

Travelport Rooms and More™

User Guide

13 July 2011

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1	Introduction.....	1
2	Create Travelport Rooms and More Account.....	1
	Agency Manager Account Creation.....	2
3	Sign In to Travelport Rooms and More	7
4	Travelport Rooms and More Home Page Overview	8
5	Hotel Search.....	9
	Filters.....	11
6	Hotel Search Progress Bar.....	12
7	Hotel Search Results Overview.....	13
8	Hotel Search Results Detail	14
	Mini Hotel Search	14
	Commissions	14
	Featured Offers	16
	Filter Results.....	17
	Filter Summary	18
	Sorting Search Results.....	18
	Hotels in and around	19
	View Properties by List or by Map.....	20
9	Display All Rates for Property	21
10	Property Descriptions, Pictures, Reviews and Maps	22
11	Book a Hotel.....	23
	Choose Rate.....	23
12	Booking Confirmation	28
	Travelport GDS Booking Confirmation.....	28
13	Modifying a Booking	30
14	Cancelling a Booking.....	30
15	Booking History	30
16	Booking Details.....	32
17	Download Booking and Commission Information	33
18	Apollo PNRs	35
19	Galileo Booking Files.....	36
20	Worldspan PNRs	37
21	ViewTrip Itinerary for Active Segment.....	38
22	ViewTrip Itinerary for Passive Segment	38
23	Account Management	39
24	Lost Password/Login	40
25	Troubleshooting.....	41
	Search Expired.....	41
	Property Not Available.....	41
	Non GDS Affiliated Booking	41

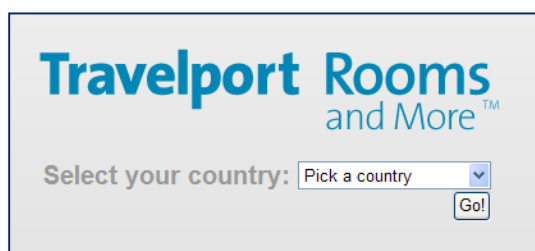
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1 Introduction

Travelport Rooms and More™ brings travel agents content from multiple sources through a powerful, one-stop, shopping and booking portal. The extensive content includes hotel, hostel and bed and breakfast accommodations as well as local content available in Travelport Leisure. In addition to real time availability and pricing, the latest booking technology and tools will enable agents to manage booking transactions and track receipt of commissions online for hotel bookings made on Travelport Rooms and More.

2 Create Travelport Rooms and More Account

To create an account, connect to Travelport Rooms and More via the URL www.travelportroomsandmore.com



The screenshot shows the Travelport Rooms and More logo in blue and grey. Below the logo, there is a text prompt "Select your country:" followed by a dropdown menu with the text "Pick a country" and a downward arrow. To the right of the dropdown menu is a "Go!" button.

Tip: Make sure cookies are enabled on your workstation.

When presented with the display shown above, click on the country drop-down, select your country and click the *Go!* button. This selection determines the local offers content applicable to your country.

Travelport Rooms and More Landing Page

Travelport Rooms and More™

Hotels Car Local offers F.A.Q. Feedback

Home

Welcome to Travelport Rooms and More

Sign in

Login

Password

[I lost my password/login](#)

Account Creation

By creating an account and making reservations through Travelport Rooms and More, you are gaining access to over 150,000 properties globally.

All reservations, account management and commission payments are managed through a single application, allowing you to streamline your work, and increase your ability to generate revenue in servicing your customers.

Once you have selected your country and clicked Go!, the Travelport Rooms and More Landing page is displayed. A Travelport Rooms and More account must be established before bookings can be made. To begin the account creation process, click the *Get Started* button.

Agency Manager Account Creation

An agency may have multiple agents using Travelport Rooms and More. Each agent must create their own account in order to access Travelport Rooms and More. The agency manager may want to create their manager account first, and then have each agent create their own account which can be linked to the agency manager account.

Once an account is created, agents can sign-in using their unique Login and Password.

Account Create – Step 1

Account Creation (step 1 out of 4)

Login details

Login *

Email *

Password *

Password confirmation *

Presets

Title *

Name *

Surname *

Currency *

Yes, I want to receive exclusive offers from Travelport Rooms and More partners

(*) mandatory field

Proceed to next step

All mandatory fields for the Account Creation process are identified with an asterisk (*).

The *Login* and *Password* fields are the Login and Password that will be used to sign in to Travelport Rooms and More once the account creation process is complete. Each account is associated with a particular agent.

The agent details (Presets) are the title, first and last name (Surname) of the agent for whom the account is being created. The *Currency* field stores the desired currency for the rates displayed in the hotel search results. For example, an agent based in the U.S. may want to see rates displayed in USD, and an agent based in Europe may want to see rates displayed in EUR.

To receive exclusive offers from Travelport Rooms and More, click in the box to check Yes. If you do not want to receive special offers, leave this box blank.

Once all of the fields have been completed on this screen, click the button to *Proceed to next step*.

Account Create – Step 2

Account Creation (step 2 out of 4)

Please enter contact details below for use in servicing your account.

Travel agency details

Name *

Legal name *

VAT/Tax/Company Reg. # *

Contact details

Address line 1 *

Address line 2

City *

State

Zipcode

Country *

Timezone *

Email *

Phone number country code *

Phone number area code

Phone number local code *

Fax number

Agency parameters

GDS →

- I am not a GDS client
- Amadeus
- Abacus
- Sabre
- Galileo
- Worldspan
- Apollo

Payment details

Billing currency *

PayPal account *

Step 2 deals with the details of the agency. Most fields are self-explanatory. Further explanation follows for those that may not be self-explanatory.

Travel agency details

VAT/Tax/Company Reg.# (company registration number)

If none of these apply, three zeros can be entered in this field.

Agency parameters

GDS

From the drop-down, choose the Travelport GDS currently used to make hotel bookings. This enables you to shop GDS content as well as non GDS content. The GDS selected is also the GDS in which bookings made in Travelport Rooms and More will be stored.

Note: Amadeus, Abacus and Sabre are not currently valid choices.

Payment details

Billing currency

This is the desired currency for payment of commissions. This currency may be different from what was specified in Step 1 for the preferred currency for rate display.

PayPal account

Travelport Rooms and More utilizes PayPal for all commission payments for non GDS bookings. In order to receive commission payments, the agent must use an existing PayPal account or create a new one. If using an existing PayPal account, simply enter the email address of the existing PayPal account into the field. If a PayPal account needs to be established, please visit <http://www.paypal.com> to create one, and then return to the Travelport Rooms and More site to complete Account Creation.

Once all the fields have been completed on this screen, click the button to *Proceed to next step*.

Account Create – Step 3

Account Creation (step 3 out of 4)

Please enter contact details below for use in processing your commission payments.

Financial contact details

Name *

Email *

Phone number

Fax number

Address

Address line 1 *

Address line 2

City *

State

Zipcode

Country *

Step 3 deals with the contact details at the agency for commission payment.

The street address, city and country are automatically carried forward onto this page from the previous page where this information was already entered.

Once all the mandatory fields have been completed on this screen, click the button to *Proceed to last step*.

Account Create – Step 4

Account Creation (step 4 out of 4)

Usage of the Travelport Rooms and More service is subjected to the acceptance of the terms and conditions

[Travelport Rooms and More service terms and conditions](#)

I accept the Travelport Rooms and More service Terms and Conditions

[Read the service Terms and Conditions](#)

Are you human ? Please type what you see in the field below

bleznoken SPA

Type the two words:

reCAPTCHA™ stop spam, read books.

Finalize account registration

The final steps required to successfully create an account are to read and accept the Travelport Rooms and More terms and conditions.

To read the terms and conditions, click the link [Read the service Terms and Conditions](#). Then click in the box *I accept the Travelport Rooms and More service Terms and Conditions*.

In the reCAPTCHA box where indicated, enter the characters exactly as they appear. ReCAPTCHA is an online verification tool for disallowing robotic registration.

Click the *Finalize account registration* button to complete the account create process.

Account Completion Confirmation

Account Creation (step 4 out of 4)

Congratulations, your account has been created successfully.

A confirmation email has been sent to your mailbox. If you do not receive an email shortly, please first check your spam filters / junk mail folders.

[Click here and start using Travelport Rooms and More right away!](#)

Successfully creating an account will result in receiving the response above.

Account Completion Confirmation Email

Getting started

Using Travelport Rooms and More is easy. To get started, we've pulled together some helpful hints so you can quickly and easily get going.

- By default, commission information is displayed throughout the application. To hide commissions, click the "Hide commissions" box located on the top right of the Home page.
- Reservations assume 2 nights for 1 adult until you change these settings.
- All providers are shopped for each search.

Successfully creating an account also results in receiving an email similar to the one shown above which includes confirmation of the Login for the account, the URL for Travelport Rooms and More and helpful hints for getting started.

Tip: If you do not receive an email shortly after creating your account, check your spam filters and junk email folders

3 Sign In to Travelport Rooms and More

Travelport Rooms and More™

Hotels Car Local offers F.A.Q. Feedback

Home

Welcome to Travelport Rooms and More

Sign in

Login

Password

[I lost my password/login](#)

Account Creation

By creating an account and making reservations through Travelport Rooms and More, you are gaining access to over 150,000 properties globally.

All reservations, account management and commission payments are managed through a single application, allowing you to streamline your work, and increase your ability to generate revenue in servicing your customers.

Once an account has been created, signing in to Travelport Rooms and More is achieved by completing the *Login* and *Password* fields and then clicking *Sign in* to proceed to the Travelport Rooms and More home page.

4 Travelport Rooms and More Home Page Overview

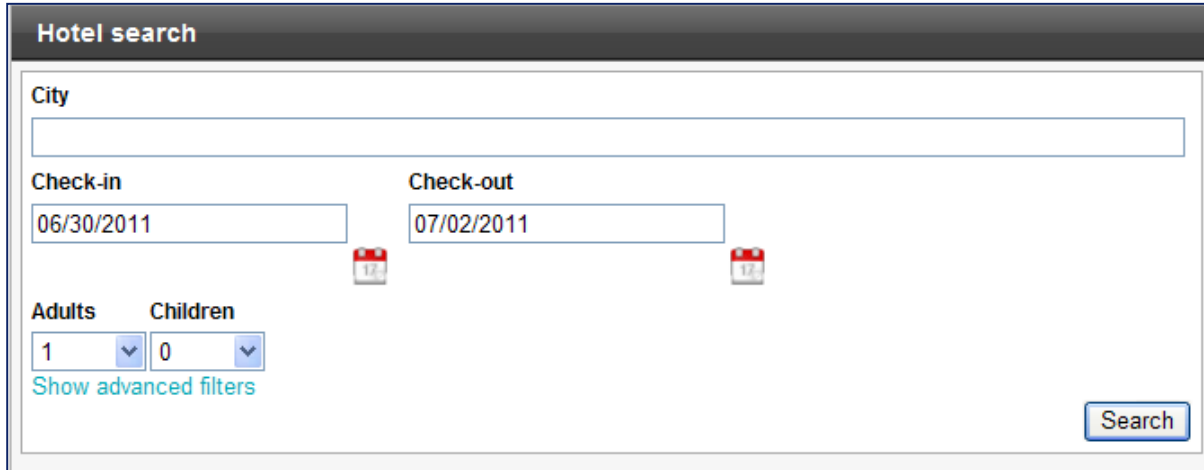
The screenshot displays the Travelport Rooms and More home page. At the top right, it indicates the user is logged in as 'Doe Jane (My Travel Agency)'. Below this, there are navigation links: 'Hotels', 'Car', 'Local offers', 'F.A.Q.', and 'Feedback'. A checkbox for 'Hide commissions' is also visible. The main content area features a 'Hotel search' form with fields for 'City', 'Check-in' (07/01/2011), and 'Check-out' (07/03/2011). There are also dropdown menus for 'Adults' (1) and 'Children' (0), and a 'Show advanced filters' link. A 'Search' button is located at the bottom right of the form.

Along the top of the Travelport Rooms and More home page is the following:

1. Confirmation of the agent/agency signed in
2. Checkbox titled *Hide commissions* for enabling the suppression of commission information on the results page as well as other applicable areas within the application.
3. *Bookings* link for viewing booking history, cancelling previously booked reservations and tracking commission payments.
4. *Account* link to update account settings.
5. *Log out* for exiting Travelport Rooms and More
6. A link to *Hotel* for searching for and booking hotels. By default, the Hotel Search page is displayed upon successfully signing in to Travelport Rooms and More.
7. A link to *Car* for obtaining access to white label links to various car suppliers.
8. A link to *Local offers* for obtaining access to white label links for additional travel-related content.
9. A link to Frequently Asked Questions (*F.A.Q.*)
10. A *Feedback* link for making suggestions and asking questions where immediate support is not required.

5 Hotel Search

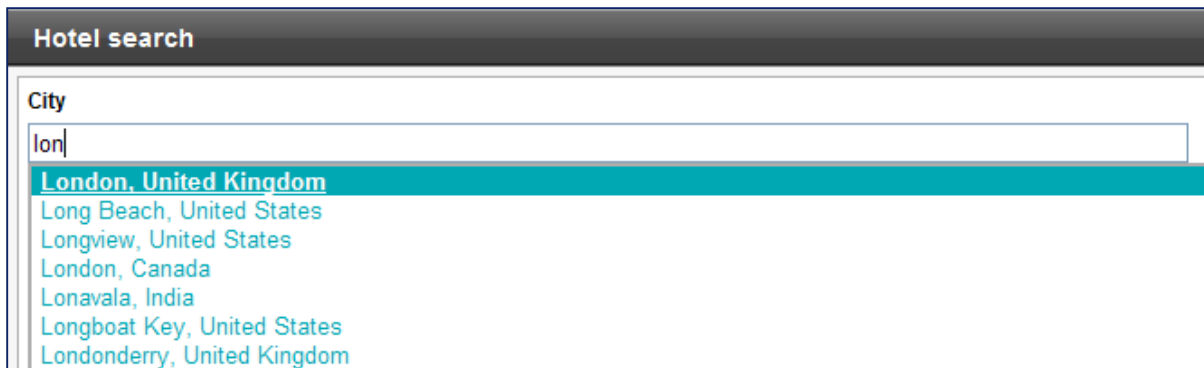
Hotel Search Page



The screenshot shows the 'Hotel search' form with the following fields and options:

- City:** An empty text input field.
- Check-in:** A date input field containing '06/30/2011' with a calendar icon below it.
- Check-out:** A date input field containing '07/02/2011' with a calendar icon below it.
- Adults:** A dropdown menu showing '1'.
- Children:** A dropdown menu showing '0'.
- Show advanced filters:** A blue text link.
- Search:** A blue button.

To begin searching for hotels, first enter the name of the city desired for the search. Upon entering a few characters of the city name in the *City* field, Travelport Rooms and More displays a list of cities from which to choose. See the example that follows.



The screenshot shows the 'Hotel search' form with the following details:

- City:** The text 'lon' is entered in the input field. A dropdown list is open, showing the following options: 'London, United Kingdom' (highlighted in teal), 'Long Beach, United States', 'Longview, United States', 'London, Canada', 'Lonavala, India', 'Longboat Key, United States', and 'Londonderry, United Kingdom'.

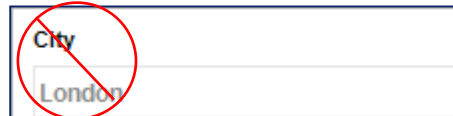
As shown in the example above, a list of cities beginning with *lon* is displayed. If the desired city for the search is London, United Kingdom, then that **city name must be clicked to select it** for inclusion in the city search field.

Correct



The screenshot shows the 'City' dropdown menu with 'London, United Kingdom' selected and highlighted.

Incorrect



The screenshot shows the 'City' dropdown menu with 'London' selected. A red circle with a diagonal slash is drawn over the 'City' label and the selected item, indicating this is an incorrect action.

Important!

It is important to choose a city from the drop-down list in order to ensure the desired city is the correct one used for the hotel search. Typing in a city name and then tabbing out of the field (as shown above in the example on the right) is incorrect.

5 Hotel Search, continued

Hotel Search Page

Hotel search

City

Check-in Check-out

Adults Children

[Show advanced filters](#)

June 2011							July 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Check-in and *Check-out* dates are entered by clicking on the respective calendar icons and then clicking on the date to select it.

Adults Children Child age

?

< 1

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

The number of *Adults* and *Children* is selected by choosing a value from the drop-down lists associated with each.

Entering the number of *Children* will prompt for the ages of the children travelling so as to return the most relevant rooms, rates and availability.

Note

Some suppliers may not recognize children pricing differently from adult pricing. Where this is the case, the number of adults plus the number of children is sent to the supplier as a total number of adults. For example, 2 adults and 1 child = 3 adults.

5 Hotel Search, continued

Filters

Hotel Search Page

The screenshot shows a search form with the following fields: City (London, United Kingdom), Check-in (07/01/2011), Check-out (07/03/2011), Adults (2), Children (1), and Child age (3). A red arrow points to the 'Show advanced filters' link located below the Children and Child age fields. A 'Search' button is visible in the bottom right corner.

Beneath the *Adults* and *Children* fields is a link to [Show advanced filters](#). Clicking on this link displays options for filtering as shown below.

Hotel Search Page

The screenshot shows the search form with advanced filters expanded. The 'Hotel name' field is empty. The 'Stars' section has checkboxes for 1, 2, 3 (checked), 4, and 5. The 'Payment type' dropdown menu is open, showing options for 'All', 'Post-pay', and 'Pre-pay'. The 'Providers' section lists several options with their respective commission percentages: HOTELWORLD (0%), KUONI (5%), Hotels.com (0%), TRANSOTEL (12%), HotelClub (11%), and gta (0%). A 'Hide advanced filters' link is visible at the bottom left of the filter section. A 'Search' button is in the bottom right.

Note: The providers and commissions used in this guide are for illustration purposes only and may not reflect those in Travelport Rooms and More.

Hotel name

The name of a preferred hotel may be specified as a filter. For example, if ‘Sheraton’ was entered, the search would look for hotels that had ‘Sheraton’ in the name. The search is not case-sensitive.

Stars

The results can be filtered to only display properties that are rated with a particular number of stars. In the example shown above, the search would look for properties that are rated 3 stars or higher. Click once to select and click again to de-select.

Payment type

Preferences of pre-pay offers, post-pay offers, or both (all) can also be selected by choosing the desired option from the *Payment type* dropdown. Filtering by payment type filters out properties that do not have at least one offer of the type specified.

For example, if the option to filter by pre-pay is selected, all properties having at least one offer (room/rate) with a pre-pay policy will be displayed. If the property offers both pre-pay and post-pay offers, both types of offers will display, i.e., the post-pay offers will not be hidden.

Providers

Also available is filtering by one or more preferred providers. For example, to search for offers from Hotels.com, click in the box for Hotels.com. The percentage amount in parentheses to the right of each provider name is the commission paid by the provider for Travelport Rooms and More bookings.

To hide the filtering options, click the link [Hide advanced filters](#). Click the *Search* button to start the search.

6 Hotel Search Progress Bar

Hotel Search Results Page

The screenshot displays the 'Hotel Search' interface for 'London, United Kingdom' from 07/25/2011 to 07/27/2011 for 2 adults and 1 child. On the left, search filters are set for City (London, United Kingd), Check-in (07/25/2011), Check-out (07/27/2011), Adults (2), Children (1), and Child age (3). A 'Search' button is visible. The main area shows a table of providers and their commission rates:

Provider	Rate
HOTELWORLD	0%
Travelport	8-10%
KUONI	5%
Hotels.com	0%
gta	0%
TRANSOTEL	12%
HotelClub	11%
agoda	4%
hotelmu.com	12%
hotelbeds	13%

At the bottom, a 'Search progress' bar shows 75% completion, with a 'Stop' button.

The *Search progress* bar indicates to what degree all providers have come back with rates and availability. Travelport Rooms and More can be used as soon as the first results appear. To stop the search, click *Stop*. To re-start an existing search that was stopped, click on the *Search* button.

Note: The providers and commissions used in this guide are for illustration purposes only and may not reflect those in Travelport Rooms and More.

7 Hotel Search Results Overview

Note: The providers and commissions used in this guide are for illustration purposes only and may not reflect those in Travelport Rooms and More.

Hotel Search Results Page

The screenshot displays the 'Hotel Search Results Page' for 'London, United Kingdom'. At the top, it shows the user is logged in as 'Doe Jane (My Travel Agency)'. Navigation links include 'Hotels', 'Car', 'Local offers', 'F.A.Q.', and 'Feedback'. The search criteria are: City: London, United Kingdom; Check-in: 07/25/2011; Check-out: 07/27/2011; Adults: 2; Children: 1; Child age: 3. A 'Search' button is present.

Provider Commission Table:

Provider	Rate
HOSTELWORLD	0%
Travelport	8-10%
KUONI	5%
Hotels.com	0%
gta	0%
TRANS/OTEL	12%
HotelClub	11%
agoda	4%
hotels.com	12%
hotelbeds	13%

Filter Summary: By category: 3 stars. A note states: 'Rates below provide an initial comparison of available rooms and rates. Applicable taxes and fees, where called out separately, are identified once your provider has been selected.'

Featured offers: A list of hotels including 51 Buckingham Gate - Luxury Suites And Apartments, Berkeley Hotel London, Claridge's Hotel London, etc.

Hotels in and around: A list of nearby points of interest like Airports, Attractions, City center, etc.

Hotel List:

Price (USD)	Hotel Name	Address	Reviews
292	Central Park Hotel London	49/57 Queensborough Terrace, W2 3SS, London	623 reviews
464	Ramada Encore London West	4 Portal Way, W3 6RT, London	254 reviews
460	Royal Eagle Hotel London	28-30 Craven Road, W2 3gb, London	549 reviews
925	Mayflower Hotel & Apartments London	26 28 Trebovir Road, SW5 9NJ, London	192 reviews
494	Comfort Inn Edgware Road	460 Edgware Road, W21EG, London	221 reviews
398	City Hotel London	12-20 Osborn Street, E1 6TE, London	221 reviews
354	Best Western Phoenix Hotel London	1-8 Kensington Gardens Square, W2 4BH, London	112 reviews
701	Days Hotel London Hyde Park	148-152 Sussex Gardens, London	128 reviews
506	Melita House Hotel	35 Charlwood Street - Victoria, SW1V 2DU, London	69 reviews

A Hotel Search panel is part of the Hotel Search Results page.

By default the commission paid by each participating Travelport Rooms and More provider is displayed.

Additional options to Filter Results are available.

Offers can be sorted in a preferred order.

The lowest approximate total price is displayed for each property.

Applicable Featured offers for the search are displayed.

Reference points applicable to the city searched are available to filter the search results to Hotels in and around a particular point of reference.

A Filter Summary displays the filtering that was applied to the search.

By default properties are displayed in a list.

They can also be displayed on a map.

See the following pages for details about each aspect of the Hotel Search Results Page.

8 Hotel Search Results Detail

Note: The providers and commissions used in this guide are for illustration purposes only and may not reflect those in Travelport Rooms and More.

Hotel Search Results

Travelport Rooms and More™

Logged in as Doe Jane (My Travel Agency)

Hide commissions • Bookings • Account • Log out

Hotels Car Local offers F.A.Q. Feedback

Home > Hotel > London, United Kingdom

Hotel Search

City: London, United Kingd

Check-in: 07/25/2011

Check-out: 07/27/2011

Adults: 2

Children: 1

Child age: 3

Search

London, United Kingdom

From 07/25/2011 to 07/27/2011 - 2 adult(s) , 1 child(ren)

Provider	Rate
HOSTELWORLD	0%
Travelport	8-10%
KUONI	5%
Hotels.com	0%
gta	0%
TRANSOTEL	12%
HotelClub	11%
agoda	4%
hotels.com	12%
hotelbeds	13%

Rates below provide an initial comparison of available rooms and rates. Applicable taxes and fees, where called out separately, are identified once your provider has been selected.

Show 20 offers per page Sort by popularity, desc

Filter Results

Apply

By hotel name

Clear

By provider

HOSTELWORLD

Hotels in and around

- Airports
- Attractions
- City center
- Convention Centre
- Districts
- Gardens
- Monuments
- Museum
- Shopping Mall
- Stadium
- Theatre & Shows
- Train Station
- Underground Stations
- View more

List **Map**

1987 USD

Sofitel St James London

6 Waterloo Place, SW1Y 4AN, London

311 reviews

Location. Sofitel St James London is located in the prestigious St James district of London, England, within 300 metres of Piccadilly Circus, Piccadilly Circus underground station, and Trafalgar Square. Hotel...

Mini Hotel Search

It is not necessary to return to the Travelport Rooms and More Hotel Search page to update a search or input a new search. Changing the desired city, for example, is easily done from the Hotel Search Results page. Just enter the new search details into the Hotel Search panel and click the *Search* button.

Important!

As with the City field on the Hotel Search page, you must select the name of the city from the city list in order to ensure the correct city is searched.

Commissions

By default, Travelport Rooms and More displays provider commission information throughout the application. The commission information can be hidden by checking the *Hide commissions* box in the upper right portion of the page. Un-check the *Hide commissions* box to display commission information.

Bookings Page

Travelport Rooms and More™

Logged in as Doe Jane (My Travel Agency)

Hotels Hide commissions • **Bookings** • Account • Log out

Car Local offers F.A.Q. Feedback

Home > Reports > Commissions

Bookings **Commissions**

Commissions and Rules		
Provider	Estimated commission	Rules and restrictions
HotelClub	11%	Information not available
TRANSOTEL	12%	None
KUONI	5%	Information not available
HOSTELWORLD	0%	Information not available
Travelport	8-10%	None
agoda	4%	None
hotels.com	12%	None
hotelbeds	13%	None

Also available from the Bookings link is information about the providers' commission policies, rules and restrictions if applicable.

Note: The providers and commissions used in this guide are for illustration purposes only and may not reflect those in Travelport Rooms and More.

8 Hotel Search Results Detail, continued

Hotel Search Results

The screenshot displays the 'Hotel Search Results' page for 'Corus Hotel Hyde Park London'. The page is logged in as 'Doe Jane (My Travel Agency)'. The main header includes the 'Travelport Rooms and More' logo and navigation links for 'Hotels', 'Car', 'Local offers', 'F.A.Q.', and 'Feedback'. A 'Featured offers' section is highlighted with a red circle, listing various hotels such as 'St Buckingham Gate - Luxury Suites And Apartments', 'Berkeley Hotel London', and 'Claridge'S Hotel London'. The main content area shows the hotel name, address, and a 6.9 rating out of 13. A sidebar on the left contains search filters for city, check-in/out dates, adults, children, and child age. The hotel details section includes a description, location, and amenities like Wi-Fi, Internet Services, and a Restaurant.

Featured Offers

A list of properties with special offers is displayed on the Hotel Search Results page. Clicking on the link associated with the name of the property returns descriptive information about the property.

Rates and availability for the property can be displayed by using the *By hotel name* filter in the *Filter Results* panel and clicking on *Search*. (See the next page for more information on the *Filter Results* panel.)

8 Hotel Search Results Detail, continued

Hotel Search Results Page

Filter Results

By hotel name

[Clear](#)

By provider

HOSTELWORLD

Hotels.com

TRANSOTEL

HotelClub

agoda

hotelsau.com

hotelbeds

By price

121 USD 3842 USD

By category

★★★★★

★★★★

★★★

★★

★

General

Parking

Airport shuttle

Bar

Pets Allowed

Restaurant

Activities

Pool

Spa or Wellness Center

Fitness

Services

Internet

Air-Conditioning

By payment type

All

Filter Results

Various filters can be used to include or exclude properties on the Hotel Results page based upon the criteria selected.

Hotel name

The name of a preferred hotel may be specified as a filter. For example, if 'Sheraton' was entered, only properties with 'Sheraton' in the name would be displayed. The search is not case-sensitive.

By provider

Also available is filtering by one or more preferred providers. For example, to search for offers from Hotels.com, click in the box for Hotels.com.

Note: The providers and commissions used in this guide are for illustration purposes only and may not reflect those in Travelport Rooms and More.

By price

An approximate price range can be specified by clicking and dragging the boxes associated with a low to high price range.

By category (star rating)

The results can be filtered to only display properties that are rated with a particular number of stars and higher. Click once to select and click again to de-select.

General / Activities / Services

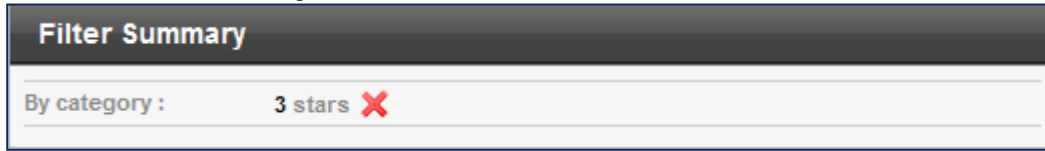
As few as none, or as many as all may be selected as desired.

By payment type

Preferences of pre-pay offers only, or post-pay offers only, or both (all) can also be selected by choosing the desired option from the *By payment type* dropdown.

8 Hotel Search Results Detail, continued

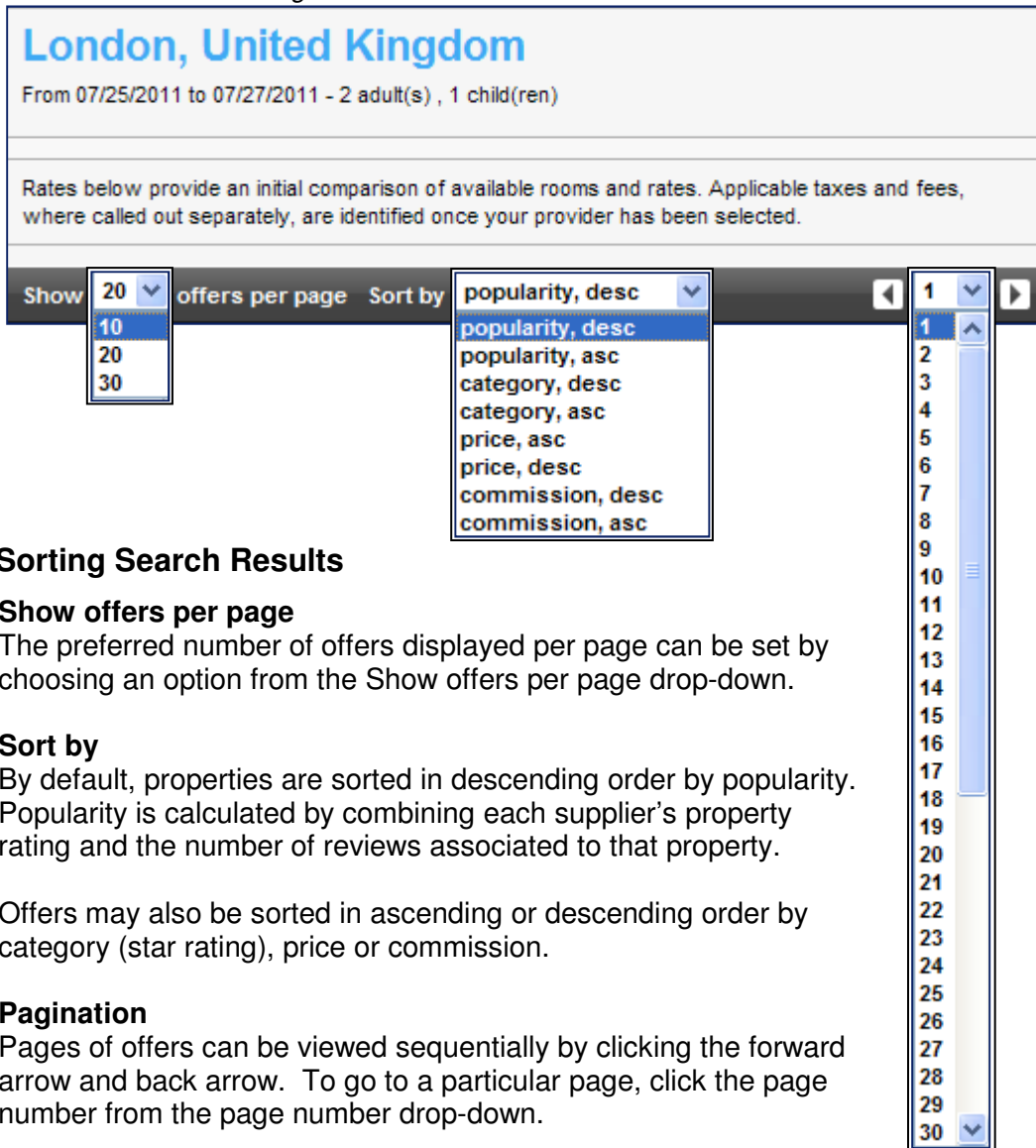
Hotel Search Results Page



Filter Summary

A Filter Summary displays the filtering that was applied to the search. To remove the filter, click the red X beside the filter to be removed. Removing the filter automatically refreshes the search results.

Hotel Search Results Page



Sorting Search Results

Show offers per page

The preferred number of offers displayed per page can be set by choosing an option from the Show offers per page drop-down.

Sort by

By default, properties are sorted in descending order by popularity. Popularity is calculated by combining each supplier’s property rating and the number of reviews associated to that property.

Offers may also be sorted in ascending or descending order by category (star rating), price or commission.

Pagination

Pages of offers can be viewed sequentially by clicking the forward arrow and back arrow. To go to a particular page, click the page number from the page number drop-down.

8 Hotel Search Results Detail, continued

Hotel Search Results Page

Filter Summary

By landmark : **St. Paul's Cathedral** ✕

Rates below provide an initial comparison of available rooms and rates. Applicable taxes and fees, where called out separately, are identified once your provider has been selected.

Show **20** offers per page Sort by **popularity, desc**

List
Map

805 USD	Club Quarters St. Paul's 24 Ludgate Hill, EC4M 7DR, London 342 reviews Location. Club Quarters St. Paul's is tucked within historic Stationers Hall in the business and financial district of west London, England. The property stands adjacent to St. Paul's Cathedral. Tate...	
934 USD	Grange City Hotel London 8-10 Cooper's Row, EC3N 2BD, London 235 reviews Location. The Grange City Hotel is located in a modern building in The City, the financial district of central London, England. The hotel is 300 metres from the Tower of...	
1149 USD	Swissotel London - The Howard Temple Place, WC2R 2PR, London 172 reviews Location. Swissotel, The Howard is located on the Victoria Embankment and overlooks the River Thames in London, England. This property stands across the street from the Temple Underground Station and...	
815 USD	Club Quarters, Trafalgar Square 8 Northumberland Avenue, WC2N 5BY, London 504 reviews London is unquestionably the most exciting city in the world and no place puts visitors in closer proximity to everything there is to see and experience than the Club Quarters...	
919 USD	Crowne Plaza Hotel London-The City 19 New Bridge Street, EC4V 6DB, London 161 reviews Welcome to Crowne Plaza London The City a modern and stylish hotel right in the heart of the city, perfectly situated for all your business and leisure needs. We are...	

Hotels in and around

- Airports
- Attractions
- City center
- Convention Centre
- Districts
- Gardens
- Monuments
 - 10 Downing Street
 - 30 St. Mary Axe (The Gherkin)
 - Banqueting House
 - Big Ben (Clock Tower)
 - Blackfriars
 - British Library
 - Buckingham Palace
 - Houses of Parliament
 - Kensington Palace
 - Royal Academy of Arts
 - Royal Academy of Music
 - St. Paul's Cathedral
 - Temple
 - Tower Bridge
 - Tower of London
 - Westminster Abbey
- Museum
- Shopping Mall
- Stadium
- Theatre & Shows
- Train Station
- Underground Stations
- View more

Hotels in and around

Hotel search results can also be filtered by a variety of reference points applicable to the city searched. The example shown here is for London.

To view the reference points for a particular category, click on the category. In this example, the category *Monuments* was clicked and then the reference point of *St. Paul's Cathedral* was clicked to select it as a reference point for filtering the search results.

8 Hotel Search Results Detail, continued

View Properties by List or by Map

Hotel Search Results Page

List	Map
752 USD	Radisson Edwardian New Providence Wharf London 5 Fairmont Avenue, E149QB, London 106 reviews The Radisson Edwardian New Providence Wharf Hotel, four star deluxe hotel has everything the business traveller could want, including full conference facilities with state-of-the-art technology and WiFi access. This hotel,...
2413 USD	The Ritz London 150 Piccadilly, W1J 9BR, London 135 reviews Situated in St James's, the fashionable heart of London, The Ritz overlooks historic Piccadilly and Green Park, one of London's prettiest Royal Parks. The shops and galleries of Bond Street...
460 USD	Crowne Plaza Hotel London-The City 19 New Bridge Street, EC4V 6DB, London 161 reviews Welcome to Crowne Plaza London The City a modern and stylish hotel right in the heart of the city, perfectly situated for all your business and leisure needs. We are...

By default, properties are displayed in a list.

Hotel Search Results Page

List	Map
	925 USD Mayflower Hotel & Apartments London 26 28 Trebovir Road, SW5 9NJ, London 192 reviews The Mayflower Hotel is a refreshing respite from the hustle and bustle of city life, located right in the heart of London. The Hotel Mayflower offers attentive, efficient service in...

Properties can be viewed on a map by clicking *Map*. Using the cursor to hover over a property shown on the map will display property information as shown in this example.

9 Display All Rates for Property

By default, the lowest price (rounded to the nearest whole number) offered for the property is displayed on the search results page.

By clicking on the lowest price for the property, the lowest price from each of the providers is displayed.

Hotel Search Results Page


Lowest Price For Property





Click this

To get this

588
USD


Melia White House Hotel ★★★★★
 Albany Street, Regents Park, NW1 3UP, London 518 reviews
 Location. The Melia White House Hotel is located one block from Regent's Park in London, England. The Great Portland Street Underground Station is positioned 91 metres away. Hotel Features. This...





Price	Estimated Commission	Payment type	Provider
587.62 USD	58.17 USD	Post-pay	
684.64 USD	75.65 USD	Pre-pay	
686.48 USD	0.00 USD	Post-pay	
801.83 USD	32.07 USD	Pre-pay	

376
USD

Sofitel St James London ★★★★★
 6 Waterloo Place, SW1Y 4AN, London 311 reviews
 Location. Sofitel St James London is located in the prestigious St James district of London, England, within 300 metres of Piccadilly Circus, Piccadilly Circus underground station, and Trafalgar Square. Hotel...



Price	Estimated Commission	Payment type	Provider
376.41 USD	30.11 USD	Post-pay	
1791.34 USD	0.00 USD	Post-pay	

In the example above, four providers are offering a price for the Melia White House Hotel and two providers are offering a price for the Sofitel St James.

Note: The providers and commissions used in this guide are for illustration purposes only and may not reflect those in Travelport Rooms and More.

10 Property Descriptions, Pictures, Reviews and Maps

Hotel Search Results Page

376


USD

Sofitel St James London

6 Waterloo Place, SW1Y 4AN, London

★★★★★

311 reviews



Location. Sofitel St James London is located in the prestigious St James district of London, England, within 300 metres of Piccadilly Circus, Piccadilly Circus underground station, and Trafalgar Square. Hotel...

Click on the property name to find descriptive information about the property, view photos, reviews and the location of the property plotted on a map.

Information
Pictures
Reviews
Map


Location. Sofitel St James London is located in the prestigious St James district of London, England, within 300 metres of Piccadilly Circus, Piccadilly Circus underground station, and Trafalgar Square. Hotel Features. Blending contemporary French modernism and traditional British design, the reception area of Sofitel St James London features high ceilings, thick carpets, and rich colours. Located in the lobby is St James Bar, recreating the atmosphere of a gentleman's club with its mahogany parquet floors, black leather chairs, and fireplace. The smoke free hotel offers a health club with a steam room and fitness equipment available 24 hours a day. Guests can enjoy breakfast, lunch, or dinner at Brasserie Roux, a classic French brasserie set beneath tall ceilings and 15 foot high arching windows. The contemporary decor features buttercup yellow walls and red and green upholstered furniture. There are eight contemporary suites available for board meetings and banquets, and wireless Internet access is available throughout the hotel for a surcharge. Books on French and English culture are available in the hotel's library, housed in the Rose Lounge, which features a feminine decor blending subtle pink and cream hues and featuring a 50s chandelier. Afternoon tea with a French twist is available here, and a harpist or pianist plays every afternoon and evening.

Rating

8.6

Out of 9 ratings

Picture



See all 17 pictures

Amenities


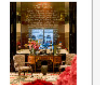




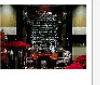




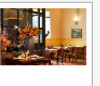




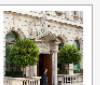
- Fitness Centre
- Air conditioning
- Bar
- Restaurant

Information
Pictures
Reviews
Map

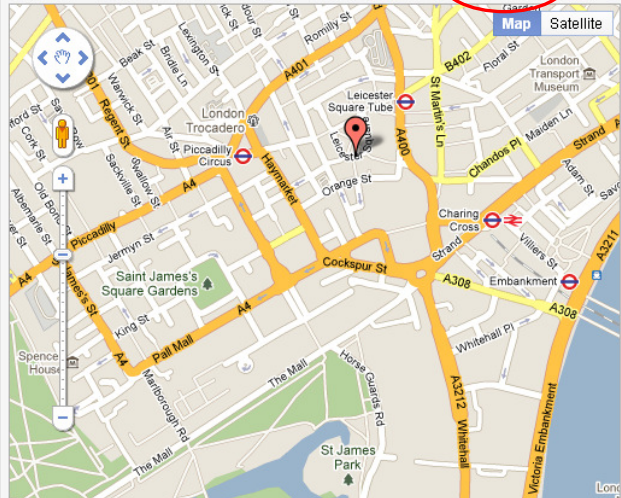
Posted on

Preview: My wife and I have couple of requirements for the hotels we stay in: 1) clean 2) comfortable 3)space 4) location We stayed at St James Sofitel for 6 nights after 10 nights in Paris, and we loved it. Bed is ultracomfortable. Room was large with large all marble bathroom/great bed/night stends/writing desk, 2 armchairs and a coffee table (we got upgraded some i do not know how big or small regular rooms are) Hotel is very well decorated. Staff is helpfull (given that some are more than others but overall very helpful). Cigar bar and a separate tea room, both are excellent places to relax. Restaurant is ok - we had breakfast included, so we were their for the morning coffee and fruit salad - i thought that food was ok, service was good and convinience was great. Hotel is pricey, but i guess that goes for any similar hotel in London. Location is excellent. It's just behind the Trafalgar Sq. short walk to Mayfare and to Theatre district/Soho. We actually walked to Bac. Palace too and it was not a long walk (may be 20 minutes). Overall - great location (especially if you want to spend your evenings at theatres), very comfortable bed (probably the best we slept in, although we stayed at Westin's and Sheraton's and Hilton's before), price but excellent bar nicely separated from lobby, feeling of a solid hotel.

Information
Pictures
Reviews
Map

Information
Pictures
Reviews
Map



11 Book a Hotel

Hotel Search Results

<p>599 USD</p>	<p>Saint Gregory Hotel 100 Shoreditch High Street, E1 6JQ, London</p> <p>★ ★ ★ ★ 183 reviews</p> <p>Location. The Crowne Plaza London Shoreditch is located in London, England, 150 metres from Brick Lane, 300 metres from Broadgate and Spitalfields Market, and 1.5 miles from Tower Bridge and...</p>				
	Price	Estimated Commission		Payment type	Provider
	599.43 USD	0.00 USD		Post-pay	Hotels.com
	688.49 USD	55.08 USD		Post-pay	Travelport
691.83 USD	27.67 USD	Pre-pay	agoda		

Choose Rate

Once you have selected a property and clicked on the lowest rate for the property, the lowest rates from each provider are displayed as shown above. Choose a rate by clicking on a rate from a provider to continue to the booking process.

Hotel Rate Details Page

Saint Gregory Hotel ★ ★ ★ ★
100 Shoreditch High Street E1 6JQ London, United Kingdom

Hotel rate details

Provider	agoda
Check-in date :	07/25/2011
Length of stay :	2
Total number of Travellers :	2
Adult(s) :	2
Children :	0

Terms and conditions

Sign here to accept conditions : [Provider T&C's](#)
 [Policies / Rules & Restrictions](#)

Once a rate has been selected, a recap of the search details of the hotel stay is displayed, followed by the provider Terms and conditions, followed by the rooms available for the occupancy and price specified.

11 Book a Hotel, continued

Hotel Rate Details Page – Non GDS Property

Booking rates			
Standard Room (Advance Purchase Rate)			
Capacity :	2		
Rate type :	Standard rate		
.....			
Description :	Standard Room (Advance Purchase Rate)		
.....			
Policies :	ADVANCE PURCHASE ENTIRE STAY NONREFUNDABLE		
.....			
Total Price :	691.83 USD	478.00 EUR	
Taxes and fees :	0.00 USD	0.00 EUR	
Payment terms :	Pre-pay		
.....			
Commission :	27.67 USD		
Proceed to booking			
1 King Bed Nonsmoking (Advance Purchase Rate)			
Capacity :	2		
Rate type :	Standard rate		
.....			
Description :	1 King Bed Nonsmoking (Advance Purchase Rate)		
.....			
Policies :	ADVANCE PURCHASE ENTIRE STAY NONREFUNDABLE		
.....			
Total Price :	764.20 USD	528.00 EUR	
Taxes and fees :	0.00 USD	0.00 EUR	
Payment terms :	Pre-pay		
.....			
Commission :	30.57 USD		
Proceed to booking			

The Hotel Rate Details page confirms the room rate and commission.

When supplied by the provider, a room description and payment policy is also present.

See the examples for a non GDS property and a GDS property.

Hotel Rate Details Page – GDS Property

Booking rates

Deluxe - 1 Queen size bed (A1QD00)

Capacity : 1

Rate type : 1Q BED : BOOK NOW AND SAVE - FULLY PREPAID
CANCEL RULES APPLY NO CHANGES ALLOWED:

Description :

Policies :

Total Price :	303.66 GBP	338.00 EUR
Taxes and fees :	0.00 GBP	0.00 EUR

Payment terms : Read Rate Type/Policies

Commission : 24.29 GBP

[Proceed to booking](#)

Hotel Rate Details Page

Description

HOTEL DESCRIPTION: The 88 individually designed guest rooms 11 split-level suites and one 2-bedroom suite provide first class facilities to the business traveler. Sample our afternoon tea in the sumptuous lounge and dine in The Blue Door Bistro Restaurant or simply relax on the terrace or in the conservatory overlooking the private gardens.

Cancellation policy

CANCELLATION POLICY: -For the Hotel Cancellation Policy - See Rate Rules . - EARLY CHECKOUT POLICY -A Charge May Apply . -EXCEPTIONS MAY APPLY DURING HOLIDAYS/SPECIAL EVENTS OR CONVENTIONS - SEE RATE RULES.

Extra information

DIRECTIONS TO HOTEL: NO PROPERTY INFORMATION THIS KEYWORD
GUARANTEE POLICY: GUARANTEE POLICY- For the Hotel Guarantee Policy - See Rate Rules.
 EXCEPTIONS MAY APPLY DURING HOLIDAYS SPECIAL EVENTS OR CONVENTIONS - SEE RATES RULES
ROOM / UNIT TYPES: Classic Single -C1T single room av 10sqm-FREE WIFI thoughtful amenities-facilities for all guests MAX OCC INCL CHILDREN - 1 . Two Bedroom Suite-S2D TWO BEDROOM SUITE-FULLY FITTED KITCHEN- CONSERVATORY-WELCOME HAMPER-FREE WIFI-70SQM MAX OCC INCL

Also included in the Hotel Rate Detail is a section for descriptive text, policies and extra information submitted by the provider.

Select the room desired and click the *Proceed to booking* button to continue the booking process.

11 Book a Hotel, continued

Proceed to booking Page

Booking details

Enter your billing information

Use my agent account details for submitting credit card payment for this booking

Title:

First name:

Last name:

Birthday (mm/dd/yyyy):

Nationality:

Street address:

City:

Zip/Postcode:

Country:

Email:

Phone country code:

Phone area code:

Phone:




Enter name of guest and room preferences

Room 1 - (capacity : 1)

Title	First name	Last name
<input type="text" value="- Title"/>	<input type="text"/>	<input type="text"/>

[Change room](#)

Enter your credit card information

Card type:

Card number:

Security code:

Expiry date:

Holder name:

Bank name:

Issue country:

[Back](#) [Complete booking](#)

→ This box is checked when the agent, not the customer, is submitting a credit card for payment.

When this box is checked, the billing information is pre-filled from the information stored in the agent's Travelport Rooms and More account.

The credit card information entered below must match the agent details.

For example, when travel agent Jane Doe checks this box, she enters her credit card information below.

The credit card drop-down that lists accepted credit cards for payment is a dynamically created list based upon what the supplier accepts.

← When this box is not checked, the customer's information is entered into the *Booking details* page.

The credit card information entered below must match the customer billing information.

To look at a different room, click the *Change room* button.

Holder name is the name of the person listed on the credit card being used for payment.

Bank name is the name of the bank drawn against for the credit.

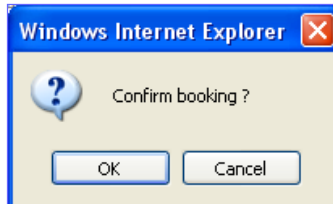
Issue country is the country of the bank drawn against for the credit.

11 Book a Hotel, continued

Proceed to booking Page



Once the booking details fields have been completed, click *Complete booking*. Choose the *Back* button instead if you do not wish to complete the booking.



Clicking the *Complete booking* button triggers a pop-up asking for confirmation to proceed with the booking. Click *OK* to book the reservation or *Cancel* to abort the booking.

12 Booking Confirmation

Travelport GDS Booking Confirmation

London Elizabeth Hotel ★ ★ ★

4 Lancaster Terrace Hyde Park W2 3PF London, United Kingdom

Booking Information

Order confirmation

Your reservation has been made with [Travelport](#)

Confirmation number: **KG10WS**

Booking Information

Guest/Traveller information	MR John Doe MRS Jane Doe
Hotel name	LONDON ELIZABETH HOTEL
Hotel address	4 LANCASTER TERRACE ,LONDON GB W2 3PF
Room type :	Standard or condominium - 1 Double bed (C1DPRO)
Check-in date	05/17/2011
Length of stay	2
Total number of Travellers	2
Adult(s)	2
Children	0
Total price	508.00 USD
Total price on payment	308.00 GBP

Terms and Conditions of booking

None

Policies / Rules & Restrictions

CANCELLATION POLICY: FOR ALL RESERVATIONS- CANCEL 1 DAY PRIOR TO ARRIVAL DATE TO AVOID PENALTY OF 1 NIGHTS ROOM CHARGE.

To retrieve and/or cancel this reservation, please click here

Transaction / Agent details

For any questions or issues with this reservation, please refer to hotel contact information within the GDS :

PCC	138Z
Total price/costs	508.00 USD
Estimated commission	40.64 USD

Please visit your account admin page to retrieve and cancel this reservation

Start another booking
Manage my account

The confirmation number for bookings made with hotels in the GDS is the Record Locator in the GDS.

A GDS booking creates an active segment in a GDS PNR/BF.

See the section on Canceling Bookings for details associated with clicking this box.

To make another booking, click the *Start another booking* box.

See the section on Account Management for details associated with the *Manage my account* box.

Successfully booked reservations generate booking confirmation messages similar to these examples. A GDS booking creates an active segment in a GDS PNR/BF.

12 Booking Confirmation, continued

Non GDS Booking Confirmation

Affinia Dumont Hotel - New York

150 East 34th Street NY 10016 New York, United States

☆☆☆

Booking Information

Order confirmation
Your reservation has been made with **KUONI**
Confirmation number: 151305091

Booking Information
Guest/Traveller information: MR Rip Torn
Hotel name: AFFINIA DUMONT PLAZA
Hotel address: 150 EAST 34TH STREET 10016
Room type: Single Studio Suite
Check-in date: 07/26/2011
Length of stay: 2
Total number of Travellers: 1
Adult(s): 1
Children: 0
Total price: 592.00 USD

Terms and Conditions of booking
No special terms and conditions were found.

Policies / Rules & Restrictions
DEADLINE: 2011-07-23 12:00:00.000+02:00 - In the event of confirmed cancellation after deadline, you will be charged a fee equivalent to one night's accommodation of the booking (Night's charge).

[To retrieve and/or cancel this reservation, please click here](#)

Contact details
For any questions or issues with this reservation, please contact :
KUONI
at : 1010

Transaction / Agent details
PCC: 138Z
Total price/costs: 592.00 USD
Estimated commission: 58.61 USD
Please visit your account admin page to retrieve and cancel this reservation

[Start another booking](#) [Manage my account](#)

The confirmation number for non GDS bookings is the confirmation number returned from the provider.

A non GDS booking creates a passive segment in a GDS PNR/BF.

See the section on Canceling Bookings for details associated with clicking this box.

To make another booking, click the *Start another booking* box.

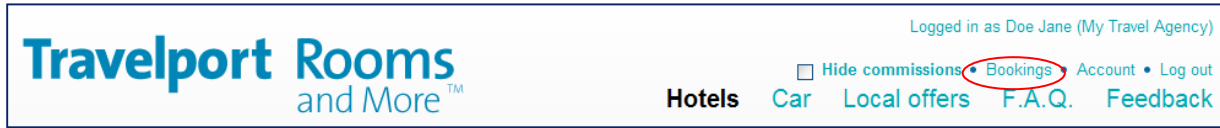
See the section on Account Management for details associated with the *Manage my account* box.

Successfully booked reservations generate booking confirmation messages similar to these examples. A non GDS booking creates a passive segment in a GDS PNR/BF.

13 Modifying a Booking

Modifying bookings made in Travelport Rooms and More is achieved by cancelling and rebooking the reservation.

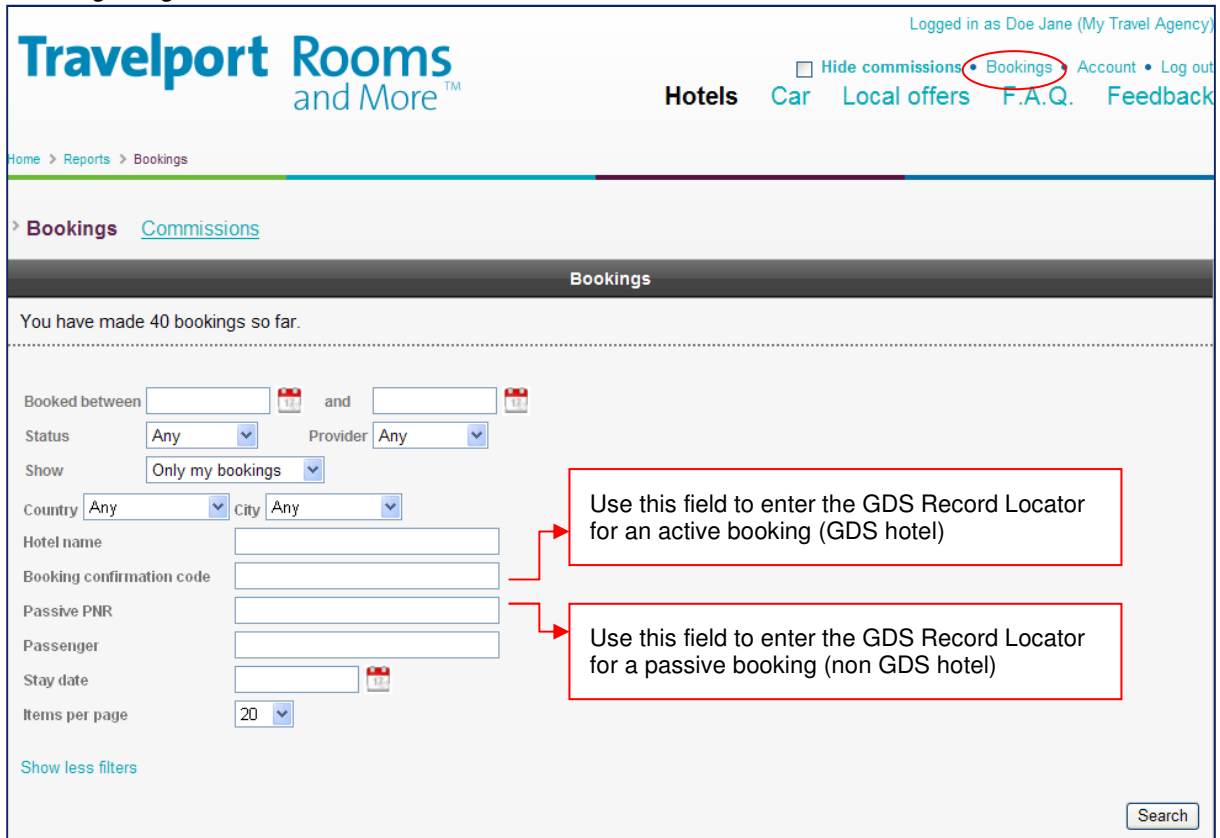
14 Cancelling a Booking



To cancel a booking it must first be displayed. To display a summary of all the reservations that you have made, click on the link for *Bookings* at the top of the Travelport Rooms and More application to display the booking history.

15 Booking History

Bookings Page



The Bookings page of Travelport Rooms and More enables easy search and retrieval of reservations by various criteria. Fill in the desired search parameters and then click the *Search* box.

Note: the Show more filters link was selected for this screen shot. To collapse some of the search (filter) options, click the Show less filters link on the lower left side of this screen shot.

15 Booking History, continued

Bookings Page

Bookings

You have made 40 bookings so far.

Booked between and








Status Provider

Show

[Show more filters](#)

[CSV data download](#)

12 >>

Booked	Check-in	Provider	Confirmation	Value	Commission	Status	Payment date
July 01, 2011 22:45	07/26/2011	 KUONI	151305091	592.00 USD	58.61 USD	Booked	Details/Cancel
July 01, 2011 22:39	07/26/2011	 Travelport	SD4CQG	922.70 USD	73.82 USD	Booked	Details/Cancel
July 01, 2011 22:29	07/25/2011	 KUONI	151305089	460.26 USD	45.57 USD	Booked	Details/Cancel
July 01, 2011 01:58	08/29/2011	 Travelport	SBXXBI	406.30 USD	32.50 USD	Booked	Details/Cancel
July 01, 2011 01:52	08/17/2011	 KUONI	151304999	386.00 USD	38.21 USD	Booked	Details/Cancel
July 01, 2011 01:44	08/15/2011	 KUONI	151304998	384.00 USD	38.02 USD	Booked	Details/Cancel
July 01, 2011 01:33	07/26/2011	 agoda	300433311	739.33 USD	29.57 USD	Booked	Details/Cancel

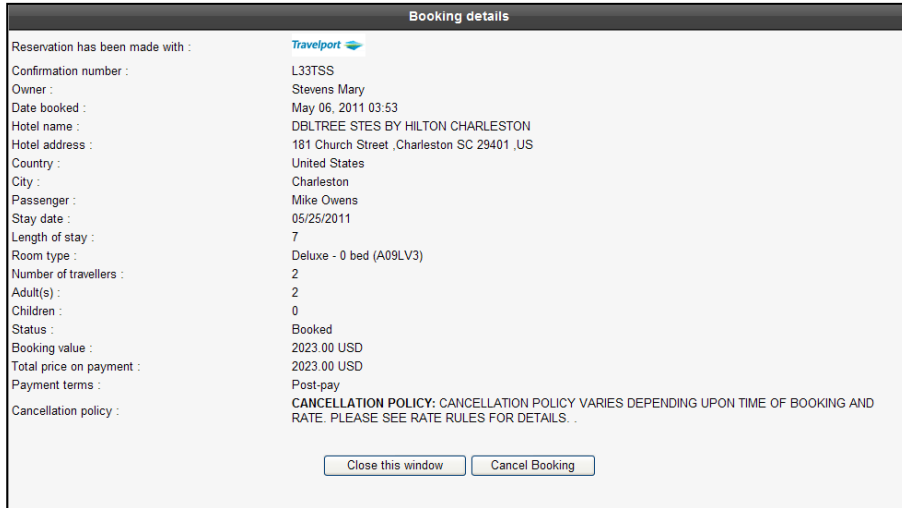
By default, reservations are sorted and displayed in booked date order. Reservations can be sorted in descending order based upon any of the column headings by clicking the arrow to the left of the column heading. For example, to sort reservations by provider, click the arrow to the left of the *Provider* column header.

To view the details of the booking or to cancel the booking, click the *Details/Cancel* link associated with the booking.

Note: The providers and commissions used in this guide are for illustration purposes only and may not reflect those in *Travelport Rooms and More*.

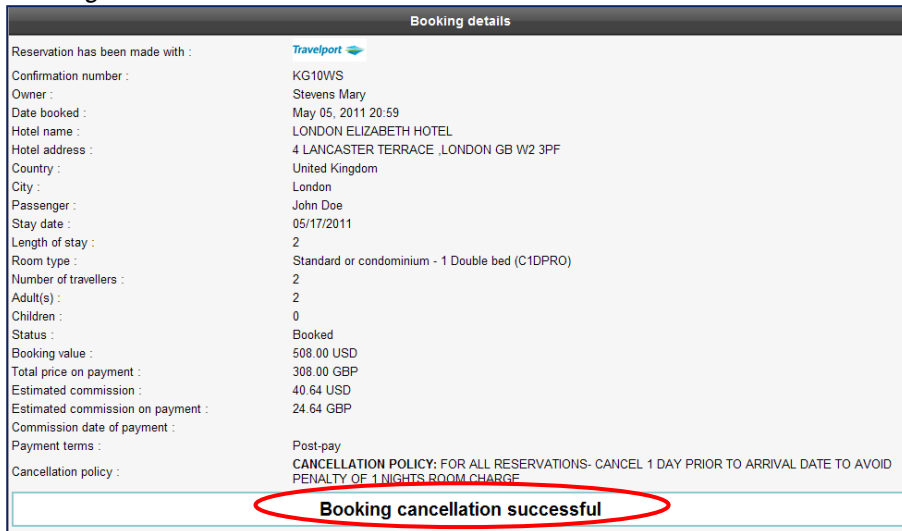
16 Booking Details

Booking Details Screen



Displaying the details of a booking provides the option for cancelling the booking. To cancel the booking, click the *Cancel this booking* button. To close the window without cancelling the booking, click the *Close this window* button.

Booking Details Screen



Successfully cancelling a booking results in a display similar to the one above.

Important!

Bookings for GDS hotels can be cancelled in Travelport Rooms and More. This also cancels the booking in the PNR/BF stored in the GDS.

If a non GDS booking is cancelled in Travelport Rooms and More, it must be removed from the PNR/BF manually.

16 Booking Details, continued

Booking Details Screen

Booking details

Reservation has been made with :

Confirmation number : KG10WS

Owner : Stevens Mary

Date booked : May 05, 2011 20:59

Hotel name : LONDON ELIZABETH HOTEL

Hotel address : 4 LANCASTER TERRACE , LONDON GB W2 3PF

Country : United Kingdom

City : London

Passenger : John Doe

Stay date : 05/17/2011

Length of stay : 2

Room type : Standard or condominium - 1 Double bed (C1DPRO)

Number of travellers : 2

Adult(s) : 2

Children : 0

Status : Cancelled

Booking value : 308.00 USD

Total price on payment : 308.00 GBP

Payment terms : Post-pay

Cancellation policy : CANCELLATION POLICY: FOR ALL RESERVATIONS- CANCEL 1 DAY PRIOR TO ARRIVAL DATE TO AVOID PENALTY OF 1 NIGHTS ROOM CHARGE.

Once a booking has been cancelled, the status for the reservation on the Booking details page will show Cancelled.

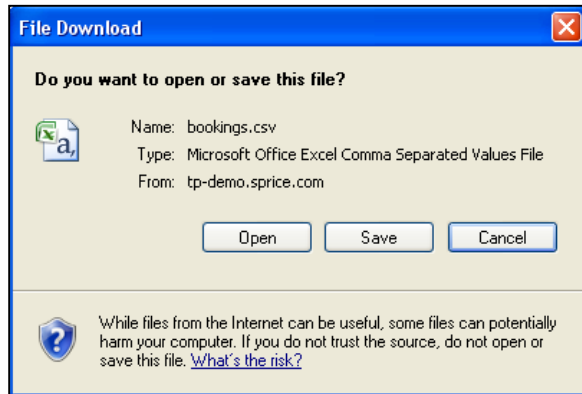
17 Download Booking and Commission Information

Bookings Page

								CSV data download
12>>								
Booked	Check-in	Provider	Confirmation	Value	Commission	Status	Payment date	
July 01, 2011 22:45	07/26/2011		151305091	592.00 USD	58.61 USD	Booked		Details/Cancel
July 01, 2011 22:39	07/26/2011		SD4CQG	922.70 USD	73.82 USD	Booked		Details/Cancel
July 01, 2011 22:29	07/25/2011		151305089	460.26 USD	45.57 USD	Booked		Details/Cancel
July 01, 2011 01:58	08/29/2011		SBXXBI	406.30 USD	32.50 USD	Booked		Details/Cancel
July 01, 2011 01:52	08/17/2011		151304999	386.00 USD	38.21 USD	Booked		Details/Cancel
July 01, 2011 01:44	08/15/2011		151304998	384.00 USD	38.02 USD	Booked		Details/Cancel
July 01, 2011 01:33	07/26/2011		300433311	739.33 USD	29.57 USD	Booked		Details/Cancel
May 04, 2011 18:34	05/16/2011		50397409	228.18 USD	27.47 USD	Booked		Details/Cancel

Commission and booking information about the reservations booked in Travelport Rooms and More can be downloaded to a file compatible with Excel. To download the information, click the link, *CSV data download*.

17 Download Booking and Commission Information, continued



A Microsoft pop-up window displays offering options to open the file, save the file onto your computer or cancel the operation.

A	B	C	D	E	F	G	H	I	J	K
Booking date	Stay date	Agency name	Agency country	Agent name	Provider handle	Confirmation code	Booking value	Commission value	Currency	Status
5/4/2011 18:34	16-May-11	My Travel Agency	USA	Jane	Transhotel	50397409	228.18	27.47	USD	Booked
7/1/2011 1:44	15-Aug-11	My Travel Agency	USA	Jane	Kuoni	151304998	384	38.02	USD	Booked
7/1/2011 1:52	17-Aug-11	My Travel Agency	USA	Jane	Kuoni	151304999	386	38.21	USD	Booked
7/1/2011 1:58	29-Aug-11	My Travel Agency	USA	Jane	Travelport	SBXXBI	406.3	32.5	USD	Booked
7/1/2011 22:29	25-Jul-11	My Travel Agency	USA	Jane	Kuoni	151305089	460.26	45.57	USD	Booked
7/1/2011 22:39	26-Jul-11	My Travel Agency	USA	Jane	Travelport	SD4CQG	922.7	73.82	USD	Booked
7/1/2011 22:45	26-Jul-11	My Travel Agency	USA	Jane	Kuoni	151305091	592	58.61	USD	Booked

If you choose to *Open* the file, (or *Save* it to your computer and then import it into Excel), information similar to the example above is displayed.

18 Apollo PNRs

Apollo PNR with Active Hotel Segment

```

KG10WS/CE XDBSP MSPRICE AG 15793013 05MAY
 1.1DOE/JOHNMR  2.1DOE/JANEMRS
 1 HHL UZ HK1 LON 17MAY-19MAY  2NT 24420  LONDON ELIZABETH HO
1C1DPRO -2/RG-GBP154.00/AGT15793013/G-DPSTVIXXXXXXXXXXXXXX1111EXP0
212/W-1160 Mayflower Street Marysville US 43085/NM-DOE JOHN/CF-3
73125515577 *
*** EMAIL ADDRESS EXISTS ** >EM·
*** ADDITIONAL ITINERARY DATA EXITS ***>*I·
FONE-LONR/019374431229
ADRS-JOHN DOE#1160 Mayflower Street#Marysville#USZ/43085

```

Booking an Apollo GDS property creates an active segment in an Apollo PNR.

Apollo PNR with Passive Hotel Segment

```

PRRG5K/CE XDBSP MSPRICE AG 15793013 02MAY
 1.1DOUGH/JON MRS
 1 HTL ZZ BK1  DEN 12MAY-OUT14MAY **RT-USD350.69/CF-60347817/W-H
YATT REGENCY DENVE*7800 E*DENVER**
*** EMAIL ADDRESS EXISTS *** >*EM·
FONE-DENR/13031112222
ADRS-JON DOUGH#12 Main Street#Carmel#USZ/46032
RMKS-EMAIL12/ALL*LANG-EN-US

```

Booking a non Apollo GDS property creates a passive segment in an Apollo PNR.

Note

The format for Apollo passive segments will be changed from BK to conform to the new MK status and new format in advance of the mandatory implementation of the new status and format later in July 2011.

19 Galileo Booking Files

Galileo Booking File with Active Hotel Segment

```

QWWGH0/CE XDBSP MSPRICE AG 91248684 14APR
  1.1DOUGH/JANEMRS
  1. HHL RL HK1 DEN 09MAY-11MAY 2NT 50126 RL DENVER CENTRAL
    1A2DWKD -1/RG-USD89.95/AGT91248684/G-VI4111111111111111EXP
    0212/W-216 Alabama Street Colorado Springs US 98123/NM-DOUGH
    JANE/CF-20384787*
** SERVICE INFORMATION EXISTS **          >*SI·
** EMAIL ADDRESS EXISTS **                >*EM·
*** ADDITIONAL ITINERARY DATA EXISTS ***>*I·
FONE-DENH*013031234567
ADRS-JANE DOUGH*216 Alabama Street*Colorado Springs*USP/98123
>

```

Booking a Galileo GDS property creates an active segment in a Galileo Booking File.

Galileo Booking File with Passive Hotel Segment

```

QWWHSM/CE XDBSP MSPRICE AG 91248684 14APR
  1.1GRUN/PERCYMRS  2.GRUN/EMILYMISS
  1. HTL ZZ BK1 PAR 04MAY-OUT08MAYRT-EUR314.0/CF-2138510/W-KYRIA
    D PARIS BERCY VILLAGE*17 RUE BARAN LEROY PARIS 75012*PARIS
** EMAIL ADDRESS EXISTS **                >*EM·
FONE-PARH*0334398/53434
ADRS-PERCY GRUN*190 TULIP CLIFF*AMSTERDAM*BEP/34343

```

Booking a non Galileo GDS property creates a passive segment in a Galileo Booking File.

20 Worldspan PNRs

Worldspan PNR with Active Hotel Segment

```

1P- MEGQUH -
  1.1SMITH/DIANE.MRS@*ADT-
  1 HHL HY HK01 LAX IN16JUL OUT18JUL LAXCP-HY HYATT REGENCY CENT
URY PLAZA/RG-USD 289.00 /NM-SMITH DIANE MRS/G-CCAXXXXXXXXXXXXXX210
0EXP12-12/CXP-CANCEL BY 3PM PST 24 HOURS PRIOR TO ARRIVAL/CF-HY0
057594636 $HY$-
P- 1.H6A18168915413-
T- 1.T//15DEC//DELIVERPM-
TKG FAX-NOT PRICED FARE TYPE EX -
**** ITEMS SUPPRESSED ****/CN/IH-

```

Booking a Worldspan GDS property creates an active segment in a Worldspan PNR.

Worldspan PNR with Passive Hotel Segment

```

1P- 2EJPUY -
  1.1SMITH/DIANE.MRS@*ADT-
  1 HTL 1P MK01 PAR IN16JUL OUT18JUL - PULLMAN TOUR EIFFE
L/RG-USD 545.83 /NM-SMITH BAILEY MR/G-CCAXXXXXXXXXXXXXX2100EXP12-1
6-
P- 1.H6A18168915413-
T- 1.T//15DEC//DELIVERPM-
TKG FAX-NOT PRICED FARE TYPE EX -
**** ITEMS SUPPRESSED ****/CN/IH-

```

Booking a non Worldspan GDS property creates a passive segment in a Worldspan PNR.

21 ViewTrip Itinerary for Active Segment

Travelport ViewTrip™
 This itinerary has been brought to you by Travelport ViewTrip and your travel provider.
 For the latest information on your travel plans, view your itinerary at [ViewTrip.com](#).
 Reservation Number KG10WS

Itinerary Information	
Today's Date:	Thursday, May 05, 2011
Reservation ID:	KG10WS
Agency Information	
ALLEN TRAVEL 11711 N Pennsylvania Ste 113 Carmel, IN 46032 United States of America	
Travelers	
DOE, JOHNMR DOE, JANEMRS	
Hotel - London Elizabeth Hotel Tuesday, May 17, 2011 - Thursday, May 19, 2011	
Utell Connect	2 Nights
London Elizabeth Hotel	1 Room
Number of Guests:	2 Guests
Confirmation Number:	373125515577
Check In:	Tuesday, May 17, 2011
Check In Time:	2:00 PM
London Elizabeth Hotel 4 Lancaster Terrace London Gb W2 3PF	Phone: 44 20 7402 6641 Fax: 44 20 7224 8900
Check Out:	Thursday, May 19, 2011
Check Out Time:	12 Noon
Estimated Hotel Rate*:	GBP 154.00 / night
Approximate Total, including taxes:	GBP 308.00
<i>* Estimated Hotel Charge does not include room service or other misc. charges occurring during the stay.</i>	
Hotel Information	
Rate:	GBP 154.00 / night
Approximate Total, including taxes:	GBP 308.00
Deposit:	VI4000000000001111 Expires 0212
Name:	DOE, JOHN
Status Confirmed (HK)	

22 ViewTrip Itinerary for Passive Segment

Travelport ViewTrip™
 This itinerary has been brought to you by Travelport ViewTrip and your travel provider.
 For the latest information on your travel plans, view your itinerary at [ViewTrip.com](#).
 Reservation Number JTOKLR [View Electronic Ticket Receipt](#)

Itinerary Information	
Today's Date:	05 May 2011
Reservation ID:	JTOKLR
Agency Information	
GEMMA RAWLINSON Galileo House Langley, BERKS SL3 8AG United Kingdom	
Travellers	
GALILEOTEST, ADULTMRS GALILEOTEST, INFANT Infant 01MAY11 GALILEOTEST, CHILD	
Hotel - New York Thursday 30 June 2011 - Saturday 02 July 2011	
New York	
Best Western Convention Center Hotel 522 West 38Th Street NEW YORK	
Confirmation Number:	50268442
Check In:	Thursday 30 June 2011
Check Out:	Saturday 02 July 2011
Hotel Information Best Western Convention Center Hotel*522 West 38Th Street*New York	
Status Confirmed (Passive) (BK)	

23 Account Management

Travelport Rooms and More™

Logged in as Doe Jane (My Travel Agency)

Hide commissions • Bookings • **Account** • Log out

Hotels Car Local offers F.A.Q. Feedback

Home > Account > Edit account

> **Edit account** Edit agency Edit contact Agency accounts

Your account

Login details

Login *

Email *

Password

Password confirmation

Presets

Title *

Name *

Surname *

Currency *

Yes, I want to receive exclusive offers from Travelport Rooms and More partners

(*) mandatory field

Clicking on the link for *Account* brings up the first page of your account pages for updating. Click the *Update* button to save your changes.

To update the agency information, click the link for *Edit agency*. To update the agency financial contact information pertaining to commission payments, click the link for *Edit contact*.

To link individual agent accounts together, click the link for *Agency accounts*.

24 Lost Password/Login

Travelport Rooms and More Landing Page

Travelport Rooms and More

Hotels Car Local offers F.A.Q. Feedback

Home

Welcome to Travelport Rooms and More

Sign in

Login

Password

Sign In

[I lost my password/login](#)

Account Creation

By creating an account and making reservations through Travelport Rooms and More, you are gaining access to over 150,000 properties globally.

All reservations, account management and commission payments are managed through a single application, allowing you to streamline your work, and increase your ability to generate revenue in servicing your customers.

Get Started

Click on the link [I lost my password login](#) from the Travelport Rooms and More landing page.

Account/Password recovery

Please enter your login or email, whichever you remember, in the text field below, then click the button. We will then send you an email with recovery instructions.

Account details

Login or email

Start recovery

Provide your Login or email address and click *Start recovery*.

Account/Password recovery

Recovery instructions sent.

[Your email has been sent. If you do not receive an email shortly, please first check your spam filters / junk mail folders.](#)

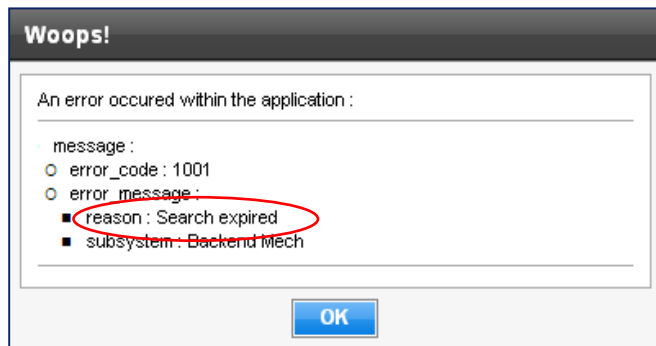
We have sent an email to your contact address, containing instructions to recover your account and your password.

An email similar to the one shown above will be sent to the email provided.

Tip: If you do not receive an email within minutes, check your spam filters and junk email folders

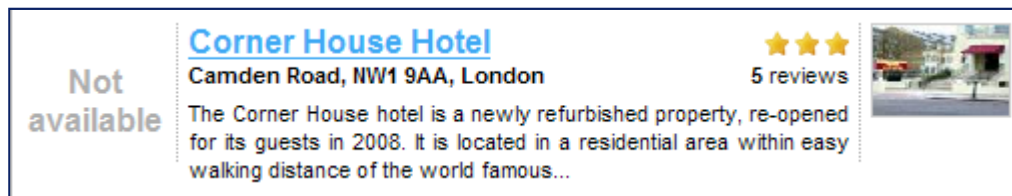
25 Troubleshooting

Search Expired



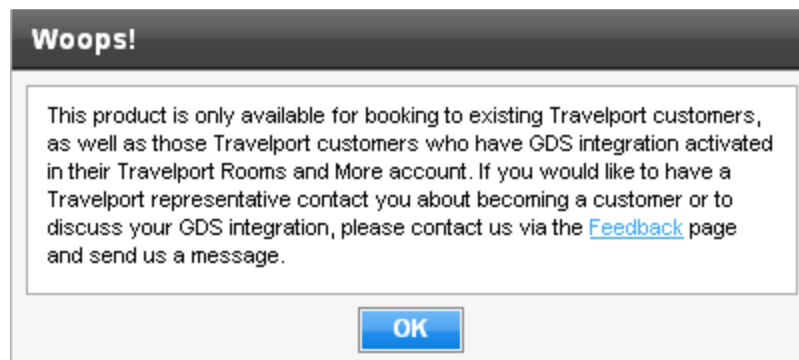
If there is a significant delay between shopping and choose rates, you may get the message below indicating the session has timed out. When this occurs, you must repeat your search and try again.

Property Not Available



If a property is not available for the occupancy and/or dates requested, it will display *Not available* as shown in the example above.

Non GDS Affiliated Booking



If a user does not indicate a GDS affiliation in their Travelport Rooms and More account, and then attempts to book a GDS property, the response shown above will be displayed.

This is the last page of the manual