

## Sign In

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Before you can begin using the Traversa Online Booking system to make travel arrangements and manage your Traveler profile, you must first sign in to the Traversa system.

1. Connect to the Internet, open a Web browser, and navigate to: <http://traversa.galileo.com>.
2. Sign in with your User id, Password, Company.

## Manage My Account

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My account contains information that Galileo Traversa uses to provide you with search results that best meet your needs. Storing all of your travel preferences in My Account and keeping it up to date help Galileo Traversa give you the travel booking experience you want.

1. At the Home Page, click the **My Account** tab.
2. Click the following links to modify specific parts of your personal profile:
  - **Email Settings:** Manage your email addresses.
  - **My Profile:** Manage personal information such as; name, address, home airport, trip specific information, etc.
  - **Travel Preferences:** Manage your membership programs for air, car, and hotel, preferred seating, meal preferences, smoking preferences, and similar options.
  - **Billing Information:** Manage credit cards used for flight, hotel, and car reservations.
  - **Delivery Information:** Manage your preferred deliver address for travel documents.
  - **Site Preferences:** Manage your preferred view for date, time, and distance information.
  - **Change User ID or Password:** Manage your User ID and Password.
3. After updating details in any of these sections, click **Save** at the bottom of the page.

## Search and Purchase Flights

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### Specifying Your Flight Search Criteria:

The first step in searching for and purchasing a flight is to specify your search criteria.

1. On the Home Page, click on the **Book Travel** button or select the **Flights** tab.
2. Select your search type by clicking a radio button: **Round-Trip, One-Way, or Multi-City**.
3. Select your search by option: **Price or Schedule**.

**Note:** Not all search types/options may be available.

4. Enter departure and destination information.
5. Review **Additional Search Options** and select your preferences.

**Note:** In the **Preferred Airline** list, selecting "No Preference" (when available) returns the greatest number of search results.

6. Click **Search** to display the **Flight Search Results** page.

**Note:** If you don't find a suitable flight, complete the **Modify Search** options and/or click **More Search Options** and specify new search criteria.

### Reserve Flights:

After you've specified your search criteria Traversa will display a matrix of flight and price options. To narrow the display, you may select an airline and/or price directly from the matrix.

1. On the **Flight Search Results** page, locate the flight that meets your requirements.
  2. If you're reserving a hotel and/or car with this itinerary, click the **Add to Cart and Continue** button. Hotels and Cars can be displayed next.
- OR-

If you're reserving a flight only, click the **Buy Now Flight Only** button and refer to **Purchase Trips** on the back of this guide.

## Search and Purchase Hotels

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### Specifying Your Hotel Search Criteria:

The first step in searching for and reserving a hotel room is to specify your search criteria.

1. Click on the **Hotel** tab or following the prompts to search for Hotels after Flights.
2. Select a **Select search type** option: **City or Airport, Address, or Location**.

**Note:** Not all search options may be available.

3. Enter the City/Point of Interest information, if not already pre-populated.
4. Enter the required search criteria and any **Additional Search Criteria** you want to specify.
5. Click **Search**.

**Note:** If you don't find a hotel that meets your requirements, complete **Modify Search** or click **More Search Options** and specify new search criteria.

### Reserve Hotel Rooms:

After you have specified your search criteria and Traversa has displayed the hotel properties that match your criteria, you can select and reserve a specific room type and rate.

1. On the **Hotel Search Results** page, locate a hotel property that meets your requirements and click **Show Available Rooms** to display individual room descriptions and rates.
2. If you're also reserving a car with this itinerary, click **Add to Cart and Continue** and follow the prompts to reserve a Car.

-OR-

If you are not prompted to reserve Car and would like one, click on the **Cars** tab.

**Note:** You may go directly to the **Purchase** page at anytime by clicking on **View Cart** and **Continue to Purchase**.

## Search and Purchase Rental Cars

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### Specifying Your Rental Car Search Criteria:

The first step in searching for and reserving a rental car is to specify your search criteria.

1. Click the **Cars** tab at the top of the page.
2. **Select search type:** **Airport, City/Point of Interest, Address, or One Way**

**Note:** Not all search options may be available.

3. Enter the required search criteria and click **Search**.
4. A list of cars matching your criteria is displayed.

**Note:** If you don't find a car that meets your requirements, complete the **Modify Search** options on the page or click **More Search Options** and specify new search criteria.

### Reserve Rental Cars:

After you've specified your search criteria and Traversa has displayed the rental cars that match your criteria, you may select and reserve a rental car.

1. On the **Car Search Results** page, locate a car meeting your requirements.
2. If you're reserving a flight or hotel with this itinerary, click **Select** and then select the **Flights** or **Hotels** tab to continue building your itinerary.

-OR-

If you're reserving a car only, or if you've already added other types of availabilities to your itinerary, click **Buy Now** and refer to the **Purchase Trips** section.

## Purchase Trips

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After you've selected all the itinerary items you want to purchase and have added them to your **Cart**, you may purchase your itinerary.

1. At any time, you may select the **View Cart** link located toward the top right corner of the page to find the **Continue to Purchase** button. The **Purchase** page prompts you to review your itinerary.
2. Choose a credit card for payment or click **Add a New Credit Card** (if available).
3. Enter any requested trip-specific information.
4. Select a seat assignment, choose a meal type, and/or send a note to the vendor.
5. Click on the link to **View Rules and Restrictions for the Itinerary**.
6. Click the checkbox indicating you have read and accept ALL rules and restrictions for the reservation.
7. Click the **Complete Purchase** button to complete your purchase and display the confirmation page.

## Cancel Trips

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If you no longer need to take a trip, you can delete the itinerary and cancel the trip you created in Traversa.

1. Click the **My Trips** tab or link.
2. Click the link that corresponds to the type of trip you want to cancel: **Purchased Trips** or **Draft Trips**.
3. Select the trip you want to cancel from the displayed list.
4. In the Trip Tools section, click **Cancel Entire Trip**.

The logo for Galileo Traversa, with "Galileo" in blue and "Traversa" in green, followed by a trademark symbol.

Traveler  
Quick Start Reference

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**Version 1.1**