

Section 1: Getting Started	
Step 1: Log In to Concur Cliqbook Travel	
1	Logon to Concur Cliqbook Travel following your company's logon instructions.
If you are not sure how to start Concur Cliqbook, check with your company's system administrator. When starting Concur Cliqbook Travel, you will first see the Log On page.	

Section 2: Travel Center	
1	Explore the Home section.
2	Explore the Trip Library section.
3	View the Templates section.
4	View the Meetings section.
5	Familiarize yourself with the Policy section.
6	Explore the Profile section.
7	View the Tools section.

Section 3: Updating Your Travel Profile	
Step 1: Change Your Password	
1	On the Travel Center homepage, on the grey menu bar at the top of the screen, click Profile .
2	On the Other Settings menu on the left side of the page, click Change

Section 3: Updating Your Travel Profile	
Step 1: Change Your Password	
	Password.
3	Enter your new password, and then click Save .

Step 2: Change your Time Zone, Date Format, or Language	
1	On the Travel Center homepage, on the grey menu bar at the top of the screen, click Profile .
2	On the Other Settings menu on the left side of the page, click System Settings .
3	On the System Settings page, update the appropriate information, and then click Save .

Step 3: Update Your Personal Information	
1	On the Travel Center homepage, on the grey menu bar at the top of the screen, click Profile .
2	On the My Profile page, update the appropriate information, and then click Save .

Step 4: Set up a Travel Arranger or Assistant	
1	On the Travel Center homepage, on the grey menu bar at the top of the screen, click Profile .
2	At the top of the Profile screen, click Assistants .
3	Click Add an Assistant to search for your assistant's last name.

Section 4: Make a Travel Reservation	
Step 1: Make a Flight Reservation	
1	Click the Flight tab at the left side of the screen.
2	Select one of the following types of flight options: <ul style="list-style-type: none"> • Round Trip • One Way • Multi Segment
3	In the Departure and Arrival City fields, enter the cities for your travel.
4	Click in the Departure and Return date fields, and then select the appropriate dates
5	If you need a car, select the Pick-up/Drop-off car at Airport checkbox.
6	If you need a hotel, select the Find a Hotel checkbox.

Section 4: Make a Travel Reservation

Step 1: Make a Flight Reservation

7	Click Search for Flights By to view the flight results by Price or by Schedule.
8	Click Search .
9	After you choose your flight, click Select Seat next to the flight.
10	Select any green (unoccupied) seat and position the cursor over a seat to see the seat number.
11	Click the appropriate seat to select it.
12	Click Reserve to select your airfare.

Step 2: Select a Car

1	If you specified that you need a car on the Flight tab, you will see car results for the car search.
2	Select the appropriate rental car, and then click Reserve .

Step 3: Select a Hotel

1	To filter by hotel chain, click Hotel Chain , and then select the chains you want to view.
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Note: If you selected the **Find a Hotel** option on the **Flight** tab, the hotel results are displayed after you choose your rental car.

2	To filter by hotel amenities, click Hotel Amenities , and then select the appropriate amenity options.
3	Click Map of Hotels in the upper right corner of the page to view a map of the location you selected and the nearby hotels.
4	Click Info for a specific hotel to find more detailed information for the hotel.
5	When you are ready to reserve your hotel room, click Reserve for the appropriate rate and hotel.
6	Click Next .
7	Enter your trip information in the Trip Name and Trip Description fields.
8	Click Next to finalize your reservation.

Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation

1	On the Upcoming Trips tab, click the name of the trip.
2	Click Change Trip (add car or hotel)
3	From the Itinerary, choose: Change Seat Change Flight to change your day or time for travel – you cannot change the airline. Change or cancel car rental Change or cancel hotel
4	To cancel your entire trip, click Cancel from the menu.

HINT: If the status of the trip says **Ticketed**, you cannot change or cancel your flight, you must call your travel agent.