

# Cliqbook Quick Reference

How to Log In to Cliqbook	
1	Open a new browser and type in <a href="http://www.myouttask.com">www.myouttask.com</a> .
2	Enter your assigned login (provided by your travel manager).
3	Enter your default password (provided by your travel manager).
4	Click <b>Go</b> to log in.

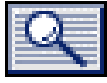


How to Change your Password	
1	Log in to Cliqbook.
2	Select <b>Profile</b> from the menu bar (top left of the screen).
3	Click <b>Other Settings – Change Password</b> (left side of the screen).
4	Enter your new password and save the change.

How to Change your Time Zone and Date Format	
1	Log in to Cliqbook.
2	Select <b>Profile</b> from the menu bar (top left of the screen).
3	Click <b>Other Settings – System Settings</b> (left side of the screen).
4	Update the <b>Outtask Calendar Preferences</b> section.
5	Save your changes.

How to Update your Travel Preferences (Profile)	
1	Log in to Cliqbook.
2	Select <b>My Travel Profile</b> on the Travel Center screen (Home page).
3	Enter or update your information and select any <b>Save</b> button on the screen.

How to set up a Travel Arranger or Assistant	
1	Log in to Cliqbook.
2	Select <b>My Travel Profile</b> on the Travel Center screen (Home page).
3	Click the <b>Assistants</b> link at the top of the Profile screen.
4	Search for your assistant's last name. Your assistant must have a Cliqbook Account created before you can add him or her to your profile.
<b>HINT</b>	Trouble searching? Try this format: LastName, FirstName (no spaces). For example: Smith,June

Finding Technical Contact Information and User Documentation	
1	Log in to Cliqbook.
2	Click the <b>Cliqbook Travel Support Center</b> link

How to Make a Quick Travel Reservation	
1	Log in to Cliqbook.
2	Enter your air travel information in the <b>Quick Travel</b> box on the left of the screen.
3	Enter the three-letter airport code. If you don't know the code, click the <b>Search</b> button. 
4	Enter your date and time preferences.
5	Choose to search based on Price or Schedule.
6	Click <b>Find Flights</b> .
<b>HINT</b>	Need to add a car or hotel to your quick travel reservation? Once you select your flight, you can add a car or a hotel from the <b>Itinerary – Travel Details</b> screen.  

How to Make a Travel Wizard Reservation	
1	Log in to Cliqbook.
2	Select <b>Book Travel</b> on the Travel Center screen. The Cliqbook Travel Wizard will open in a new window.



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How to Make a Travel Wizard Reservation	
3	Enter the Trip Type, either for the airline search or for a car or hotel only.
4	Select the cities or city for your travel.
<b>HINT</b>	If you don't see the city name for your travel, click in the state or region and a list of airports will appear. You can also use the <b>Text Search</b> link located near the bottom of the map.
5	Enter the date and time preferences for your travel.
6	If you need a hotel, click in the check box in the lower left corner of the wizard. You can choose how to search for the hotel: by <b>Address</b> (must be COMPLETE), by <b>Reference Point</b> (a city, neighborhood or Zip code), by <b>Airport</b> , or by <b>Office Location</b> (scroll through the list).
7	If you need a car, click in the check box in the lower right corner of the wizard.
8	Select the appropriate search for your air travel: Best Price or Best Fit to Schedule.
9	Select your airfare.
10	Select your car (if needed).

How to Make a Travel Wizard Reservation	
11	Select your hotel (if needed).
12	Review that the Itinerary is correct on the <b>Itinerary – Travel Details</b> screen.
13	If applicable: <ul style="list-style-type: none"> <li>• Change the trip name.</li> <li>• Enter a trip description.</li> <li>• Enter comments for the travel agent (extra fees may apply).</li> </ul>
14	Select your preferred format for the email from Cliqbook: HTML or Text.
15	Confirm the final itinerary.
16	Once the travel wizard is complete, click the <b>Close</b> button.

How to Cancel a Ticketed Airline Reservation	
1	For an agent booking, call your travel agency directly.
2	For a WebDirect or Internet booking, call the airline vendor directly.

How to Make a Travel Wizard Car or Hotel Reservation	
1	Log in to Cliqbook.

2	Select <b>Book Travel</b> on the Travel Center screen. The Cliqbook Travel Wizard will open in a new window.
3	Choose the <b>Trip Type</b> for a car or hotel search.
4	Select the city for your reservation.
5	Enter the date and time preference for your travel.
6	Select the car and/or hotel.
7	Review that the itinerary is correct on the <b>Itinerary – Travel Details</b> screen.
<b>HINT</b>	Making a car and hotel reservation? Select the Add Car Rental or Add Hotel link from the <b>Itinerary – Travel Details</b> screen. <div style="text-align: center; border: 1px solid black; padding: 5px;">   </div>
8	If applicable: <ul style="list-style-type: none"> <li>• Change the trip name.</li> <li>• Enter a trip description.</li> <li>• Enter comments for the travel agent (extra fees may apply).</li> </ul>
9	Select your preferred format for the email from Cliqbook: HTML or Text.
10	Confirm the final itinerary.
11	Once the travel wizard is complete, click the <b>Close</b> button.