Arrive	4:07 PM - 12:05 AM
compare 🕣	* *	<u>more lik</u>	e this + show details	Drico	
\$199.40 Reserve	AXA Ap Click mor	EWR 6:00 am ⇒ ORD re like this to	More Like this 20 am 0 / Outbound flight: 12:05 am 0 / Return flight: this + show details 3	count: 25 count: 31	Close \$199.40 - \$1173.10
	see simila	ar flights.	J		

Use these tools on the Shop by Schedule tab.

op by Fares Sho	p by Schedule				Sorted By:	Depart - Earlies	t 🗸	Display Settings	0
e could do a deeper Dutbound Retur	search to find additional flig	hts, including s	old out flights, <u>Load</u> 。	detailed sch	iedule data.			Hide Propeller Planes Depart/Return Same Airport Only	
Newark, NJ - Tuo Displaying: 8 out o	e, Mar 15 f 62 results.							Airport Filters	0
	Carrier	Depart	Arrive		Stops	Class		LGA - New York, NY	
From:	American #3768	EWR	6:00am ⇒ ORD	7:30am	0/2h 30m	Economy 🚺		JFK - New York, NY	
\$199.40	🔶 🔶 2h 30m; 🛛 Canada	ir 700; (Apollo	o)					Return	
From:	American #419	E₩R	7:20am ⇒ ORD	9:00am	0/2h 40m	Economy 📗		 ✓ ORD - Chicago, IL MDW - Chicago, IL 	
\$199.40	🔶 🔶 2h 40m; 🛛 Dougla:	MD-83; (Ap	ollo)					Connecting Airport Filters	0
From:	American #3726	EWR	9:40am ⇒ ORD	11:15am	0/2h 31m	Economy 🚺			
\$199.40	🔶 🔶 2h 35m; 🛛 Canada	ir 700; (Apollo	o)						
From:	United #400	EWR 1	0:00am ⇒ ORD	11:30am	0/2h 30m	Economy 🚺		(depending on the airling	e).
\$655.40	2h 30m; Airbus A320; (Apollo)							

American Flight: 3768 Canadair Regional Jet 700 Newark Intl Arpt (EWR) - D'Hare Intl Arpt (ORD) 03/15/2011 Seat Selection:	American Flight: 3768 Canadair Regional Jet 700 Newark Intl Arpt (EWR) - 0'Hare Intl Arpt (ORD) 03/15/2011 Seat Selection:	Close
Seat Selection:	Seat Selection:	
eet assignment is subject to change up until time of departure		
	ieat assignment is subject to change up until time of departure	
📕 Available seat 📲 Occupied seat 📒 Preferential seat 🏢 Exit row 🔗 Selected seat	🔮 Available seat 📲 Occupied seat 📒 Preferential seat 🔛 Exit row 🔗 Selected seat	

On either tab, hover your mouse over the various icons to see the help text.





Select a flight. This flight will then "float" to the top so it is easy to compare to other selected flights.

ihop by Fares Sho	p by Schedule			Sorted By:	Depart - Earliest
We could do a deeper	search to find additional fligh	its, including sold	out hights. Load	detailed schedule data.	
Outbound Retu	rn -				
Newark, NJ - Tu	e, Mar 15				
Displaying: 9 out o	r 72 results.				
	Carrier	Depart	Arrive	Stops	Class
From:	American #3768	EWR 6:0	0am ⇒ ORD	<i>7:30am</i> 0/2h 30m	Economy 📡
\$199.40	🔶 🔶 2h 30m; 🛛 Canadaii	700; (Apollo)			
45					-
From:	AMA American #419	EWR 7:2	$0am \Rightarrow ORD$	<i>9:00am</i> 0/2h 40m	Economy 📡
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op by Fares Sho	p by Schedule			Sorted By:)epart - Earliest 🔉
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	\rightarrow \rightarrow 2 hours 30 minutes:	Canadair 700	(Anollo)		conomy 💽
\$199.40	Remove		(-pono)		
Outbound Return	n				
Chicago, IL - We	ed, Mar 16				
Displaying: 9 out o	r 60 results.				
	Carrier	Depart	Arrive	Stops C	lass
F	Delta # 2320	ORD 1:55p	om ⇒ DTW -	4: <i>20pm</i> 0/1h 25m E	conomy 📐
From: \$219.30	Delta † #3264	DT₩ 5:38 ₂	$m \Rightarrow EWR$	7: <i>34pm</i> 0/1h 56m E	conomy 📐
	🔶 🔶 3h 21m; 🛛 Douglas N	/ID-80, Canadai	r 900; (Apollo) +	Operated by Mesaba A	viation;



′ou can also ι Newark, NJ To C	use the ma hicago, IL T	trix to filt ue, Mar 15	er by the n - Wed, Mar 1	umber of s .6	tops a	and,	or carrier. Print / E-ma	il	
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Price	Carr	rier	Depar	t A	.rri	lt O	the button is	s red, the i	rate is
\$199.40 Reserve compare	✓ A ^X A 3 ◆ ◆	American	EWR ORD	6:00 am ⇒ 6:35 pm ⇒ m	OF EV	to in be	elect it, you enter addit formation. T ticketed ur	will be req ional The trip wil ntil it receiv	uired I not /es
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			L	east Cost Logical Fare:					
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The wizard moves to the next step. In this case, we elected to rent a car so the rental car search results appear next.



Rental car search results







When ready, click **Reserve**. The wizard moves to the next step. In this case, we elected to reserve a hotel so the hotel search results appear next.

Hotel search results





2. Embassy Suites Chicago - Downtown	0.65 miles	\$1/19
600 North State Street		φ1 4 5
Chicago, IL 60654	含含含 含含	\$159
	more info 🛛 compare 🕈	choose room 오

Click on the Spy Glass to view hotel images.









Compare List					
1. Embassy Suite	es Chicago - Downtown		0.65 miles	\$149	
	600 North State Street Chicago, IL 60654	*	r ★★ ★★	\$159	
P	m	iore info	remove	hide rooms 🔇	
• \$149	Best Available Rate 2 Room Suite-1 King B Brkfst-evening Reception (Rate Code: A02	3ed-nonsmo 2LV4) (Apolli	king Comp Coc o)	oked To Order	
• \$149	Best Available Rate 2 Room Suite-1 King Bed Cityview-nonsmoking Comp Cooked To Order Brkfst-evening Reception (Rate Code: A06LV4) (Apollo)				
• \$149	Best Available Rate 2 Rm Suite-1 Kng Pure Allergy Friendly Nosm Improved Air Quality For Sensitive Travelers (Rate Code: A0FLV4) (Apollo)				
• \$149 Best Available Rate 2 Room Suite-2 Double Beds-nonsmoking Comp Cooked To Order Brkfst-evening Reception (Rate Code: A0ALV4) (Apollo)					
				`	
Rate details / Car	ncellation policy				
Use the following Hotel Program: Hilton (All) 3550428278 💉 Reserve 🚺					





When you have made your choice, click **RESERVE.** The wizard will move to the next step in the booking process.



Review the Itinerary



Review the information and make any desired changes. You will then click next at the bottom of the page. You will update the "Trip Booking Information Page" and then be able click to "Confirm Booking" or "Purchase Ticket".

Travel Details

a <u>Print</u>

Mar 15 - Mar 16

Trip from Newark to Chicago Trip Record Locator: L1XSZS Created on: 02/10/2011 at 3:47 PM

Passengers: Hart, Kathleen.

Air Frequent Flyer Number: CO - UU688471

🚯 Newark, NJ (EWR) to Chicago, IL (ORD)

📑 Change frequent flyer program

View Fare Rules

Tuesday Mar 15, 2011

Air

Mar 15 American 3768 Duration: 2 hours, 30 minutes Nonstop Chicago (ORD): 7:30 AM Newark (EWR): 6:00 AM Why can't I change this flight? 🔞 Terminal: A Terminal: 3 Confirmation Number: IOWEUQ Status: Confirmed Air Frequent Flyer Number: CO-UU688471; Flight Information Aircraft: Canadair 700 Distance: 717 miles Emissions: 277.5 lbs CO₂ E-Ticket Meal: Food for purchase Cabin: Economy (Q) Seat: 09C(Confirmed) 🚽 Change Seat Add: 🔁 Car 😑 Hotel O Dining Car 🔁 Car Rental at Chicago (ORD) Mar 15 enterprise Enterprise Picking up: Mar 15 7:30 AM Returning: Mar 16 6:35 PM 🏫 Change Date Pick-up at: Chicago (ORD) Returning to: Chicago (ORD) 🔀 Cancel this car Confirmation Number: 974978274COUNT Status: Confirmed Daily rate: \$92.03 USD Unlimited Total rate: \$266.31 USD Frequent Guest Number: 2M6V26K **Rental Details** # of Cars: 1 Compact / Car / Automatic transmission / Air conditioning Special Instructions: NONSMOKING Add: 🔁 Car E Hotel 🚺 <u>Dinina</u>



Hotel		
Hilton Garden I 10 E. Grand Av	inn Chicago Downtown/Magni enue Chicago, Illinois, 60611	ficent Mile 1-312-595-0000
Mar 15	Checking in: Mar 15 (15:00)	Checking out: Mar 16 (12:00)
😭 Change Date 🔇 Cancel this hotel	Rooms: 1, Days: 1, Guests: 1 Confirmation Number: 3422613136 Frequent Guest Number: 35504283 Rate Code: A0EA03	Status: Confirmed NON SMKING CONF 278
	Daily rate: \$145.00 USD Phone: 1-312-595-0000	Total rate: \$145.00 USD
	Cancellation Policy: Cancellation Fees may apply Deposit may be charged immediately	
	Special Instructions: Nonsmoking	
Add: 😔 Car	😑 <u>Hotel</u> 🕕 <u>Dinina</u>	
	w 16, 2011	
Medneeday Ma		
Wednesday Ma		
Wednesday Ma Air		
Wednesday Ma Air 🔂 Chicago, IL (OR	RD) to Newark, NJ (EWR)	
Wednesday Ma Air Chicago, IL (OR Mar 16	RD) to Newark, NJ (EWR) American 1918	Duration: 2 hours, 20 minutes Nonstop
Wednesday Ma Air Chicago, IL (OR Mar 16 Why can't I change this Flight2 N	RD) to Newark, NJ (EWR) American 1918 Chicago (ORD) : 6:35 PM Terminal: 3	Duration: 2 hours, 20 minutes Nonstop Newark (EWR) : 9:55 PM Terminal: A
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