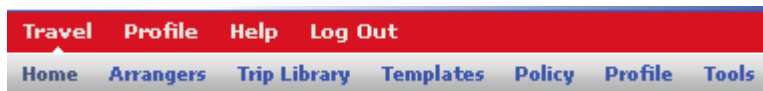


## Profile Reference Guide

### Profile Management

*Access your profile from the Travel Center.*

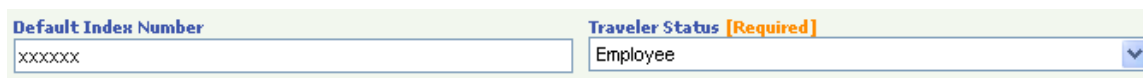


### Traveler Profile

The first step before booking your first trip is to update your travel profile. Your profile allows you to store information relevant to travel. When you save changes to your profile in Cliqbook, the same changes are saved to your profile at Travel Leaders.

Fields marked with an orange **[Required]** must be completed in order to save your profile.

Lehigh University has several custom fields on this page. The Default Index Number should be filled out with the Index Number you will be using to bill your airfare to the Lehigh University Airplus Direct Bill Card. If you do not use an Index number, please be sure to put XXXXXX in this box. Please choose a status from the drop down menu for Traveler Status.



The image shows a form with two fields. The first field is labeled 'Default Index Number' and contains the text 'xxxxxx'. The second field is labeled 'Traveler Status [Required]' and is a dropdown menu with 'Employee' selected. The 'Required' label is in orange.

- 1. If you are a travel arranger, choose whose profile you would like to edit at the top of the profile page. You can also select the traveler's name from the Travel Center page and click Profile.**
- 2. Scroll through this page to verify existing information, or click the links to navigate to another part of the page.**

NOTE: Name fields - make sure that the first and last name fields are exactly the same as the ID used at the airport. Lehigh University traveler will have to call the Lehigh Site Administrator at 1-610-758-3266 or email at [inpur@lehigh.edu](mailto:inpur@lehigh.edu) to correct this information.

- 3. Enter address information. The country you select in the work address fields will determine the default map that appears on the Cliqbook Map tab.**

**Home Address** [Go to top](#)

**Street**  
117 Cobble Creek Curve

**City** Newark **State, Province, Region** DE **Zip/Postal Code** 19702

**Country**  
United States of America

**Work Address** [Go to top](#)

**Company Name** Lehigh University **Assigned Location** Main Location (Bethlehem, PA)

**Street**  
27 Memorial Drive West  Address same as assigned location

**City** Bethlehem **State, Province, Region** PA **Zip/Postal Code** 18015 **Country** United States of America

4. Telephone information is required so the agents can contact you or the traveler. If you utilize a mobile phone as your primary contact number, please input the number into the Work or Home Phone Fields below to ensure the airlines can contact you regarding changes to your travel arrangements.

**Contact Information** [Go to top](#)

**Work Phone [Required\*\*]** 800-322-7720 **Work Extension** 6422 **Work Fax** **2nd Work Phone/Remote Office** **Home Phone [Required\*\*]** 302-593-0945

**Mobile Phone** 302-593-0945 **Mobile Carrier** Verizon **SMS Test** **Pager** **Other Phone**

*"You must specify either a home phone or a work phone."*

5. There are three fields for email addresses. Cliqbook will send a confirmation email once a trip is reserved to the first email address and travel agents will also use this email address to send a final ticketed email or invoice.

Please check which of the following e-mail addresses to use to contact you regarding travel arrangements.

**E-Mail Addresses**

**E-mail 1 [Required\*\*]**  
 epainter@carlson.com

**E-mail 2**

**E-mail 3**

If you want to use additional email addresses (for instance, a home address, an assistant, or a coworker) make sure to place a check in front of the additional email address field. Cliqbook will then send the confirmation email to the additional addresses as well.

6. Enter Emergency Contact information.

**Emergency Contact** [Go to top](#)

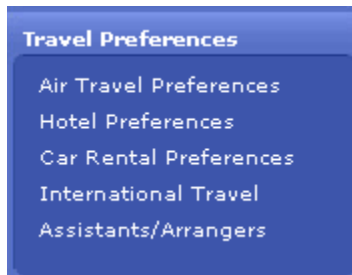
**Name** **Relationship**

**Street**  Address same as employee

**City** **State, Province, Region** **Zip/Postal Code**

**Country** United States of America **Phone** **Alternate Phone**

**7. Use the Travel Preferences section to enter or edit:**



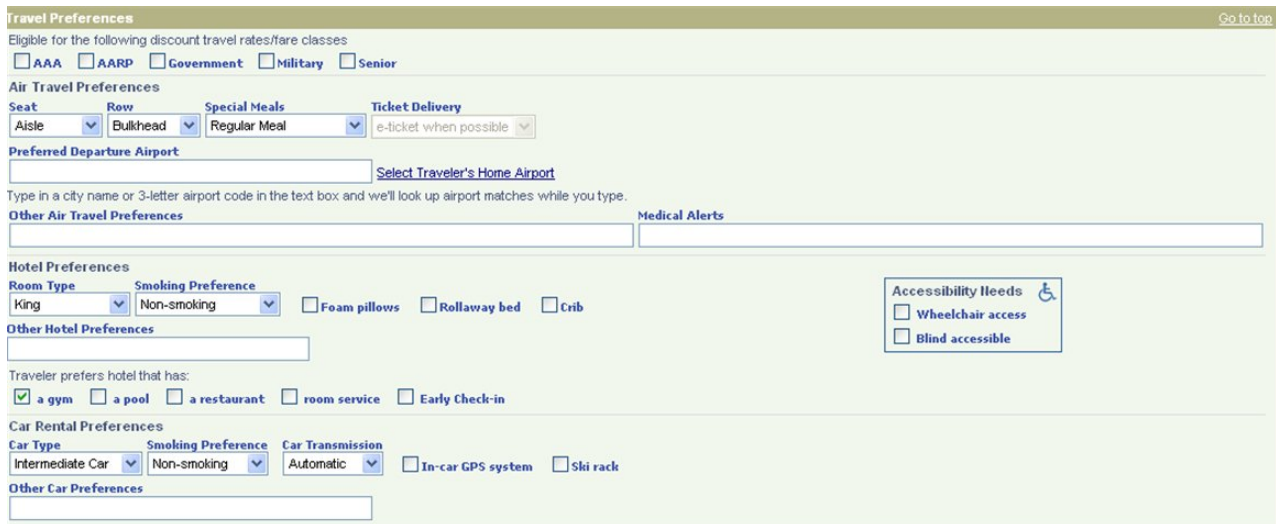
- Any discount membership information.
- Your air, car, and hotel preferences.

**Air Travel Preferences** – Cliqbook will attempt to place you in the best seat available based on your preferences.

**Hotel Preferences** – make sure to place a check next to any accessibility needs or preferences.

**Car Rental Preferences** – the car rental type you select here becomes the default when you search for a car.

- Your preferred departure airport.
- Any medical alerts.



The image shows a screenshot of the "Travel Preferences" form. It is divided into several sections:

- Travel Preferences:** Includes checkboxes for AAA, AARP, Government, Military, and Senior.
- Air Travel Preferences:** Includes dropdowns for Seat (Aisle), Row (Bulkhead), Special Meals (Regular Meal), and Ticket Delivery (e-ticket when possible). It also has a text box for Preferred Departure Airport and a link to "Select Traveler's Home Airport".
- Other Air Travel Preferences:** A text box for additional preferences.
- Medical Alerts:** A text box for medical alerts.
- Hotel Preferences:** Includes dropdowns for Room Type (King) and Smoking Preference (Non-smoking). It also has checkboxes for Foam pillows, Rollaway bed, and Crib.
- Other Hotel Preferences:** A text box for additional preferences.
- Traveler prefers hotel that has:** Includes checkboxes for a gym (checked), a pool, a restaurant, room service, and Early Check-in.
- Car Rental Preferences:** Includes dropdowns for Car Type (Intermediate Car), Smoking Preference (Non-smoking), and Car Transmission (Automatic). It also has checkboxes for In-car GPS system and Ski rack.
- Other Car Preferences:** A text box for additional preferences.
- Accessibility Needs:** A box with checkboxes for Wheelchair access and Blind accessible.

- Your frequent traveler memberships. Click the Add a Program link to enter up to five memberships at a time.

https://app2.outtask.com - Add Travel Programs - Microsoft Internet Explorer p...

### Add Travel Programs

Please enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a program incorrectly, you will get a profile error from the reservation system.  
For example, if your card is printed "AA12345" or "John Doe 12345", your program number is "12345".

The page allows you to enter up to 5 travel programs at a time. First, select the type of program (airline, car rental, or hotel). Then, select name of the company from the adjacent list. Finally, enter the program number (frequent flyer number, etc.).

1	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Airline	Delta	Frequent Flyer/Driver/Guest Number	2000000000	Search this vendor	<input checked="" type="checkbox"/>
2	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Airline	US Airways	Frequent Flyer/Driver/Guest Number	X123B45	Search this vendor	<input checked="" type="checkbox"/>
3	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Car Rental Company	Hertz	Frequent Flyer/Driver/Guest Number	56X10B	Search this vendor	<input checked="" type="checkbox"/>
4	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Hotel	Marriott (All)	Frequent Flyer/Driver/Guest Number	42020919293	Search this vendor	<input checked="" type="checkbox"/>
5	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Hotel	Carlson Brands (All)	Frequent Flyer/Driver/Guest Number	60505040403	Search this vendor	<input checked="" type="checkbox"/>

Save Cancel

## When adding a membership

- Make sure that the name for the membership matches the name in your profile, including middle initial.
- Enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters, or the carrier code. If you enter a program incorrectly, you will get a profile error from the reservation system.
- Select the type of membership first, air, car, or hotel. This will determine the list of vendors that appear.
- Use the Search this Vendor checkbox to prioritize the search in Cliqbook. Keep in mind that your organization's travel policy will override your individual vendor preferences.

Frequent-Traveler Programs

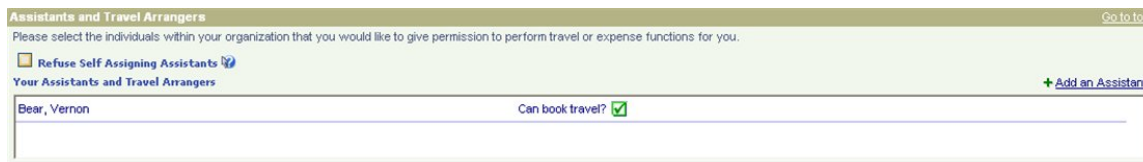
Traveler's Frequent-Flier, Driver, and Hotel Guest Programs [+ Add a Program](#)

	 Northwest (WorldPerks)	Search this vendor	100305016405	 
	 United (Mileage Plus)	Search this vendor	03178677194	 
	 Budget (Fastbreak)	Search this vendor	JF734N	 
	 National (Emerald Club)	Search this vendor	625958480	 

- Edit favorite hotels. When you reserve a hotel in Cliqbook, you will have the option to save the hotel as a favorite. Use the edit feature to remove hotels previously added.

## Your passport information

- Use Assistants & Travel Arrangers to give other Cliqbook users the ability to book travel for you, view and modify your profile, or book trips for you in Cliqbook.



Assistants and Travel Arrangers	
Please select the individuals within your organization that you would like to give permission to perform travel or expense functions for you.	
<input type="checkbox"/> Refuse Self Assigning Assistants	
Your Assistants and Travel Arrangers <span style="float: right;">+ Add an Assistant</span>	
Bear, Vernon	Can book travel? <input checked="" type="checkbox"/>

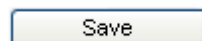
## 8. Use the Credit Cards area to add credit cards you would like to use to pay for your travel.

Lehigh University does utilize a Lehigh University Airplus Direct Bill Card or a central-billed payment method. This card will appear in the Credit Cards section of the profile if you have been given permission to use it. (For questions, please call 1-610-758-3266 to speak to the Lehigh University Cliqbook Site Administrator.) This card may only be used to book **AIRFARE**. You must supply either a corporate card or a personal card for car, hotel guarantee, and rail bookings.

Cliqbook will prompt the user to select a credit card for air travel during the reservation process.

Make sure that the name on the credit card, the credit card number, the expiration date, and the billing address are all correct on this screen.

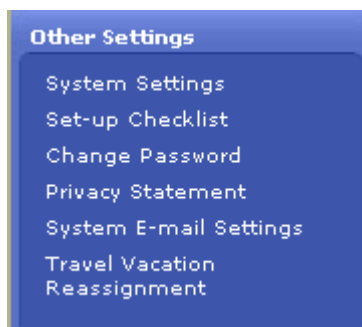
## 9. Make sure to save your profile when you are finished either updating or verifying the information. If you do not automatically return to the Travel Center page, click the Home link.



**NOTE:** There are several **Save** buttons on the profile page. It is only necessary to save once as every Save button saves the entire profile.

## Additional Profile Options

Several links on the left side of the profile page allow you to modify your information in Cliqbook. They are found under the Other Settings heading.



## System Settings

- Default Language – choose your default language from the drop-down list. Your language for Cliqbook can be different from the Lehigh University default. *Lehigh University Recommended: English*
- Time Zone – select a time zone. Cliqbook sends an email when you finish booking a trip; this includes a Microsoft Outlook Calendar attachment. This attachment will reflect your chosen time zone.
- Day/Time/Week settings – not currently used in Cliqbook.
- Mile/KM – choose whether to measure distances in miles or kilometers.
- Number Format – choose how to display numbers in Cliqbook.
- Country/Currency – results for travel will appear in the currency determined by the travel agency, however, some car and hotel results will be converted to the selected currency.
- Date Format – choose how to display the dates in Cliqbook.
- Time Format – choose how to display times in Cliqbook.
- Hour/Minute Separator – choose either a colon or a period to separate hours and minutes.
- Home Page – the page that appears when you click the Home link at the top of the page. For Cliqbook customers, this is usually the Travel Center
- Rows per page – only used by Cliqbook Administrators.
- Setup Checklist – click this link to see if there are steps you are required to complete at this time. Not utilized by Lehigh University.
- Change Password – click this link to change your password at any time.
- Privacy Statement – click this link to read Cliqbook's privacy policy.
- System Email Settings – Not available for Lehigh University.
- Travel Vacation Reassignment – click this link to temporarily reassign Cliqbook approvals or notifications. Please read the instructions on this page carefully. This feature is **NOT** used by Lehigh University.

**For Cliqbook support call 1-866-502-1924, prompt 4.**