



TravelLink Quick Guide

PURPOSE: Self-service corporate travel booking application allowing you to request air, car and hotel reservations

LOCATION: <https://enterprise.nuttravel.com/login/dart/>

Icons:



= Company Preferred Option



= Closest Match Option

First-time Sign On:

1. Enter "dart" as the name of the company you are logging into in the "Company" text box
2. Enter your user ID in the "Member ID" text box (same as your Dart email - john.smith@dart.biz)
3. Leave the password text box blank; the system will prompt you to create a password after your click on "Login"

TravelLink

Password must change

(*) indicates required information

Password Requirements: Case Sensitive: Yes # Number of characters: 8 - 15

New Password

Verify New Password

Save

Updating Personal Information (Name, Address, Phone, Emergency Contacts, Passport):

Click on "Profile" on upper left-hand corner of home screen and then click on "Personal Information"

Once updated information has been entered, click "Save"

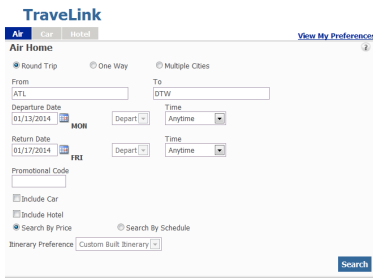
Updating Travel Preferences (Airlines, Seating, Car Types):

Click on "Profile" on upper left-hand corner of home screen and then click on "Travel Preferences"

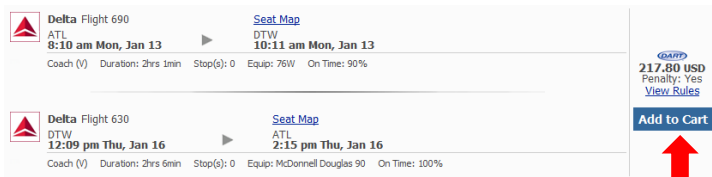
Once updated information has been entered, click "Save"

Booking Air Reservation

1. Enter all of the corresponding fields and click “Search”

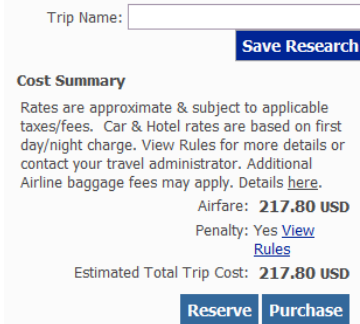


2. Choose desired flight option by clicking on “Add to Cart”



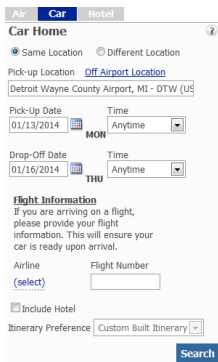
3. Choose either “Reserve” (reserved for ticketing at a later time – after 24 hours the reservation cancels if not purchased) or “Purchase” (request the itinerary be ticketed)

Save Research option will save the itinerary so you can return later to book it – Type the **Purchase Summary** :h”



Booking Car Reservation

1. Enter all of the corresponding fields and click “Search”



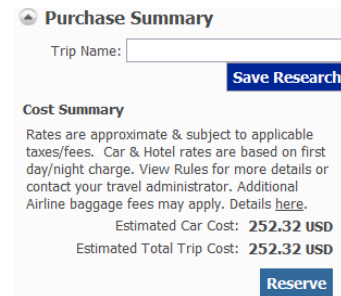
2. Choose your car selection

Dart Preferred Car Rentals should be considered as primary option



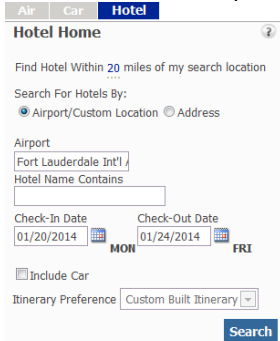
3. Choose “Reserve”

Save Research option will save the itinerary so you can return later to book it – Type the trip name and click “Save Research”



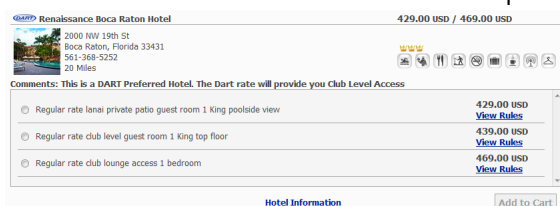
Booking Hotel Reservation

1. Enter all of the corresponding fields and click “Search”



2. Choose your hotel selection

Dart Preferred Hotels should be considered as primary option



3. Choose “Reserve”

Save Research option will save the itinerary so you can return later to book it – Type the trip name and click “Save Research”

