

Concur Cliqbook Travel Quick Reference

Section 1: Getting Started	
Step 1: Log In to Concur Cliqbook Travel	
1	Logon to Concur Cliqbook Travel following your company's logon instructions. http://app2.outtask.com/travelhome.asp
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	Become familiar with the Policy section.
5	Explore the Profile section.
6	View the Tools section.

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

Section 3: Updating Your Travel Profile	
Step 1: Change Your Password	
3	Enter your old password, assign a new password & click Save .

Step 2: Change your Time Zone, Date Format, or Language	
1	On the Travel Center homepage, click the Profile link on the grey menu bar at the top of the screen.
2	In 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 Personal Information	
1	On the Travel Center homepage, click the Profile link on the grey menu bar at the top of the screen.
2	On the My Profile page, update the appropriate and then click Save .

Step 4: Set a Travel Arranger / Assistant	
1	On the Travel Center homepage, click the Profile link on the grey menu bar at the top of the screen.

Step 4: Set a Travel Arranger / Assistant	
2	Click the Assistants link at the top of the Profile screen.
3	Click the Add an Assistant link 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 select
5	If you need a car, select the Pickup/Dropoff car at Airport checkbox.
6	If you need a hotel, select the Find a Hotel checkbox.
7	Click the Search for Flights By button to view the flight results by Price or by Schedule.
8	Click the Search button.

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Section 4: Make a Travel Reservation	
Step 1: Make a Flight Reservation	
9	After you choose your flight, click the Select Seat button 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 the Reserve button 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 the Reserve button.

Step 3: Select a Hotel	
1	In the hotel results, click Get More Hotels to pull more hotels into the list.
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 chain, click the Hotel Chain link and then select the chains you want to view.

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

Step 4: Pre-populate Your Expense Report	
1	In the dropdown menu, select the transportation expense you expect to incur for transportation or parking during each segment of your trip.
2	After you have completed each segment of your booking, click the Finish button.

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