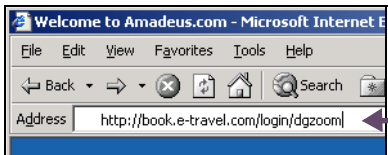
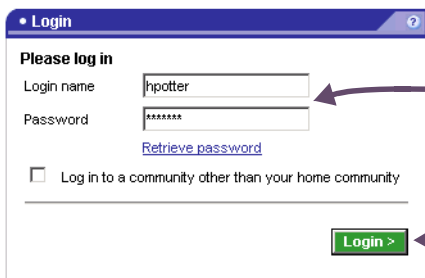


Getting Started

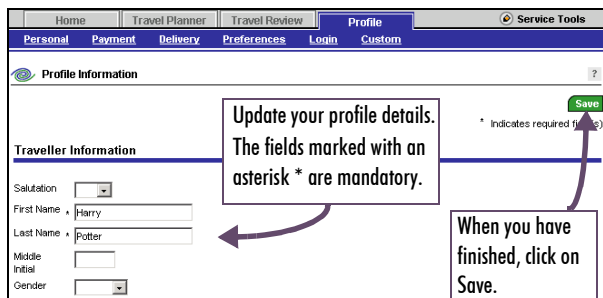
1. Ensure that you have your Aergo URL, login name, and password (ask your administrator).
2. Launch your Internet browser.
3. Enter the URL and press Enter.



4. The Login screen appears.



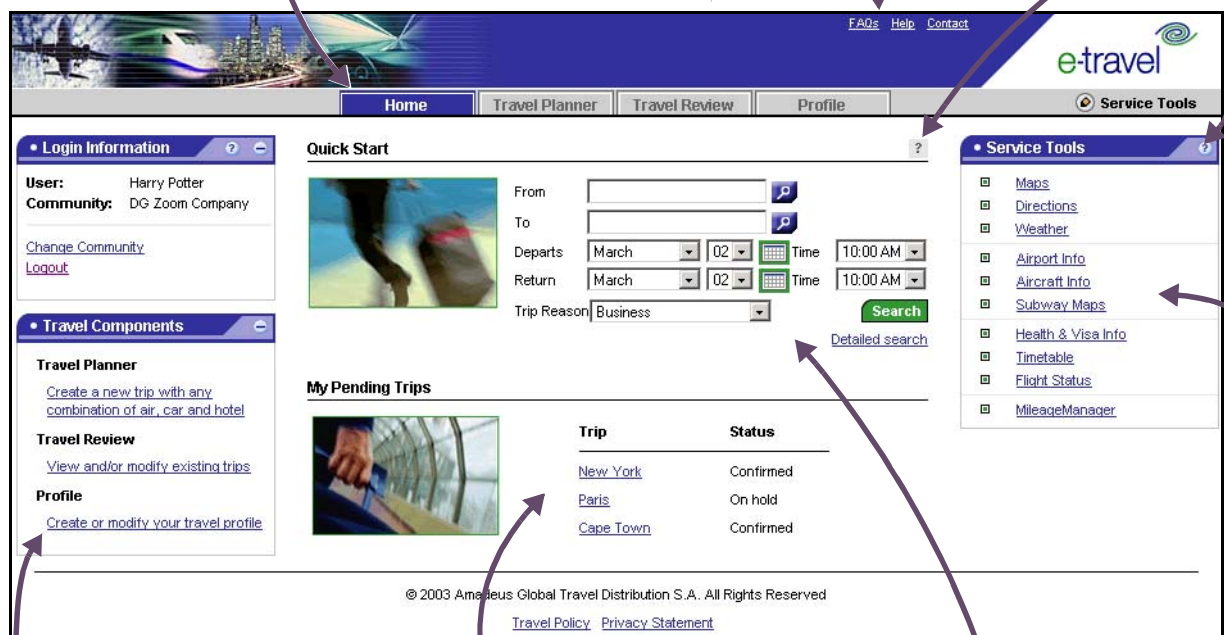
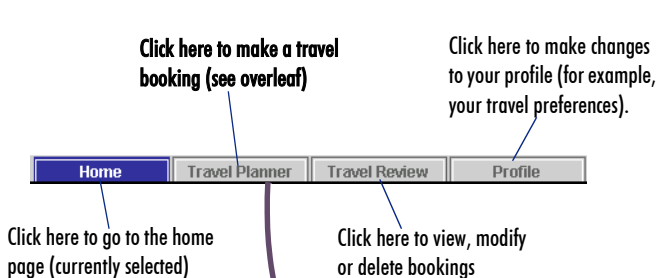
5. The first time you log in, the profile page appears.



6. When you have successfully saved your profile, click on **Home**. The home page is described opposite. You are now ready to use Aergo!

Typical Aergo Home Page

This is an example of a Home page. The actual Home page you see depends on the configuration set by your administrator.



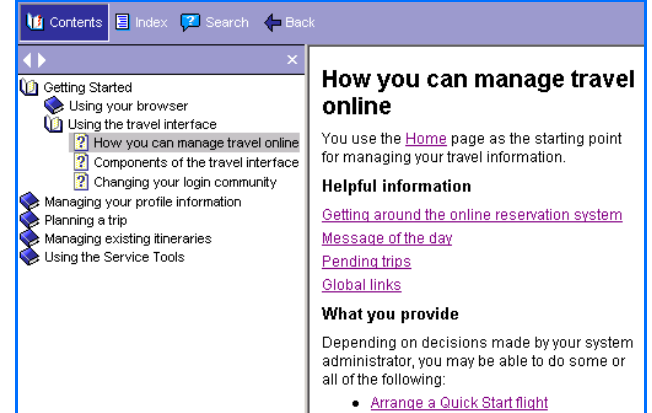
These links are alternative ways of using the tabs:
[Travel Planner](#) [Travel Review](#) [Profile](#)

My Pending Trips
 This shows the future trips that you have booked (depends on setup). You can select a trip to view, modify or delete. You can also do this via [Travel Review](#)

Quick Start
 You can use this shortcut to search for flights, rather than using [Travel Planner](#)


Use these links to access more travel information. (when available)


Use the online help to learn how to use Aergo



Click here for FAQs and online help.
 Click on these symbols for context-sensitive help.

Making a Booking

This is an example. Actual screens and options depend on setup. Click on  if you need help.

1. Click on .
2. Select the type of booking you want to make. Available vendors may vary.



In this community you can make air, car and hotel bookings. The following steps show an air booking.

3. Provide the details of the trip you want to book.

- a. Select the trip type.

Round Trip is selected by default.

You can also select one-way or multi-destination trips.



- b. Select the most appropriate trip reason from the ones available.

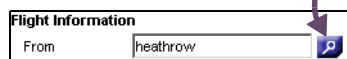
The trip reason can affect what flights and classes are displayed.



(Examples shown)

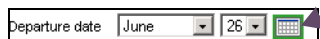
- c. Enter your starting point and destination.



Enter the city or airport name, or [click here to search for one](#).




- d. Select the date and time for your departure and return.

Use the drop-down lists to select the date or [click here for the calendar](#).




4. If price is most important, click on , or if schedule (departure and arrival times) is most important, click on .
5. In the list of available flights, select the one you want and follow the on-screen guidelines to complete the booking.

Viewing, Modifying and Deleting Bookings

This is an example. Actual screens and options depend on setup. Click on  if you need help.

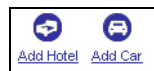
1. Click on .
2. Your future trips are shown in My Pending Trips.

My Pending Trips	
Trip	Status
 New York	Confirmed
Paris	On hold
Cape Town	Confirmed

Click on the trip you want to view, modify or delete.

3. The trip details are displayed.

Trip Summary	
Traveller: Harry Potter	Trip Reservation Number: ZKYJSP
Trip status: Confirmed	City Destinations: Cape Town
Trip Reason: business	Dates: 12/2 to 12/22
Trip Name: Visit to new Factory	Ticketing/delivery information: Customer Pickup at Travel Agency



Click on these links to add a hotel or car booking.

Click here to modify the displayed booking.

Click here to delete the displayed booking.

Modify Delete Confirmed	
Economy restricted	01:05PM - 03:15PM
Economy restricted	11:15PM - 10:45AM + 1 day(s)



Click on this button at the bottom of the page to delete the entire trip.

4. Follow the on-screen instructions to complete your task.



Aergo Traveler

Quick Card