

nexonia

**TRAVEL QUICK REFERENCE GUIDE**

*Version 2.10.16*

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## LOGGING INTO NEXONIA TRAVEL



The image shows a screenshot of the Nexonia User Login interface. At the top, the Nexonia logo is displayed in blue. Below it, the 'User Login' form is shown on a dark background. The form includes the following elements:

- Company:** A text input field containing the value 'Nexonia'.
- Member ID:** An empty text input field.
- Password:** A text input field with masked characters (dots).
- Lost Password:** A link below the password field.
- Remember Login:** A checkbox that is currently unchecked.
- Login:** A blue button with white text, which is circled in red.

- To access your company's online booking website go to: <https://travel.nexonia.com> or to the specific URL given to you by your company.
- Enter your information in the following fields: **Company Name, Member ID & Password** (*Your login credentials will be provided by your Travel Manager or Online Administrator*)
- Click **Login**. *We recommend entering your profile information once you log into the system to ensure proper use of the tool.*

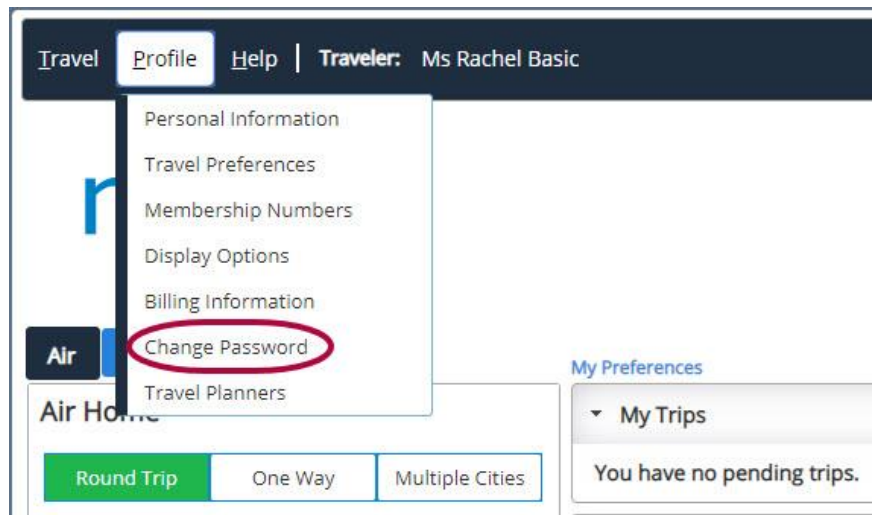
## LOST PASSWORD



- If you cannot remember your password to log into your company's online booking website, go to: <https://travel.nexonia.com>
- Click the **Lost Password** link.
- On the **Lost Password** form enter:
  - **Last Name**
  - **Email**
  - **Company Name**
- Click **Go**.
- If you have a valid email address saved within your profile and the information you submit matches what we have on file, you will receive an email with your login information.

## RESET MY PASSWORD

- Once logged in, hover over **Profile** from the Main Menu on the top of your Home Page.
- Select **Change Password** in the drop-down list.



Profile

### Change Password [Print](#)

(\*) indicates required information

Current Password

New Password

Verify New Password

Password Requirements

Case Sensitive: **Yes**

Number of characters: **7 - 100**

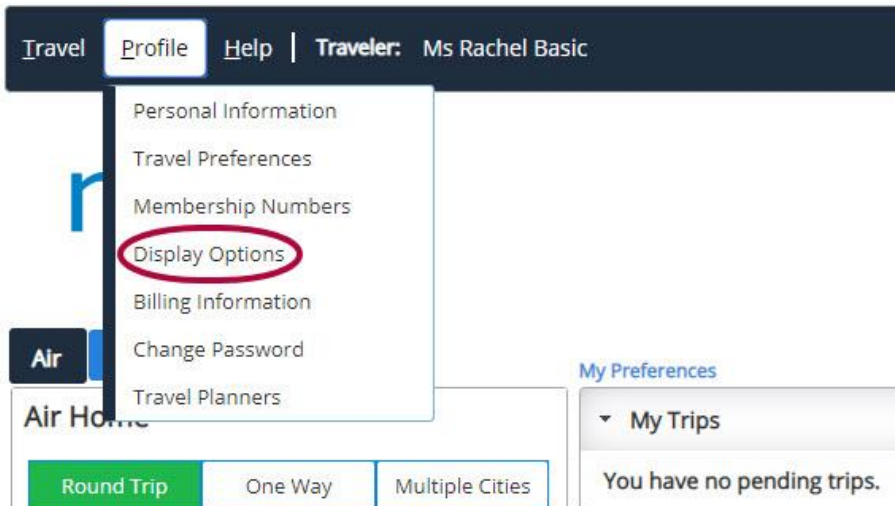
Save

- Enter your **Current Password**, **New Password** and **Verify New Password**.
- Click **Save**.
- You will see a *Password changed successfully* message pop up.

## PROFILE AND PREFERENCES

### DISPLAY OPTIONS

- To change your display options, hover over **Profile** from the Main Menu on the top of your Home Page.
- Select **Display Options** in the drop-down list.



Profile

### Display Options

[Print](#)

Save

Complete the information below and click the Save button to update your profile.

(\*) indicates required information

|  |   |   |
|--|---|---|
| <p><b>Date Format</b></p> <p><input checked="" type="radio"/> Nov 22 or 11/22</p> <p><input type="radio"/> 22 Nov or 22/11</p> | <p><b>Time Format</b></p> <p><input checked="" type="radio"/> 12 hour clock Ex: 8:00pm</p> <p><input type="radio"/> 24 hour clock Ex: 20:00</p> | <p><b>Distance Format</b></p> <p><input checked="" type="radio"/> Miles</p> <p><input type="radio"/> Kilometers</p> |
|--|---|---|

\* Preferred language \* Show currency rates in the country's currency

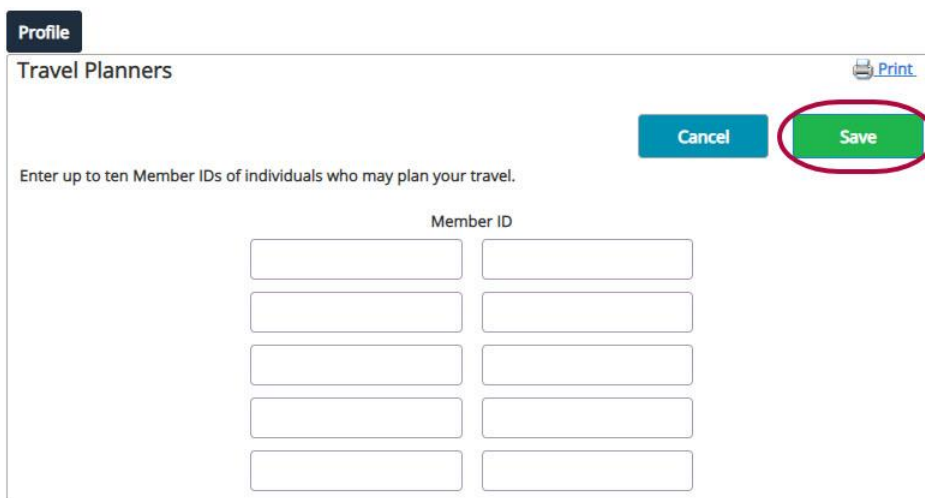
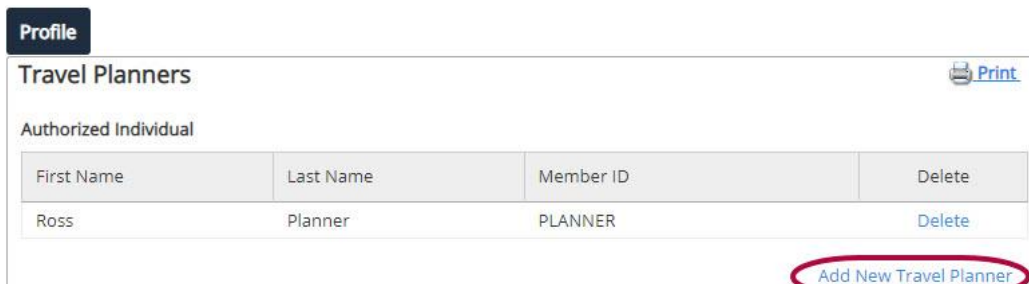
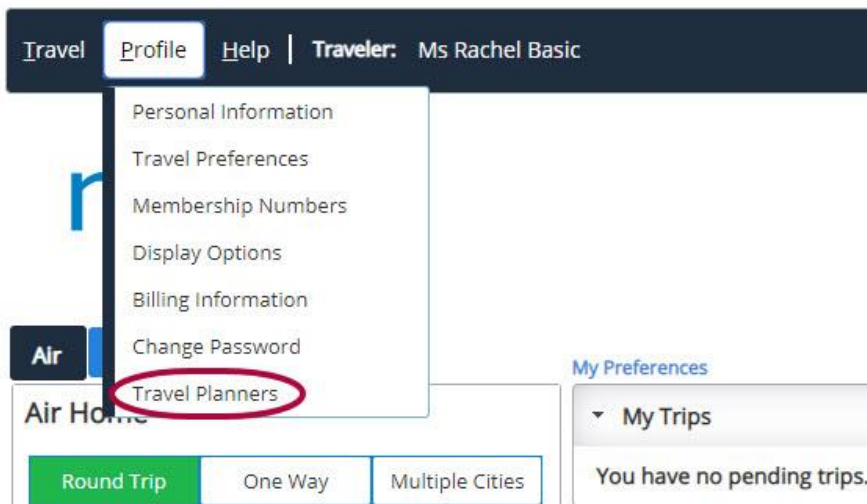
English USA

Default to Hotel Mapped Options

- The **Display Options** page will open. Here you can update your preference on *Date/Time/Distance Format, Preferred Language, Currency Format, Hotel Mapped Options, Number of Car/Air Results per page.*
- Once you choose your preferences, click the **Save** button

## ASSIGN MY TRAVEL PLANNER

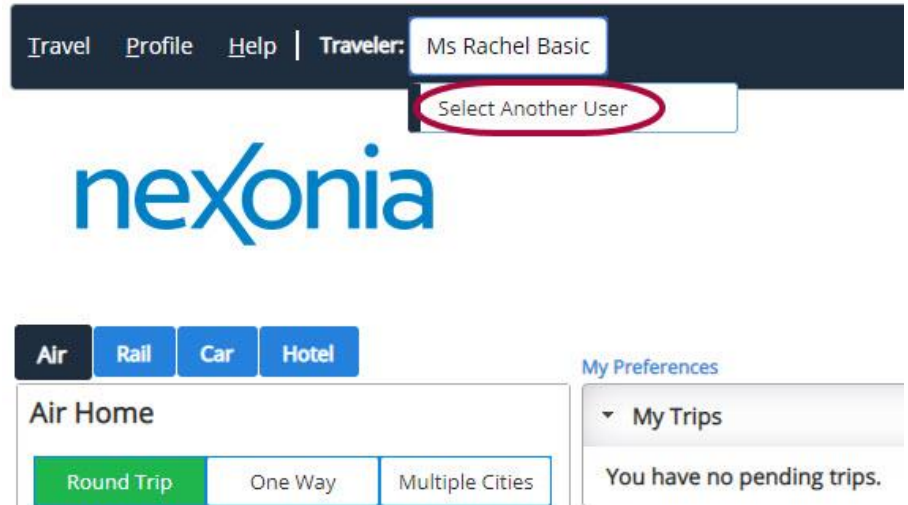
- Once logged in, hover over **Profile** from the Main Men on the top of your home page.
- Select **Travel Planner** in the drop-down list.
- Click the link for **Add New Travel Planner**



- Enter the **Member ID(s)** for anyone you would like to plan your travel. *There is no limit on how many Travel Planners that can be entered.*
- Click **Save**.

## SWITCH TRAVELERS

- Hover over your name within the Main Menu header on the top of your home page until the drop-down list appears.
- If the traveler doesn't appear in the list, click on **Select Another User**.



**Travel Preferences** **Trip List** **Select Another User**

To select a user, enter their member ID or other information to search for a specific user. If no search criteria is specified, all users will be returned.

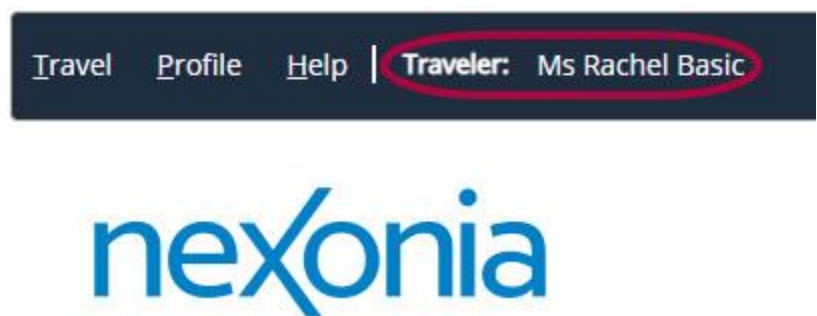
Member ID

First Name  Last Name

**Search**

- Enter the **Member ID, First Name or Last Name** to access that traveler's Profile.
- Click **Search**.

- Select the Traveler's name from the list you wish to switch to.
- Once selected, that Traveler's name will appear in the Traveler section within the Main Menu header on the top of your home page.





## UPDATE TRAVEL PREFERENCES

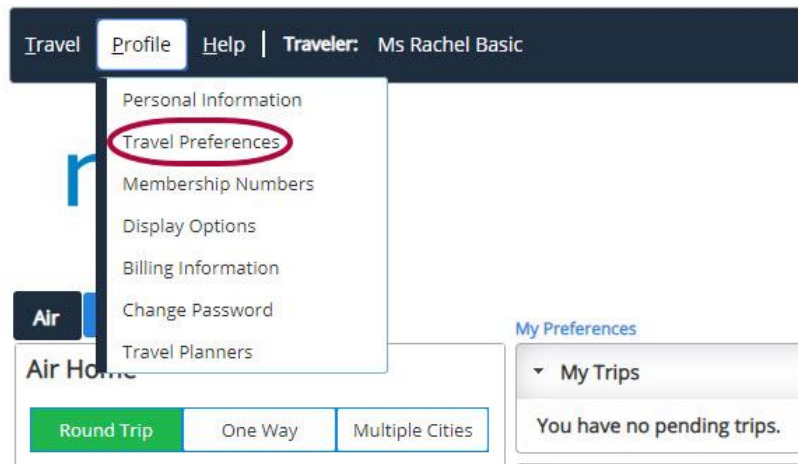
### FOR A SINGLE TRIP:\_

- On the home screen click on any of the **My preferences** links to apply to the single trip you are booking.

- Select the various Travel preferences under Air, Rail, Car, or Hotel that you have available. *Save is not necessary here as the selection is only for a single booking.*

**WITHIN PROFILE:**

- Once logged in, hover over **Profile** from the Main Menu on the top of your home page.
- Select **Travel Preferences** in the drop-down list.
- Select the various Travel preferences under Air, Car, or Hotel that you have available.
- Click **Save**.



**Profile**

### Travel Preferences

[Print](#)

**Save**

Complete the information below and click the Save button to update your profile.

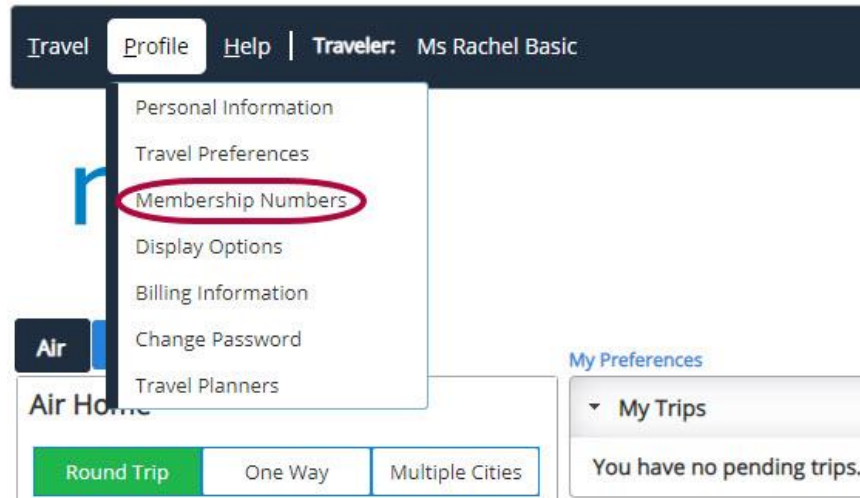
(\*) Indicates Required Information.

- ▶ Air Preferences
- ▶ Rail Preferences
- ▶ Car Preferences
- ▶ Hotel Preferences

**Save**

## ADD/UPDATE MEMBERSHIP NUMBERS

- Once logged in, hover over **Profile** from the Main Menu on the top of your home page.
- Select **Membership Numbers** in the drop-down list.



**Profile**

### Membership Numbers [Print](#)

**Air Membership Numbers**

| Airline                                       | Membership Number | Status Level | Edit/Delete |
|---|-------------------|--------------|-------------|
| <a href="#">Add New Air Membership Number</a> |                   |              |             |

**Car Membership Numbers**

| Car Company                                   | Membership Number | Status Level | Edit/Delete |
|---|-------------------|--------------|-------------|
| <a href="#">Add New Car Membership Number</a> |                   |              |             |

**Hotel Membership Numbers**

| Hotel Chain                                     | Membership Number | Status Level | Edit/Delete |
|---|-------------------|--------------|-------------|
| <a href="#">Add New Hotel Membership Number</a> |                   |              |             |

**Rail Membership Number**

| Rail Carrier                                   | Rail Membership Number | Status Level | Edit/Delete |
|--|------------------------|--------------|-------------|
| <a href="#">Add New Rail Membership Number</a> |                        |              |             |

**Car Loyalty Program Associations**

| Car Company                                     | Airline Loyalty Vendor | Edit/Delete |
|---|------------------------|-------------|
| <a href="#">Add New Car Loyalty Association</a> |                        |             |


**Hotel Loyalty Program Associations**

| Hotel Chain                                       | Airline Loyalty Vendor | Edit/Delete |
|---|------------------------|-------------|
| <a href="#">Add New Hotel Loyalty Association</a> |                        |             |

- The Membership Numbers page will open. Here you can add your membership and/or loyalty numbers for airlines, cars, and hotels.
- Click the **Add New (Air/Car/Hotel) Membership Number (Loyalty Association)** link.

**Profile**

### Membership Numbers

 [Print](#)

[Cancel](#) [Save](#)

Enter your airline membership numbers below.

| Airline    | Membership Number    | Status Level         |
|------------|----------------------|----------------------|
| (select) ▼ | <input type="text"/> | <input type="text"/> |
| (select) ▼ | <input type="text"/> | <input type="text"/> |
| (select) ▼ | <input type="text"/> | <input type="text"/> |
| (select) ▼ | <input type="text"/> | <input type="text"/> |
| (select) ▼ | <input type="text"/> | <input type="text"/> |
| (select) ▼ | <input type="text"/> | <input type="text"/> |
| (select) ▼ | <input type="text"/> | <input type="text"/> |
| (select) ▼ | <input type="text"/> | <input type="text"/> |
| (select) ▼ | <input type="text"/> | <input type="text"/> |
| (select) ▼ | <input type="text"/> | <input type="text"/> |

- Select the **Airline** (Car or Hotel) Vendor, input your **Membership Number** and **Status Level**.
- Click **Save** to complete adding or updating your Membership information.
- To edit, go back to the prior screen and click the **Edit** link next to the appropriate number you previously saved.

## BOOK A TRIP

- Once logged in, select the appropriate travel button for One Way, Round Trip, or Multiple Cities.
- Fill out the From and To fields with the city or Airport Code.
- Select the Date from the calendar and the Time from the drop-down list.
- If you'd like to include a car or hotel in your search, check off the appropriate selections.

*If you choose to include a Car or Hotel, the option for “based on air search criteria” will show up. By un-checking this box, you will be able to customize your search for these pieces.*



Air
Rail
Car
Hotel

### Air Home

Round Trip

One Way

Multiple Cities

**From**

**To**

**Departure Date**

📅

**Return Date**

📅

**Time**

Anytime
▼

**Time**

Anytime
▼

Depart
▼

Depart
▼

Include Car

Include Hotel

Search By Price       Search By Schedule

Search

COMPLETE OPTIONS OR LEG BY LEG

- Once you click the Search button, your results page will open up with all your travel options. *Your results may include flights to/from nearby airports based on your travel preferences. Also Note: if you hover over the airport code, the entire airport name will appear.*
- Complete priced itinerary options are available via the Air Matrix to add to your shopping cart.
- Alternatively, you may choose to build your own priced itinerary via the leg by leg tab options.
- Click the **green price button** to continue.

Complete Options
BOS - SAN
SAN - BOS
Shopping Cart

[Modify Air Flights](#)
[Cancel & Restart Search](#)
[Email](#)

| Show All 161 Results | Alaska Airlines            | JetBlue Airways           | Delta                      | Mixed Carriers             | United Airlines            | American Airlines          | Spirit Airlines           |
|----------------------|----------------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| Non-stop             | <b>\$614</b><br>1 Results  | <b>\$629</b><br>4 Results |                            |                            |                            |                            |                           |
| 1 Stop               | <b>\$641</b><br>11 Results | <b>\$651</b><br>8 Results | <b>\$505</b><br>35 Results | <b>\$513</b><br>24 Results | <b>\$578</b><br>35 Results | <b>\$619</b><br>40 Results |                           |
| 2 Stops              |                            |                           |                            |                            |                            |                            | <b>\$668</b><br>3 Results |

Displaying 161 of 161 Fares

◀ 1 2 3 4 5 6 7 ▶

|  |                       |             |                      |              |   |
|--|-----------------------|-------------|----------------------|--------------|---|
|  | Flight(s) 2079 / 833  | 5:30 am BOS | Stop(s): 1<br>7h 54m | 10:24 am SAN | <span style="font-size: small;">Penalty</span><br><div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 10px; display: inline-block;"><b>\$505 USD</b></div><br><span style="font-size: x-small;">Compare(1)</span> |
|  | Flight(s) 2069 / 2531 | 6:15 am SAN | Stop(s): 1<br>7h 33m | 4:48 pm BOS  |   |

Flight Details
View Rules

|                 |                  |                |  |
|-----------------|------------------|----------------|--|
| Available Fares | <b>\$505 USD</b> | \$703 USD      |  |
|                 | Main Cabin       | Delta Comfort+ |  |

INCLUDE CAR AND/OR INCLUDE HOTEL OPTION:

- The Car Availability page will now open.
- You can either click the **Continue Without Car** button or select the car rental vendor you prefer and **Add to Cart**.

**Car Availability** **Shopping Cart**

Modify Car Cancel & Restart Search Email

|                     |       |        |        |        |        |        |        |        |        |        |
|---------------------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| All 14 results      |       |        |        |        |        |        |        |        |        |        |
| Economy 2 or 4 Door | 25.86 | 141.83 | 156.72 | 156.72 | 165.61 | 179.00 | 272.58 | 277.66 | 277.68 | 277.68 |

Displaying 1 - 14 of 14 options **Continue without car**

**Payless Car Rental**

In Terminal  
Economy 2 or 4 Door  
Unlimited Miles

141.83 USD per week

**Add to Cart**

[View Rules](#) [Vehicle Types](#)

**E-Z Rent-A-Car**

In Terminal  
Economy 2 or 4 Door  
Unlimited Miles

156.72 USD per week

**Add to Cart**

[View Rules](#) [Vehicle Types](#)

**Hotel Availability** **Shopping Cart**

Modify Hotel Cancel & Restart Search Email

Thu, Aug 23 - Thu, Aug 30 [View Mapped Options](#)

1 2 3 4 5 6 7 8 9 ... 20 **Continue without hotel**

Displaying 1 - 10 of 200 Hotels

**Sheraton San Diego Hotel & Marina**

214.71 USD / 344.71 USD

1380 Harbor Island Dr  
San Diego, California 92101  
619-291-2900  
0.67 Miles  
[Hotel Info](#) | [Map](#)

**Show Rates**

- The Hotel Availability page will now open.
- You can either click the **Continue Without Hotel** button or select the hotel you prefer and click **Show Rates** to choose your room preference.
- Click **Add to Cart** if you want to include it on your itinerary.



- Review your itinerary choices in the shopping card. Here you can:
  - *Name your trip*
  - *Save your research*
  - *View more options*
  - *View rules*
  - *View any warnings*
  - *View the seat map*
  - *Cancel & restart search*
  - *Remove Car or Hotel options*
- Once reviewed, click the **Purchase** button. *Based on your company settings, you may have the option to Reserve (HOLD) your trip as well. This means your trip will be saved to go to ticketing a later time.*

\*\*These buttons have the ability to be customized based on your company's preferences and therefore may be labeled differently than what is on the document.

### Purchase Summary

Trip Name:

[Save Research](#)


#### Cost Summary

Rates are approximate & subject to applicable taxes/fees. Car & Hotel rates are based on first day/night charge. View Rules for more details or contact your travel administrator. Additional Airline baggage fees may apply. Details [here](#).


Airfare: **628.40 USD**  
 ✓ Penalty: [View Rules](#)  
 Estimated Car Cost: **179.11 USD**  
 Estimated Hotel Cost: **1502.97 USD**  
 Estimated Total Trip Cost: **2310.48 USD**

[Purchase](#)

---



Add Car



Add Hotel



## GUEST OR VARIABLE BOOKINGS

- Depending on your company settings, you may have the ability to book on behalf of a Guest Traveler (Variable Traveler).
- Once logged in, hover over your name within the Main Menu header on the top of your home page until the drop-down list appears. Select **Guest Traveler**.



- **Guest Traveler** should now appear in the Traveler section within the Main Menu header on the top of your home page.

*In some instances, pending company preference, the Profile section may be disabled. Guest Travelers do not have a profile, so the information housed there will not be saved or transfer through to the booking.*



- Follow the previous steps to book the trip on behalf of a Guest (Variable) Traveler.
- Upon clicking the Purchase button, you will be required to fill out the Variable Traveler Information form with your contact and TSA information in order to complete the booking. Once you fill out all mandatory fields, click **Continue** to complete the booking process.

**Variable Traveler Information** [Back to Itinerary](#)

Complete the information below for the variable traveler.

**Name**

Prefix

\*First Name  Middle Name or Initial  \*Last Name

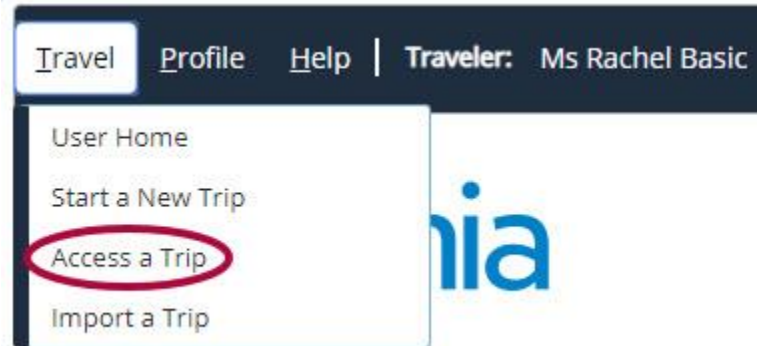
Suffix

\*Primary E-Mail Address

Email completed itinerary to the Primary email address

## ACCESS A TRIP

- Once logged in, hover over **Travel** from the Main Menu on the top of your homepage.
- Select **Access a Trip** in the drop-down list.



**Travel Preferences** **Trip List**

Select View to view more details, modify the trip or confirm the status of a trip awaiting ticketing (trip status is not updated on this page). If you have not named a trip, the default name is (unnamed).

Enter the record locator to import a trip.

**Import Trip**

Trip Research (none)

---

**Pending Trips** [Refresh All Trips](#)

|                         |                    |                                      |  |                        |  |
|-------------------------|--------------------|--------------------------------------|--|------------------------|--|
| Record Locator - KKS4WS | PDX-SAN<br>SAN-PDX | Wed, Sep 19 2018<br>Fri, Oct 26 2018 |  | Submitted for Purchase | <a href="#">View</a> / <a href="#">Cancel</a> / <a href="#">Refresh</a> / <a href="#">Copy</a> |
|-------------------------|--------------------|--------------------------------------|--|------------------------|--|

[Refresh All Trips](#)

---

**Trip Archives** (none) [More Archive Trips](#)

- The Trip List tab will open. Click the **View** link from the Pending Trips list next to the trip you wish to display or modify.

- Click **Modify** in the shopping cart to adjust your air, car, or hotel segments.
- Choose the Reserve or Purchase button once your choices have been finalized.

**7:45 AM** Sep 19, 2018 **Portland Int'l Airport to San Diego Lindberg Int'l Airport**

Alaska Airlines Flight 278 Airline Locator: **BMQIDT**  
18C

**Sep 19, 2018** Stop(s): 0  
2h 23m **Sep 19, 2018**

7:45 am PDX 10:08 am SAN

Coach (R) Equip: Boeing 737 800 Jet On Time: Not Available

**10:09 AM** Sep 19, 2018 **(SAN) San Diego Lindberg Int'l Air**

Thrifty Rent-A-Car 1066.90 USD total  
622.33 USD per month

Economy 2 or 4 Door

[Details](#)

- View Rules
- Flight Status
- Modify**

\*\*Please note that if you want to access a trip for a guest traveler, you will need to switch to Guest Traveler prior.

## CANCEL A TRIP

- Follow the directions to Access a Trip. (*Travel Menu > Access a Trip > View*)
- Hover over the **Itinerary Actions** link.

**Itinerary**

Purchased Itinerary, Not Yet Ticketed

**Itinerary Actions** ▾

✈️ **7:45 AM**  
Sep 19, 2018

Portland Int'l Airport to San Diego Lindberg Int'l Airport

Alaska Airlines Flight 278

Alaska Airlines logo

Sep 19, 2018  
7:45 am PDX

Stop(s): 0  
2h 23m

Sep 19, 2018  
10:08 am SAN

Coach (R) Equip: Boeing 737 800 Jet On Time: Not Available

Airline Locator: **BMQIDT**  
18C

**Details** ▾

**Itinerary**

Purchased Itinerary, Not Yet Ticketed

**Itinerary Actions** ▾

- ✗ Cancel All Air Reservations
- ✗ **Cancel Reservation**
- 📄 Copy Itinerary
- ✉ Email
- 📅 Update Calendar
- 🔄 Update Reservations
- 🖨 View Printable Itinerary

✈️ **7:45 AM**  
Sep 19, 2018

Portland Int'l Airport to S

Alaska Airlines Flight 278

Alaska Airlines logo

Sep 19, 2018  
7:45 am PDX

Stop(s): 0  
2h 23m

Sep 19, 20  
10:08 am S

Coach (R) Equip: Boeing 737 800 Jet On Time: Not Available

**Details** ▾

- Select the **Cancel Reservation** option to cancel your trip.  
*You may receive a warning regarding a cancellation fee, if you accept, click OK.*

## COPY A TRIP

- Once logged in, hover over **Travel** from the Main Menu on the top of your home page.
- Select Access Trip in the drop-down list.
- Click the Copy link next to the trip you would like to duplicate. *Trips eligible to be copied are all Pending Trips (Reserved, Purchased, or Ticketed). If a trip is not eligible to be copied, the Copy link will be disabled.*
- The **Copy Itinerary** tab will open.
- If the logged in User has the right to select another traveler, they will be prompted to do so at this time by filling out the **Member ID, First Name, and Last Name** or they can click the **Keep Current Traveler** link.


- The selected copied trip information will be auto-populated and asked to be confirmed before searching. Once you do so, click **Continue**. Confirm the additional copied trip itinerary and click **Search**.
- Your shopping cart will open and you can now continue to book or edit your trip prior to Reserving, Purchasing, or Saving.

## ALTERNATE OPTION

- If you would like to immediately copy a trip upon creation, click **Itinerary Actions** on the specific itinerary you would like to duplicate.
- Select **Copy Trip** in the drop-down list.
- The same **Copy Itinerary** tab will open, as it did in the previous option of copying a trip.
- To continue, the same steps can be followed in either instance to properly copy a trip.

**Itinerary**


Purchased Itinerary, Not Yet Ticketed



**7:45 AM**  
Sep 19, 2018

Portland Int'l Airport to S





Alaska Airlines Flight 278

|   |                             |                      |                          |
|---|-----------------------------|----------------------|--------------------------|
|  | Sep 19, 2018<br>7:45 am PDX | Stop(s): 0<br>2h 23m | Sep 19, 20<br>10:08 am S |
| Coach (R) Equip: Boeing 737 800 Jet On Time: Not Available                        |                             |                      |                          |

(SAN) San Diego Lindberg Int'l Airport

**10:09 AM**  
Sep 19, 2018

Itinerary Actions ▾

- ✕ Cancel All Air Reservations
- ✕ Cancel Reservation
- ✚ Copy Itinerary
-  Email
-  Update Calendar
-  Update Reservations
-  View Printable Itinerary

Details ▾

*Note: If the traveler selected has a different travel policy than the user from the trip being copied you may receive this notification. To continue and override the travel policy, click Yes. If you click No, you will be brought to the selected trip.*

Itinerary

Copy Itinerary

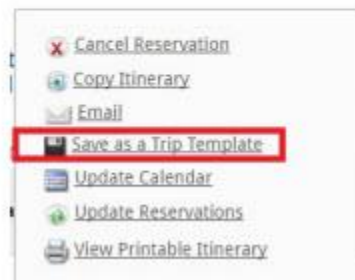
The selected traveler does not have access to the travel policy applied to the original itinerary. Click YES to apply the current travel policy of the selected traveler. Click NO to return to the original itinerary.

Yes

No

## CREATE A TRIP TEMPLATE

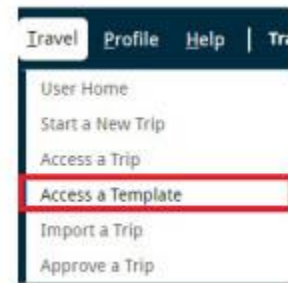
- Follow the directions to Access a Trip. (*Travel Menu > Access a Trip > View*)
- Click on the **Itinerary Actions** link.
- Click on the **Save as a Trip Template** link.



- Fill out the **Template Name**, **Template Type**, and the **Login ID(s)** of anyone you would like to share this template with.
- Click the **Save** button.
- Your template has been saved.

## ACCESS A TRIP TEMPLATE

- Once logged in, hover over **Travel** from the Main Menu on the top of your home page.
- Select **Access a Template** in the drop-down list.



- The Trip Templates tab will open.
- Here you can **Create Itinerary**, **Edit**, or **Delete** from the template you saved or that was shared with you by clicking the appropriate links.

| Travel Preferences                                       | Travel Resources and Communications | Trip List | Trip Templates                   |
|--|-------------------------------------|-----------|----------------------------------|
| You may reserve an itinerary or modify a template below: |                                     |           |                                  |
| Template Name  | Segments                            | Type      | Use                              |
| testtemplate   |                                     | Personal  | <a href="#">Create Itinerary</a> |
| testtemplate   |                                     | Personal  | <a href="#">Create Itinerary</a> |
| DFW-ORD Monthly Site Visit                               |                                     | Company   | <a href="#">Create Itinerary</a> |
| PHL ORD  |                                     | Personal  | <a href="#">Create Itinerary</a> |
| Dallas trip  |                                     | Company   | <a href="#">Create Itinerary</a> |
| Atlanta HQ monthly trip                                  |                                     | Company   | <a href="#">Create Itinerary</a> |
| Test template  |                                     | Personal  | <a href="#">Create Itinerary</a> |