

nuTravel
Technology Solutions

User Manual - CTS



Table of Contents

CHAPTER 1

Log In	1
Home Page	2
o Navigation Toolbar	2
o Quick Trip Search	2
o Welcome Screen	3
o Quick Access Features	3
o Travel Resources	3

CHAPTER 2

Traveler Profile	4
o Creating a Travel Profile	4
o My Profile	4

CHAPTER 3

Search for Flights	6
o Round Trip, One Way or Multi-Leg	6
o Air Results: Matrix & Options	7
o SWABIZ	8
o Create a Trip Template	11
o Custom Locations	13

CHAPTER 4

Find a Hotel	15
o Search by Airport, Search by Address	
o Hotel Results	15

CHAPTER 5

Rent a Car	19
o Search by Airport, Search by City	19
o Car Results: Matrix & Options	19
o Ground and Limo Service	21

CHAPTER 6

Create a Reservation	23
o Trip Purchasing & Booking	23
o Modify a Booking	24
o Driving Directions	25
o Weather Conditions	25
o Outlook Synch	26
o Flight Notes	27



Log In

Corporate Travel Solution (CTS™) is a quick, flexible and fully customizable corporate online booking system that adapts to your individual corporate needs. It empowers you by eliminating inefficiencies in the travel booking process and allows your company to proactively manage its travel expenses.

Thank you for taking the time to review this valuable training document. To initially access the CTS™ system, you have received a Welcome Email that includes your User Name (your corporate email address), designated Password and a link to your specific corporate log in page.

A screenshot of the "Log In" page. The page has a light gray background. At the top left, the text "Log In" is displayed in a bold, dark blue font. Below this, there is a white rectangular form with a thin gray border. Inside the form, there are two input fields: the first is labeled "Username (Your e-mail address):" and the second is labeled "Password:". Below the password field, there is a link "Forgot Password?" and a checkbox labeled "Remember Me?". At the bottom left of the form is a "Submit" button. To the right of the form, there is a vertical list of links: "Support", "Contact Us", "Privacy Policy", and "Company Home", all in a blue font.

If you forget your password, click on the Forgot Password link, enter your corporate email address and a new password will be sent to you. Your User Name identifies you and assigns your company's Travel Policy to you based on your hierarchy / employee level.

Click Submit and you are now directed to your Home Page.

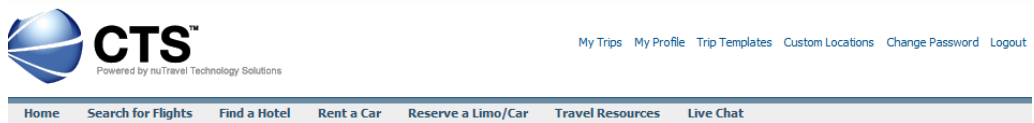
Home Page

Your Home Page is a “dashboard” to your entire corporate travel program with the following features:

Navigation Toolbar

HOME PAGE FEATURES
Navigation Toolbar
Quick Trip Search
Welcome Messages
Quick Access Features

At the top of each page, you will find helpful links to assist you navigate through CTST[™]. Some functionality may or may not apply to you as a traveler. For instance, if you do not book travel on behalf of other employees, the Travel Arranger link would not show up. Also, the Admin link would not be apparent if you are not the Site Administrator.



Quick Trip Search

Located on the Home Page is an area where you can easily search for a Round Trip flight, Hotel and/or Rent a Car. This is our Quick Trip Search. Just enter the airport codes or city names for your departure and arrival and the dates and times and click Submit. Results will then display.

If you don't know the airport codes, just enter the city name and a dropdown of options will appear.

Concurrent Search - if your flight information is entered, just click the Find a Hotel and Rent a Car radio buttons and your data will be pre-populated into the appropriate fields. Click Submit and it will begin searching all three choices at the same time!

Helpful Hint 1: Advanced Options – If your search requires multiple legs, a hotel property outside of the airport or an off-airport rental car, just click the Advanced Search link. You will be directed to the designate page.

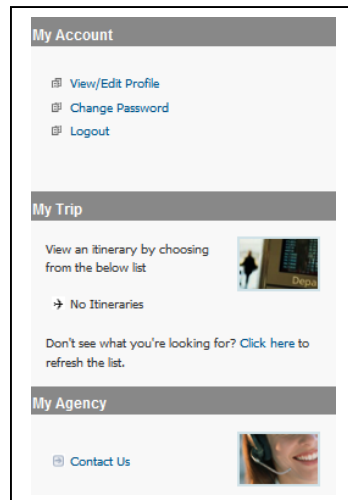
Helpful Hint 2: Reset – You can always click the Reset Button to clear out your previous search criteria.

Welcome Messages

You will notice throughout the site that there are custom messages designed to assist you in navigating through your booking process. These could be customized by your corporation or your agency.

Quick Access Features

Located on the right side of home page you will notice three areas that can assist you:



My Account

From here you have the ability to view and edit your personal profile information, flight notification settings, change your password and log out.

My Trips – Online & Offline Itineraries

Online: From this section you can access a current itinerary that you have booked and named.

Offline: You can also pull up any reservations that you may have booked with your designated travel agent. If you cannot find an itinerary, just choose the “click here” link and the itinerary list will be refreshed.

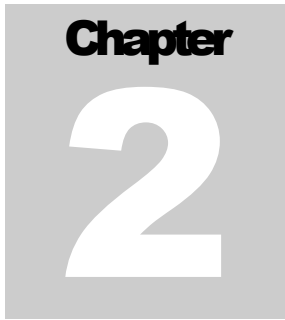
Note: Itineraries can only be accessed up until the last day of the trip. Please contact your travel agency for past trip

itineraries and invoices.

My Agency

From this section you can contact your agency directly, request technical support and, if applicable, chat with live agents by clicking on the associated links.

Travel Resources: This is a customized section designed specifically for you by your CTS™ Administrator. Look here for helpful links such as Currency Conversions, Maps, Departure & Arrival Information, Visa & Passports, Languages, Weather, World Clock, etc.



Traveler Profile

Creating a Traveler Profile

If you are logging into CTS™ for the first time you may be asked to complete the required profile fields in the profile section in order to proceed. Your profile is stored in your agency’s GDS and has dual synch functionality with CTS™. This means that any field you complete and update will synch instantaneously in your agency’s GDS. And any profile field that is updated by an agent will be instantly viewed in CTS™.

My Profile

Click on the My Profile link at the top of the Home Screen or on the Quick Access features found on the right hand side. Here you can then navigate through the different areas of your personal profile:

PROFILE FEATURES	
Personal Data	<p>Personal Data Keep your current email address, phone & fax numbers, emergency contacts and passport information up-to-date.</p>
Address	<p>Address Add your work and home addresses to ensure proper ticket delivery and car service pick-ups.</p>
Credit Card Info	<p>Credit Card Information Corporate credit cards will default as your Primary Form of Payment unless otherwise specified in your profile. You will also have the option of entering Hotel Guarantee Cards or Personal Cards.</p>
Flight, Hotel & Car Options	<p>Flight Options You can enter all frequent flyer numbers and your seat preferences.</p> <p>Hotel Options Enter your hotel membership numbers, room type and preferences in this section.</p> <p>Car Options Enter your car membership numbers, car size and preferences here.</p>

Profile

Personal Data | **Address(es)** | **Credit Card Information** | **Flight Options** | **Hotel Options** | **Car Options**

◆ Denotes a required field

User Info

First Name: ◆

Last Name: ◆

Job Title:

Date of Birth:

Contact Information:

Work Phone:

Home Phone: ◆

Mobile Phone:

Passport Information

Passport Number:

Expiration Date:

Place of Issue:

Place of Birth:

Date of Birth:

Name:

Date of Issue:

Note: The ◆ icon indicates a required field.

Note: Profiles are secure in a 128 bit encrypted (SSL) mode to safely transmit information to/from the GDS.

Search for Flights

Round Trip, One Way or Multi-Leg

CTSTTM presents three different ways of searching for your preferred trip. The system will always default to the Round Trip option. Throughout the initial process of entering dates, times and city pairs, you will also have some advanced searching criteria: Search by Lowest Fare or Search by Schedule

CTSTTM displays over 50 different options per search.

As a default, CTSTTM will return trip results that are bundled as per price. The lowest price will be the first option that is offered ending with the most expensive fare. However, you can choose to Search by Schedule. In this case, the initial display will show all of the flight times for your outbound leg along with the fares. Once you choose your outbound leg, the return flight times and prices will display. Choose both legs and CTSTTM will price the specified trip and display alternative bundled options as well.

Class of Service

As a default, CTSTTM displays Coach as the designated class of service. Based on you and your company’s travel policy, Business Class and/or First Class may or may not be available.

Airline Preference

You have the ability to highlight up to four preferred airlines during your trip search. Just hold your control key (ctrl) and click on each carrier (up to four) that you would only like to see displayed results.

Max Connections

Your CTSTTM Administrator will set the default for the maximum number of connections in which results will display. Please note, if you select zero connections and there are no direct flights available for your selected city pairs, then you will not receive any options.

Number of Passengers

As a default, CTS™ will search for flights for one passenger. However, you can book up to eight individuals in one search.

Concurrent Search Capability: After your initial search criteria are entered, click on the Find a Hotel and/or Rent a Car radio button. Once you click on the Search button, CTS™ will kick off three concurrent searches saving you time.

Air Results: Matrix & Options

CTS™ has a unique feature that eliminates the guesswork of what fare to select. Depending on corporate airline discount programs, appropriate fares are suggested to maximize supplier discounts giving the best savings alternatives.

The Fare Matrix makes it easy for you to select the fare that best matches your search criteria. Search results are displayed in an easy-to-read Matrix that categorizes non-stop, one-stop and two or more stop flights defaulting from the lowest fares to the most expensive. All aspects on the Matrix have click through capabilities to allow you to designate specific carriers, prices and routing.

Air Results

[Modify your Search](#)

Hide Air Results Matrix

	US AIRWAYS	AMERICAN AIRLINES	UNITED AIRLINES	CONTINENTAL	NORTHWEST	DELTA AIRLINES	Multiple
Non-Stop	\$399.00	\$347.00	\$347.00	N/A	N/A	N/A	N/A
1 Stop	\$318.00	\$322.50	N/A	\$368.00	\$394.00	\$490.00	\$829.00
2+ Stops	N/A	N/A	N/A	N/A	N/A	N/A	N/A

[Display All Results](#)

✔ = Preferred Carrier
 ✘ = Outside of Soft Policy
 ✘ = Outside of Hard Policy

Sort By: [Price](#) | [Preferred Carrier](#) | [Departure Time](#)

Select **\$347.00** **Non-Refundable, E-Ticket Available, Non-Stop**

UNITED AIRLINES 667

Depart: **December 17, 2008 06:00AM** [Show seats](#) New York La Guardia Apt (LGA)
 Arrive: **December 17, 2008 07:26AM** Chicago O'Hare International Apt (ORD)

COACH(S) | Flight Duration: 2hr 26min(146) | 319 | Intermediate Stop : 0

UNITED AIRLINES 694

Depart: **December 18, 2008 08:55PM** [Show seats](#) Chicago O'Hare International Apt (ORD)
 Arrive: **December 18, 2008 11:58PM** New York La Guardia Apt (LGA)

COACH(S) | Flight Duration: 2hr 3min(123) | 752 | Intermediate Stop : 0

Leaving From: LGA

Going To: ORD

Departing On: 12/17/2008

Returning On: 12/18/2008

Search by Lowest Fare

Search by Schedule

Seating Class: Coach

Airline Preference: [Select Airline](#)

Max. Connections: 1

Include Non-Refundable Tickets



[Start New Search](#)

Need more options? Start Over

Preferred Airlines

Your CTS™ Administrator can bias the results in order for your company’s preferred carriers to display as the first options. Administrator preferences will always supersede your individual preferences and will be identified by the preferred icon.

Travel Policy Icons

-  =**Outside of Soft Policy** - If a flight option does not comply with your organization’s designated travel policy, you will be alerted. If you decide to continue booking then your assigned Travel Arranger / Manager will be notified via email of this infraction.
-  =**Outside of Hard Policy** – In some cases, your company’s travel policy can completely deny you from booking a certain way. This is a Hard Policy.
- **Travel Policy Questions?** Please contact your CTS™ Administrator.

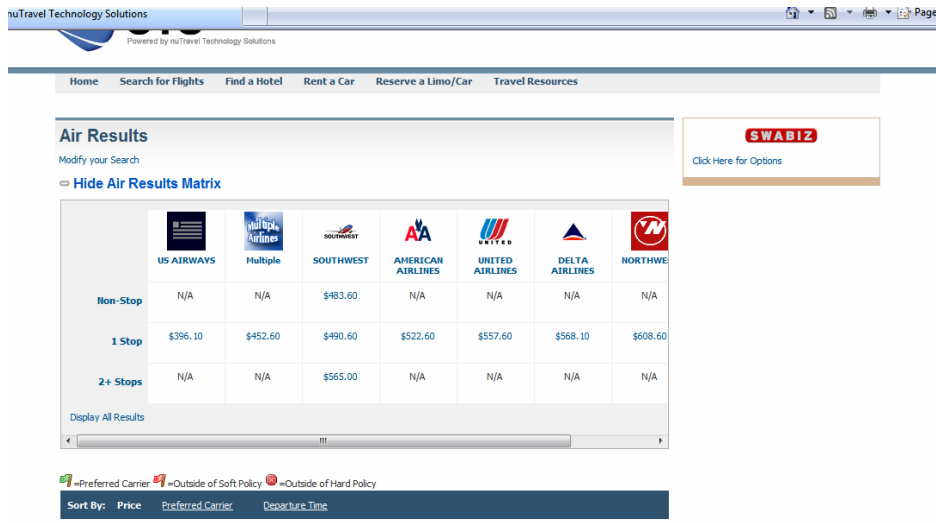
Sorting Capabilities

As a default, your flight options will display according to price – from the lowest to the most expensive fares. However, you can also sort your results by Preferred Carrier or Departure Time.

SWABIZ

Booking Southwest Flights from SWABIZ using the corporate booking tool integration

When your search criteria matches a Southwest Airlines route the SWABIZ logo will display to the right of the results matrix. Click on the SWABIZ logo to be directed to the SWABIZ site. Your frequent flyer information, billing, SWABIZ Corporate Account Number, Agency SWABIZ Number and search criteria will be pre populated so you don’t have to re enter it.



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Home Search for Flights Find a Hotel Rent a Car Reserve a Limo/Car Travel Resources




Air Results

Modify your Search

Hide Air Results Matrix

	US AIRWAYS	Multiple Airline	SOUTHWEST	AMERICAN AIRLINES	UNITED AIRLINES	DELTA AIRLINES	NORTHWE
Non-Stop	N/A	N/A	\$483.60	N/A	N/A	N/A	N/A
1 Stop	\$396.10	\$452.60	\$490.60	\$522.60	\$557.60	\$568.10	\$608.60
2+ Stops	N/A	N/A	\$565.00	N/A	N/A	N/A	N/A

Display All Results

 Preferred Carrier
  Outside of Soft Policy
  Outside of Hard Policy

Sort By: Price Preferred Carrier Departure Time

SWABIZ

[Click Here for Options](#)

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Complete the SWABIZ booking process by selecting flights from the results page as illustrated below and click go to next steps – Price.

Select Departing Flight
Hartford, CT to Los Angeles, CA (Monday, December 10 2007)

Fares do not include government fees and taxes.

Flight	Depart	Arrive	Stops	Travel Time (hh:mm)	Business Select \$384	Business \$359	Wanna Get Away \$139 - \$318
3655	7:00am	11:35am	1	7:35	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$139
3481/420	7:35am	1:30pm	BWI2	8:55	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$139
3149	12:00pm	4:30pm	1	7:30	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$139
298/2437	1:55pm	9:00pm	BNA/1	10:05	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$139
1657/135	3:15pm	10:55pm	BWI2	10:40	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$139
2449/587	5:25pm	11:30pm	MDW/1	9:05	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$139

Select Returning Flight
Los Angeles, CA to Hartford, CT (Wednesday, December 12 2007)

Fares do not include government fees and taxes.

Flight	Depart	Arrive	Stops	Travel Time (hh:mm)	Business Select \$384	Business \$359	Wanna Get Away \$99 - \$318
1930/885	6:25am	4:45pm	MDW/1	7:20	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$99
3495/3320	6:30am	6:45pm	MCI2	9:15	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$99
1155/523	9:20am	9:00pm	BWI2	8:40	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$99
1079/419	10:15am	9:45pm	LAS/2	8:30	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$99
245	12:40pm	10:00pm	1	6:20	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$99
416/1018	2:25pm	12:25am	LAS/1	7:00	<input type="radio"/> \$384	<input type="radio"/> \$359	WEB ONLY! <input type="radio"/> \$99

Ready to view air itinerary and pricing?

[Start Over](#) [Need help booking travel?](#)

• All fares and fares are subject to change until purchased.

Click, Go To Next Step – Price, to review the selected itinerary and price.

At this stage you can confirm the purchase. You will notice that the fare in the Matrix display was \$483.60 and the fare through SWABIZ is \$272.60 which is a savings of \$211.00. Click Go To Next Steps – Purchase.

Southwest Airlines Pricing and Restrictions - Windows Internet Explorer
 https://admin01.bookingbuilder.com/bbcorporate/test/SWABIZProxy.aspx

BookingBuilder Test Travel Reservation

AIR TRAVEL SUMMARY

PLAN TRIP → SELECT FLIGHT → **PRICE** → PURCHASE

Southwest Airlines Air Itinerary and Pricing

Air Itinerary

Trip	Date	Day	Stops	Routing	Flight	Routing Details
Depart	Dec 10	Mon	1	BDL-LAX	3655	Depart Hartford (BDL) at 7:00 AM Arrive in Los Angeles (LAX) at 11:35 AM
Return	Dec 12	Wed	1	LAX-MDW-BDL	1930	Depart Los Angeles (LAX) at 6:25 AM Arrive in Chicago (MDW) at 12:20 PM
					885	Change planes in Chicago (MDW) departing at 1:50 PM Arrive in Hartford (BDL) at 4:45 PM

Pricing

Passenger Type	Trip	Routing	Type of Fare	Base Fare	U.S. Taxes	PFC
Adult	Depart	BDL-LAX	Wanna Get Away	\$129.30	\$16.50	\$4.50
	Return	LAX-MDW-BDL	Wanna Get Away	\$92.09	\$13.71	\$9.00
Total				\$221.39	\$30.21	\$13.50

1 Security Fee is the government-imposed September 11th Security Fee.

I accept the conditions of travel for Fare Types listed above and want to complete this purchase.
(Note: Please click on each Fare Type link individually to view associated rules, as the restrictions for each fare may vary slightly.)

Go To Next Step - Purchase >>

The following page will display the payment and passenger information that was transferred. Click the “I Want To Purchase This Airfare” and your purchase has taken place.

Southwest Airlines Payment Information - Windows Internet Explorer
 https://admin01.bookingbuilder.com/bbcorporate/test/SWABIZProxy.aspx

southwest.com for Business Travel | **Book Travel** | Special Offers | Travel Tools | Rapid Rewards®

BookingBuilder Test Travel Reservation

AIR TRAVEL SUMMARY

PLAN TRIP → SELECT FLIGHT → PRICE → **PURCHASE**

Southwest Airlines Payment and Passenger Information

- Unless you complete the information on this screen and click on the “I Want To Purchase This Air Travel” button at the bottom of this screen, you will not have a reservation after the reservation has been successfully completed.
- You may only enter alphabetic or numeric characters in the fields below. The reservation system does not accept any punctuation including hyphens and dashes.
- When entering your Rapid Rewards Membership Number, please enter the passenger name as it appears on your Rapid Rewards membership card.

Who is Traveling?

Adult

Passenger 1: First Name: Last Name: Suffix: Rapid Rewards Account Number:

Carmine Carpanzano

[Add/Edit Disability Assistance Options](#)

1 Enter your Rapid Rewards Account number to ensure your Rapid Rewards credits will post to your account within seven to ten days after completion of your flight. You may omit the spaces and leading zeros. Rapid Rewards is our frequent flyer program.

Apply Travel Funds

If you have funds from an unused or cancelled reservation, southwestgiftcards™, or Southwest Luv Vouchers you may apply them toward the purchase of this reservation.

Enter Payment Information...

Card Holder Information

Credit Card: Number: Expiration Date:

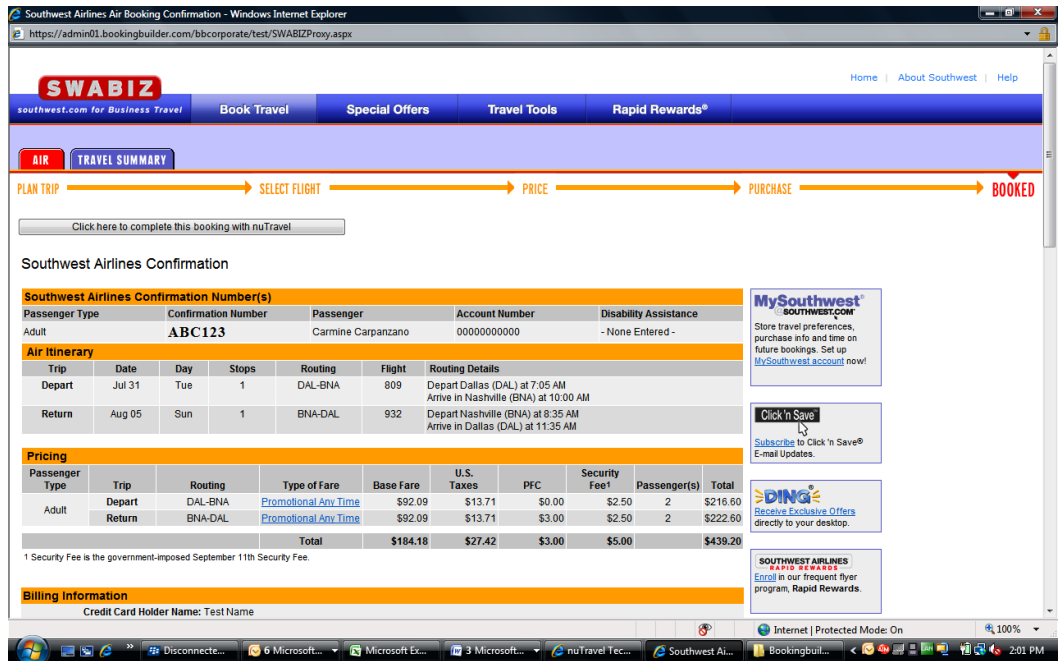
Rapid Rewards Visa 4111111111111111 5 - May 2009

First Name: Last Name:

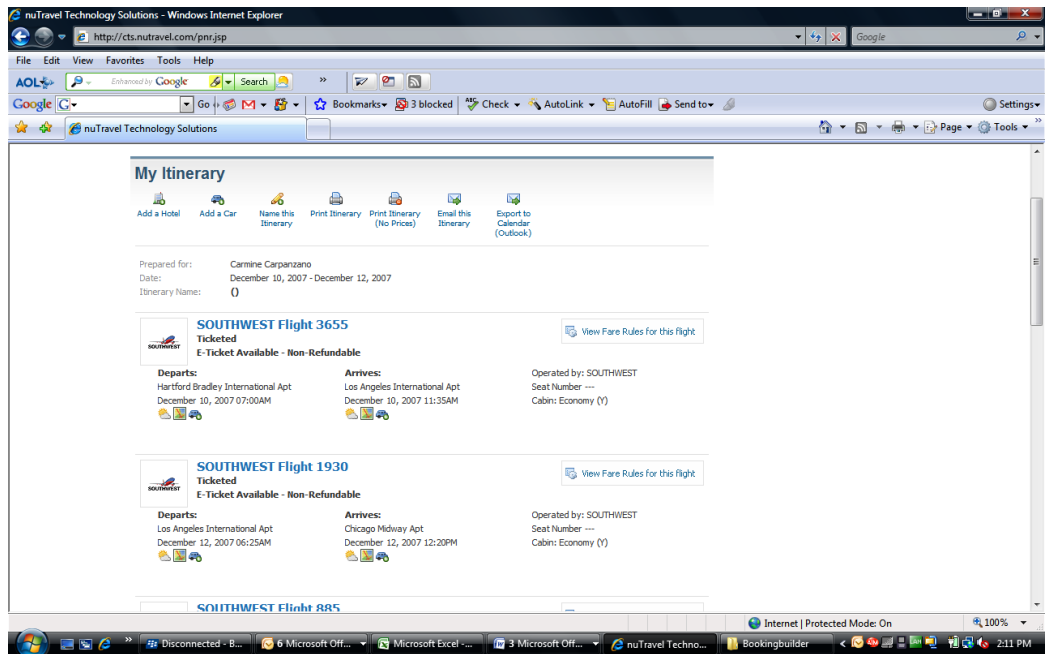
TEST HOLDER

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Upon confirmation of your SWABIZ reservation, click the button at the top of the page to complete your reservation with nuTravel.



Your SWABIZ Southwest itinerary is displayed and confirmed and you can now add a car or hotel to your reservation.



Creating a Trip Template

Create a trip template two ways, directly from the search screen or at the My Itinerary page when completing a reservation or accessing an existing reservation from the home screen. Just name the template and click on Save as Template.

Preferences:

Search by Lowest Fare
 Search by Schedule

Seating Class:
 Coach

Airline Preference
 Select Airline

- ADRIA AIRWAYS
- AEGEAN AIRLINES
- AER ARANN EXPRESS

Max. Connections:

of Passengers (Adults):

Include Non-Refundable Tickets

- Find a Hotel
- Rent a Car

Template Name:

Agent Admin Contact Us

Amber Stauffer
[My Trip](#) [My Profile](#) [Trip Templates](#) [Custom Locations](#) [Change Password](#) [Logout](#)

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Home Search for Flights Find a Hotel Rent a Car Reserve a Limo/Car Travel Resources

My Itinerary

Ticket My Airfare
Add a Hotel
Add a Car
Name this Itinerary
Print Itinerary
Print Itinerary (No Prices)
Email this Itinerary
Export to Calendar(Outlook)

Prepared for: AMBER STAUFFER
 Date: August 24, 2007 - August 25, 2007
 Itinerary Name: (GDXEFP)

AMERICAN AIRLINES Flight 1595
 Reserved - Ticket By: August 07, 2007
 E-Ticket Available - Non-Refundable

Departs: Dallas/Fort Worth Intl Apt August 24, 2007 12:40PM 	Arrives: Las Vegas McCarran International Apt August 24, 2007 01:25PM 	Equipment: Boeing 757-200/300 Stops: 0 Seat Number: --- Cabin: Economy (Y)
--	--	---

AMERICAN AIRLINES Flight 824
 Reserved - Ticket By: August 07, 2007
 E-Ticket Available - Non-Refundable

Departs: Las Vegas McCarran International Apt August 25, 2007 03:55PM   	Arrives: Dallas/Fort Worth Intl Apt August 25, 2007 08:40PM   	Equipment: Boeing 757-200/300 Stops: 0 Seat Number: --- Cabin: Economy (Y)
---	---	---

Flight Information **Total Cost of Flights \$363.30**

Air Ticket: **Ticket is Non-Refundable**

Reserved - Ticket By: August 07, 2007

Estimated Flight Cost:	\$363.30
Estimated Trip Cost:	\$363.30


Disclaimer: Please note that the price displayed is an estimated cost that may not include taxes and fees.

Template Name:

Manage Templates

Manage Templates by clicking on the Trip Templates link located top right of any page, from there you can select a template to use or remove it from your list.

Agent Admin Contact Us



Amber Stauffer

[My Trip](#) [My Profile](#) [Trip Templates](#) [Custom Locations](#) [Change Password](#) [Logout](#)

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Home Search for Flights Find a Hotel Rent a Car Reserve a Limo/Car Travel Resources

Trip Templates

Select a Trip Template Below

Template Name	Description	Created By		
Air, Car, Hotel	Amber Stauffer	<input type="button" value="Select/View"/>	<input type="button" value="Remove"/>	
Car, Hotel	Amber Stauffer	<input type="button" value="Select/View"/>	<input type="button" value="Remove"/>	
Air, Car, Hotel	Amber Stauffer	<input type="button" value="Select/View"/>	<input type="button" value="Remove"/>	
Car, Hotel	Amber Stauffer	<input type="button" value="Select/View"/>	<input type="button" value="Remove"/>	

Custom Locations

As a traveler you have the ability to see all Corporate custom locations, you can also create and modify your own personal custom locations. Click on the Custom Locations link located top right of each page. To create a new location add the location name, address and airport code then click the Add New button located at the bottom of the page. You can save multiple locations at one time by adding information to more than one location then selecting the Save All button.

Please note: Corporate locations can only be modified by your CTS Administrator.

Points of Interest (Corporate)

Location Name:
New York Office

Address: 112 Broadway **City:** New York **State:** New York

Zip/Postal Code: 10021

Country: United States **Airport Code:** JFK

Location Name:
Chicago Office Hotel

Address: 919 Maple Hill Rd **City:** Bloomington **State:** Illinois

Zip/Postal Code: 61704

Country: United States **Airport Code:** ORD

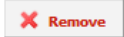
Points of Interest (Personal)

Location Name:
Home

Address: 15 Flax Rd **City:** Fairfield **State:** Connecticut

Zip/Postal Code: 06824

Country: United States **Airport Code:** LGA

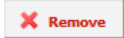


Location Name:
Atlanta Client

Address: 6 West David Hills Dr **City:** Atlanta **State:** Georgia

Zip/Postal Code: 30329

Country: United States **Airport Code:** ATL



Find a Hotel

Search by Airport, Address or Zip Code

You have two options when searching for a hotel. CTS™ defaults to the Search by Airport tab. However, if you are looking for a particular hotel you can enter an address or city to view results.

Results via Search by Airport will include all hotels within a 50 mile radius.

Specific Hotel Chain

You have the ability to highlight up to four preferred hotel chains during your trip search. Just hold your control key (ctrl) and click on each chain (up to four) that you would only like to see displayed results.

Hotel Results

Sorting Capabilities

As a default, your hotel options will display according to proximity to the airport or address that you originally entered. However, you can sort in a variety of ways:

- Price – either view results from the lowest to the most expensive fares, or vice versa.
- Name – click here and hotels will be sorted in alphabetical order

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- Preferred – based on your personal preferences or through your CTS™ Administrator, hotels will display by preferred chain.
- Rating – our system designates each hotel on a Crown Rating Scale. Click here to sort how the hotels in a particular area rate.

The screenshot displays the 'Hotel Search Results' interface. At the top, it shows '444 Total Results' and a 'Modify your Search' link. Below this is a navigation bar with 'Page 1 of 18' and a 'Next' button. Two buttons, 'Compare Selected' and 'De-Select All', are visible. A legend identifies icons for 'Preferred Property', 'Non-Preferred Property', 'Outside of Soft Policy', and 'Outside of Hard Policy'. A 'Sort By' dropdown menu is set to 'Name', with other options being 'Price', 'Preferred', and 'Rating'. A 'Check to compare hotels' button is also present. Two hotel cards are shown: 'Hilton Chicago O'Hare Airport' with a daily rate starting at \$89.00 and 'Extended StayAmerica' with a daily rate starting at \$65.99. Each card includes a thumbnail image, a 'View Availability' button, a brief description, address, and three action buttons: 'Show Details', 'View Photos', and 'View Area Map'.

Expand Hotel Details

As you can see, the initial results show the range of daily rates, hotel address and brief description. However, you can also view additional details of the property from the three buttons on the right.

Show Details will expand the hotel description and list the building information, meeting rooms, nearest airports, property type and amenities.

View Photos will expand the hotel description and thumbnail various photos of the property. Click on a photo to see an instant Slide Show.

View Area Map will also expand the hotel description and display a map and the property location.

Expanding or collapsing a hotel property's details will keep you on the same results page. You are free to continue to scroll and view additional properties quickly and easily.

(See the following screen shot for a detailed example)

Hotel Search Results

444 Total Results

Modify your Search


Page 1 of 18 Next

Compare Selected De-Select All

= Preferred Property = Non-Preferred Property = Outside of Soft Policy = Outside of Hard Policy

Sort By: [Name](#) [Price](#) [Preferred](#) [Rating](#) [Check to compare hotels](#)

[View Availability](#) **Hilton Chicago O'Hare Airport**



Daily Rates: Starting At: \$89.00
 Multistory Modern Hotel with guest amenities for the business or leisure traveler; located in the center of the airport complex.

O'Hare International Airport
 Chicago, Illinois 60666
 United States


[Hide Details](#)

[View Photos](#)

[View Area Map](#)

<p>Building Info: Floors: 10 Year Built: 1973 Year Renovated: 1998</p> <p>Meeting Rooms: Broadband: Wireless: Total Capacity: 400 54 Meeting Rooms:</p> <p>Nearby Airports: 0.1mi to ORD</p>	<p>Property Type: Conference Center Hotel</p> <p>Amenities</p> <ul style="list-style-type: none"> Business Center <input checked="" type="checkbox"/> Common Area Broadband <input checked="" type="checkbox"/> Common Area Wireless Internet <input checked="" type="checkbox"/> Pets Allowed <input checked="" type="checkbox"/> Room Service <input checked="" type="checkbox"/> Free On-Site Parking Golf <input checked="" type="checkbox"/> Health Center <input checked="" type="checkbox"/> Health Spa <input checked="" type="checkbox"/> Indoor Pool <input checked="" type="checkbox"/> Outdoor Pool <input checked="" type="checkbox"/> InRoom Broadband Internet <input checked="" type="checkbox"/> InRoom Newspaper <input checked="" type="checkbox"/> InRoom Wireless Internet <input checked="" type="checkbox"/> <p style="font-size: small; margin-top: 10px;"> Available only in some rooms of the property Located nearby to property </p>
---	--

[View Availability](#) **Extended StayAmerica**



Daily Rates: Starting At: \$65.99
 4575 Frontage Rd
 Hillside, Illinois 60162
 United States

[Show Details](#)

[View Photos](#)




[View Area Map](#)

Compare Results

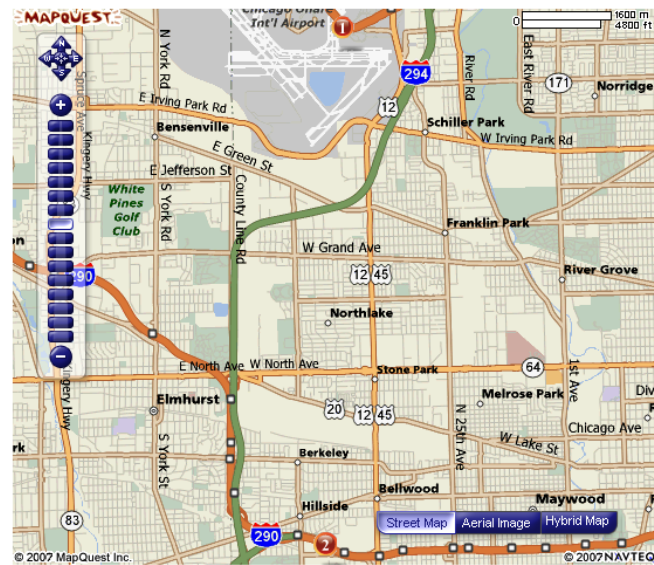
In the right hand corner of each hotel property is a checkbox. You can select up to four separate properties and click the Compare Selected button at the top of the page. CTS™ displays the properties in columns for you to easily compare the rates, rating, amenities and location on a map. Please see example.

Compare Hotel Results

[Back to Results](#)

	 <p>Hilton Chicago O'Hare Airport Multistory Modern Hotel with guest amenities for the business or leisure traveler; located in the center of the airport complex. O'Hare International Airport Chicago, Illinois 60666 United States Daily Rates: Starting At: \$89.00 <input type="button" value="View Availability"/></p>	 <p>Extended StayAmerica 4575 Frontage Rd Hillside, Illinois 60162 United States Daily Rates: Starting At: \$65.99 <input type="button" value="View Availability"/></p>
Crown Rating:	👑👑👑	👑👑
Photo Gallery	View Photos	View Photos
Property Type:	Conference Center Hotel	
Nearby Airports:	0.1mi to ORD	to ORD to MDW
Floors:	10	0
Year Built:	1973	
Business Center	✔	
Common Area Broadband	✔	
Common Area Wireless Internet	✔	
Pets Allowed	✔	
Room Service	✔	
Free On-Site Parking		
Golf	✔*	
Health Center	✔*	✔**
Health Spa	✔	
Indoor Pool	✔	
Outdoor Pool	✔	✔**
InRoom Broadband	✔	
Internet	✔	
InRoom Newspaper	✔*	
InRoom Wireless Internet	✔	✔
	 <p>Hilton Chicago O'Hare Airport Multistory Modern Hotel with guest amenities for the business or leisure traveler; located in the center of the airport complex. O'Hare International Airport Chicago , Illinois 60666 United States Daily Rates: Starting At: \$89.00 <input type="button" value="View Availability"/></p>	 <p>Extended StayAmerica 4575 Frontage Rd Hillside , Illinois 60162 United States Daily Rates: Starting At: \$65.99 <input type="button" value="View Availability"/></p>

- ✳ Available only in some rooms of the property
- ✳ Located nearby to property



Rent a Car

Search by Airport, Search by City

You have two options when searching for a car rental. CTS™ defaults to the Search by Airport tab. However, if you are looking for an off-airport rental location, you can enter a specific city to view results. If searching for car in conjunction with air, the fields will be pre-populated with your air destination city and dates.


Preferred Car Agency

You have the ability to highlight up to four preferred rental car agencies during your trip search. Just hold your control key (ctrl) and click on each agency (up to four) that you would only like to see displayed results.



Car Results: Matrix & Options

The Fare Matrix makes it easy for you to select the fare that best matches your search criteria. Search results are displayed in an easy-to-read Matrix that categorizes the various car-size categories by vendor. All aspects on the Matrix have click through capabilities to allow you to designate specific car rental agencies, prices and routing.

Preferred Car Rental Agencies

Your CTS™ Administrator can bias the results in order for your company's preferred car rental agencies to display as the first options. Administrator preferences will always supersede your individual preferences and will be identified by the icon:  =Preferred Carrier

Travel Policy Icons








-  =Outside of Soft Policy - If a car rental option does not comply with your organization's designated travel policy, you will be alerted via the following icon. If you decide to continue booking then your assigned Travel Arranger / Manager will be notified via email of this infraction.
-  =Outside of Hard Policy – In some cases, your company's travel policy can completely deny you from booking a certain way. This is a Hard Policy and is identified by the following icon.

- **Travel Policy Questions?** Please contact your CTS™ Administrator.




Sorting Capabilities

As a default, your car rental options will display according to price – from the lowest to the most expensive fares. However, you can also sort your results by Preferred Carrier.

Car Results
 Modify your Search
 Hide Car Results Matrix


	 ENTERPRISE	 DOLLAR	 NATIONAL	 BUDGET	 EXOTICAR EXPRESS	 HERTZ	 AVIS
Economy	\$38.59	\$37.62	\$90.95	\$91.99	N/A	\$98.99	\$98.99
Compact	\$38.69	\$37.62	\$92.95	\$94.99	N/A	\$101.99	\$101.99
Intermediate	\$42.24	\$41.04	\$96.95	\$97.99	\$500.00	\$104.99	\$104.99
Standard Size	\$43.99	\$42.75	\$99.95	\$99.99	N/A	\$106.99	\$106.99
Full Size	\$44.00	\$42.75	\$99.95	\$100.99	N/A	\$107.99	\$107.99
Luxury	\$100.95	\$61.74	\$134.95	\$121.99	\$350.00	\$128.99	\$128.99

Display All Results

 =Preferred Carrier
  =Outside of Soft Policy
  =Outside of Hard Policy

Sort By: Price Preferred Vendor


Select **\$143.44** \$38.59 per day with unlimited miles

 Enterprise - ECONOMY CAR AUTO A/C

Pick-up Info	Drop-off Info	Mileage Allowance: unlimited
June 19, 2007	June 21, 2007	Mileage Charge: \$0.00
New York La Guardia Apt	New York La Guardia Apt	

Show me more details on this vehicle

Ground and Limo Service

Click on the Reserve Limo/Car link located at the top of each page or click on the  icon when accessing an existing reservation from the home page. Complete the required fields then click the Search for Car Service button located at the bottom of the page.

Agent Admin Contact Us

CTS
Powered by nuTravel Technology Solutions

Amber Stauffer
My Trip My Profile Trip Templates Custom Locations Change Password Logout

Home Search for Flights Find a Hotel Rent a Car Reserve a Limo/Car Travel Resources

Reserve a Limo/Car Service

⬢ Denotes a required field

Passenger Information

First Name:

Last Name:

Email Address:

Phone 1:

Phone 2:

Phone 3:

Choose the type of ride to be taken

Drop-off at Address

Address 1:

Address 2:

City: Select a State

Zip/Postal Code:

Country: Select a Country

Additional Information

Number of Passengers

1 (Including primary passenger)

Directions/Comments

Directions/Comments:

Next, select a Provider, Rate and Vehicle type. To confirm your reservation click confirm from the Trip Purchasing and Booking page.

Agent Admin Contact Us

CTS
Powered by nuTravel Technology Solutions

Amber Stauffer
My Trip My Profile Trip Templates Custom Locations Change Password Logout

Home Search for Flights Find a Hotel Rent a Car Reserve a Limo/Car Travel Resources

Reserve a Limo/Car Service - Results

Modify your Search

Service Provider	Rate	Vehicle Type	
Empire International	91.32	Sedan	<input type="button" value="Reserve this Car"/>
Concord Limousine Inc	53.0 (Min. Hours: 2.0)	Sedan	<input type="button" value="Reserve this Car"/>
Olympic Limousine Service	50.0 (Min. Hours: 2.0)	Sedan	<input type="button" value="Reserve this Car"/>
Dav El	53.0 (Min. Hours: 2.0)	Sedan	<input type="button" value="Reserve this Car"/>
A 1 Limousine	To Be Determined	Sedan	<input type="button" value="Reserve this Car"/>

Chapter
6

Create a Reservation

Trip Purchasing & Booking

After selecting your desired itinerary, you will be directed to the Trip Purchasing & Booking page. Here you can choose your form of payment, name the reservation, select ticketing type, verify your traveler information and confirm your itinerary.

Trip Purchasing & Booking

Follow each of the steps below to complete your booking process.

Traveler Flight Booking **Hotel Reservation** Car Rental Confirm

Confirm your booking

AMERICAN AIRLINES #1726 DFW to CMH on Jun. 06 2007 11:30AM	
AMERICAN AIRLINES #1495 CMH to DFW on Jun. 07 2007 03:35PM	
Estimated Flight Cost:	\$228.80
Knights Inn East 06/06/2007 to 06/07/2007	\$45.95
Estimated Hotel Cost:	\$45.95
Dollar, Economy Jun. 06 2007 08:00PM to Jun. 07 2007 03:00PM	\$33.69
Estimated Car Cost:	\$33.69
Estimated Trip Cost:	\$308.44

Disclaimer: Please note that the price displayed is an estimated cost that may not include taxes and fees.

By clicking Confirm you are submitting your selected options to be reserved. The credit card information that you have entered will be applied towards these reservations.

Go Back Confirm

After confirming your reservation you will be directed to the My Itinerary page where you can select a seat or modify your reservation.

My Itinerary From nuTravel Technology Solutions

Your flight option includes travel on more than one airline. The fare may change substantially when ticketed since separate tickets may need to be issued. Your travel agency will determine the best fare upon ticketing.

[Add a Hotel](#)
[Add a Car](#)
[Name this Itinerary](#)
[Print Itinerary](#)
[Print Itinerary \(No Prices\)](#)
[Email this Itinerary](#)
[Export to Calendar\(Outlook\)](#)

Itinerary Name: test (HMLNAX)
 Prepared for: JOHN SMITH
 Date: July 20, 2010 - July 22, 2010

This is where a customizable disclaimer message

Trip costs

Flight costs *: \$228.10
 Hotel costs *: \$558.00
 Car costs *: \$151.58
Total cost *: \$937.68

Service fee: \$10.00
 24 Hour Fee: \$20.00

Disclaimer: Please note that the price displayed is an estimated cost that may not include taxes and fees.
 Trip cost may not include taxes, service charges, incidentals, etc

[Cancel Itinerary](#)

Create a Template

Template Name:

[Save](#)

Email this Itinerary

Email Address(es): (Separate multiples addresses with a ",")
 Message: (Optional):

Flight Information

Reserved - Ticket By June 26, 2010 **Total Cost of Flights: \$228.10**

[Purchase Ticket](#) [Cancel Air](#)

DELTA AIRLINES Flight 5933

Reserved - Ticket By June 26, 2010
 E-Ticket Available - Non-Refundable

[Select Your Seat](#)

Departs: New York La Guardia Apt
 July 20, 2010 06:59AM
Arrives: Chicago O'Hare International Apt
 July 20, 2010 08:19AM
Equipment: Embraer ERJ-175
 Stops: 0
 Seat Number ---
 Cabin: Economy (T)

Select Your Seat

[Back to Itinerary](#)

Date	Airports	Flights	Time	Seat Assignment (s)
6/06/07	DFW to CMH	AA #1726	Depart: 11:30 AM Arrive: 2:55 PM	None selected Select Your Seat
6/07/07	CMH to DFW	AA #1495	Depart: 3:35 PM Arrive: 5:10 PM	None selected Select Your Seat

AA 1726, DFW to CMH, June 06, 2007

STAUFFER, AMBER
 Preferred Seat: No
 Preference
[Reserve Seat](#)

[Your Selected Seat](#)
[Available](#)
[Available/Preferred](#)
[Available/Bulkhead](#)
[Available/Undesirable](#)
[Unavailable](#)
[Unavailable/Exit Row](#)
[Galley](#)


	A	B	D	E	F
7	Available	Available	Available	Available	Available
8	Available	Available	Available	Available	Available
9	Available	Available	Available	Available	Available
10	Available	Available	Available	Available	Available
11	Available	Available	Available	Available	Available
12	Available	Available	Available	Available	Available
13	Available	Available	Available	Available	Available
14	Available	Available	Available	Available	Available
15	Available	Available	Available	Available	Available
16	Available	Available	Available	Available	Available
17	Available	Available	Available	Available	Available
18	Available	Available	Available	Available	Available
19	Available	Available	Available	Available	Available
20	Available	Available	Available	Available	Available
21	Available	Available	Available	Available	Available

Modify a Reservation

To modify your reservation, you can add a flight, hotel, or car reservation. You can also select a seat, rename, print, or email your itinerary.

Note: The Air Segments of your reservation can only be modified prior to ticketing.

Driving Directions


Retrieve an existing reservation from the My Trips list on your home page then click on the  located just below each leg of your itinerary. Enter an address for your starting point and destination then click the Get Route button for detailed driving directions.

Get Directions

<p>Starting Location</p> <p>Airport: <input type="text"/> -- Select -- ▼</p> <p>Street: <input type="text"/> *</p> <p>City: <input type="text"/> Select a State ▼ or Select A Province ▼</p> <p>Zip/Postal: <input type="text"/></p> <p>Country: <input type="text"/></p>	<p>Destination</p> <p>Airport: <input type="text"/> Dallas/Fort Worth Intl Apt ▼</p> <p>Street: <input type="text"/> *</p> <p>City: <input type="text"/> Select a State ▼ or Select A Province ▼</p> <p>Zip/Postal: <input type="text"/></p> <p>Country: <input type="text"/></p>
--	--

Get Route
 Reset

Weather Conditions

Retrieve an existing reservation from the My Trips list on your home page then click on the  located just below each leg of your itinerary. Upon clicking on the weather icon you will be directed to current weather conditions for that specific leg of your travel itinerary.

[NEW: Faster Radar Maps & No Ads - Click Here](#)

Current Conditions for Dallas/Fort Worth International Airport

<div style="text-align: center; margin-bottom: 10px;">  <h1 style="margin: 0;">93°F</h1> <p style="margin: 0;">Fair</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <p>Feels Like</p> <h1 style="margin: 0;">98°F</h1> </div> <p>UV Index: 9 Very High</p> <p>Dew Point: 69°F</p> <p>Humidity: 46%</p> <p>Visibility: 10.0 miles</p> <p>Pressure: 29.92 inches and falling</p> <p>Wind: From the South at 16 mph</p>	<p>Business Travel Features</p> <p>Average Departure Delay: 0:00</p> <p>Average Arrival Delay: 0:00</p> <p>Flight Status Check if your flight has been delayed.</p> <p>Weather For Your Trip Build a custom forecast for your trip! Traveling to more than one city? Use the multi-city trip editor to create an itinerary with up to four destinations.</p> <p>Interstate Forecast Avoid dangerous driving conditions along your route.</p>
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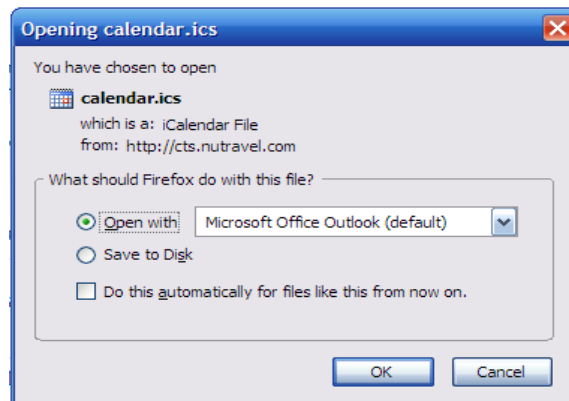
Outlook Calendar Integration

Adding your travel dates and times to your Outlook calendar can be done two ways, when you complete a reservation or you can retrieve an existing reservation from the My Trips section of our home page.

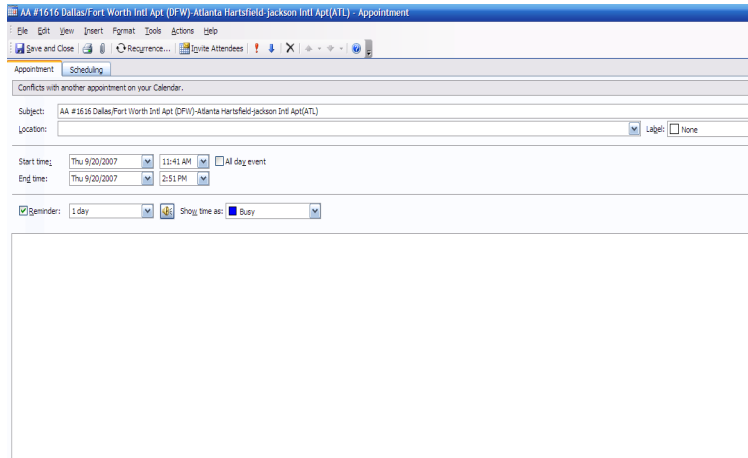
Click on the Export Calendar link at the top of the My Itinerary page.

The screenshot shows the CTS website interface. At the top, there is a navigation bar with links: Home, Search for Flights, Find a Hotel, Rent a Car, Reserve a Limo/Car, and Travel Resources. Below this is the 'My Itinerary' section, which includes a toolbar with icons for Ticket My Airfare, Add a Hotel, Add a Car, Name this Itinerary, Print Itinerary, Print Itinerary (No Prices), Email this Itinerary, and Export to Calendar(Outlook). The main content area displays flight information for AMERICAN AIRLINES Flight 1616, including departure and arrival details, equipment, and a 'Select Your Seat' button.

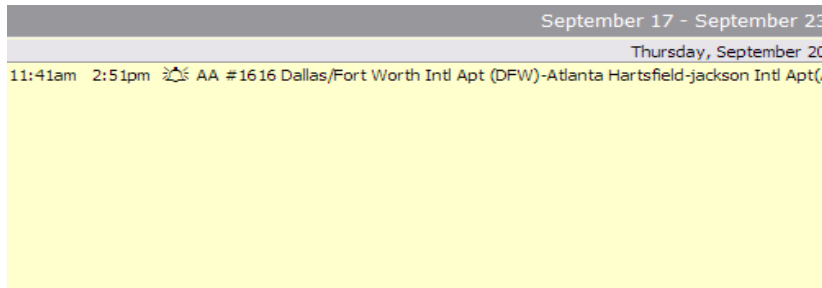
After clicking on the Export Calendar icon a box will appear. Please make sure your settings match the box below then click Ok.



You will be directed to an outlook meeting request where you can save travel dates and times with or without attendees.








After saving the outlook meeting you will be directed back to the My Itinerary page of CTS. Your travel dates, times and destination will now appear in your Outlook Calendar.



Flight Notes

Flight Notes is a fully integrated, flight status traveler alert system. The system pushes real-time updates to the corporate traveler's mobile devices on their flight status, pre-flight, in-flight, and post-flight. If the traveler's flight is delayed or the gate has changed, a message is sent to their email or cell phone. Even further, Flight Notes not only allows corporate travelers to set up mobile notifications to their own mobile phones and PDA's, it also allows them to notify other trip shareholders (limousine drivers, hotels or business associates) that their plane has landed or that their arrival time has been changed. At the time of ticketing or in the traveler's profile, the traveler can assign other recipients to whom specific information should be communicated as they travel. The user can even set thresholds on how much of a change is worthy of sending an alert.

My Itinerary

-  Add a Hotel
-  Add a Car
-  Name this Itinerary
-  Print Itinerary
-  Print Itinerary (No Prices)
-  Email this Itinerary
-  Export to Calendar(Outlook)

Prepared for: JOHN SMITH
 Date: July 14, 2008 - July 15, 2008
 Confirmation Number: Itinerary Name: **United Flight (EWLOCK)**

Flight Information

Air Ticket: **Ticket is Non-Refundable**
 Ticket Pending [View/Edit Flight Notes](#)


After a ticket has been issued, a traveler can add flight notes by clicking here.




Cost of Flights: \$309.00






UNITED AIRLINES Flight 677

Ticket Pending
E-Ticket Available - Non-Refundable

 [Select Your Seat](#)

Departs:
New York La Guardia Apt
July 14, 2008 11:00AM
  


Arrives:
Chicago O'Hare International Apt
July 14, 2008 12:39PM
  




Equipment: Boeing 737-300
Stops: 0
Seat Number ---
Cabin: Economy (L)






UNITED AIRLINES Flight 680

Ticket Pending
E-Ticket Available - Non-Refundable

 [Select Your Seat](#)

Departs:
Chicago O'Hare International Apt
July 15, 2008 12:00PM
  

Arrives:
New York La Guardia Apt
July 15, 2008 03:03PM
  

Equipment: Boeing 737-300
Stops: 0
Seat Number ---
Cabin: Economy (L)

Flight costs *:	\$309.00
Total cost *:	\$309.00

My Itinerary

- Ticket My Airfare
- Add a Flight
- Add a Hotel
- Add a Car
- Name this Itinerary
- Print Itinerary
- Print Itinerary (No Prices)
- Email this Itinerary

Prepared for: JOHN SMITH
Date: July 14, 2008 - July 15, 2008
Itinerary Name: **United Flight (EWLOCK)**

Flight Notification

Flight Notification, or "Flight Notes", is a fully integrated, flight status traveler alert system. The system pushes real-time updates to the corporate traveler's mobile devices on their flight status, pre-flight, in-flight, and post-flight. If your flight is delayed or the gate has changed, a message is sent to your email or cell phone. Even further, Flight Notes not only allows you to set up mobile notifications to your own mobile phones and PDA's, it also allows you to notify other trip shareholders (limousine drivers, hotels or business associates) that your plane has landed or that your arrival time has been changed. You can even set thresholds on how much of a change is worthy of sending an alert.

UNITED AIRLINES Flight #677 on July 14, 2008 11:00AM out of New York La Guardia Apt

Recipient Name: <input type="text"/>	<input type="checkbox"/> Baggage Claim Change	<input type="checkbox"/> Departure Delay 15 min
Email: <input type="text"/>	<input type="checkbox"/> Gate Change	<input type="checkbox"/> Arrival Delay 15 min
Passenger Name: <input type="text"/>	<input type="checkbox"/> Departed	
Sms Number: <input type="text"/>	<input type="checkbox"/> Landed	
-Select your provider- <input type="text"/>	<input type="checkbox"/> Diverted	
-Select locale- <input type="text"/>	<input type="checkbox"/> Cancelled	
	<input type="checkbox"/> At Gate	

The traveler can then choose the type of alert they wish to receive.

The traveler can also enter a cell phone or PDA number to receive a text message.

UNITED AIRLINES Flight #680 on July 15, 2008 12:00PM out of Chicago O'Hare International Apt

Same as First

Finally, the traveler can add another individual to receive email or text alerts.

Conclusion

Thank you for taking the time and reviewing this document. If you have any further questions or comments regarding the functionality of CTSTTM please contact your CTSTTM Administrator.

Thanks again.