

Link should be <https://portal.tandt.com/woodward>

User Name should be abbreviated Woodward email address (all lower case) first time password should be last 5 digits of social security number



Section 1: Getting Started

Step 1: Log In to Concur Cliqbook Travel

1	To access the Travel Portal: http://transport.tandt.com/woodward_us
	To access the Concur Travel: Click the Online Travel/Profile Update link on the Travel Portal. User Name: Full Woodward email address (all lower case) First Time Password: woodward08 (all lower case)

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 Concur homepage , select the Profile tab
---	---

Section 3: Updating Your Travel Profile

Step 1: Change Your Password

2	Click Change Password
3	Enter your new password, and then click Save .

Step 2: Change your Time Zone, Date Format, or Language

1	On the Concur homepage , select the Profile tab
2	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 Concur homepage, on the grey menu bar at the top of the screen, click Profile .
2	Click Personal Information update the appropriate information, and then click Save .

Concur Cliqbook Travel Quick Reference

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.
---	---

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.

