



CORREX Portal Login User Guide

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CORREX Portal

Introduction

The CORREX Portal is a single web site that lets you access the applications used with CORREX. The purpose of the portal is to provide a convenient and efficient means of managing CORREX for clients and account managers.

The URL for the CORREX Portal is <http://correxportal.trx.com/wps/portal>.

The purpose of this document is to show you how to log into the CORREX Portal and familiarize you with its features. When this training is completed you will be able to:

- Log into the CORREX Portal.
- Navigate the CORREX Portal.
- Access Dashboard, Process Controls, and other applications you are authorized to use with CORREX.
- Access CORREX client notices, release notes, and other documentation.
- View travel industry and airline news feeds.
- Use online help for to find answers while working in the portal.

Note: There may be applications (portlet) mentioned here that you do not see when you access the portal. The applications available will depend on the client's contract with TRX.

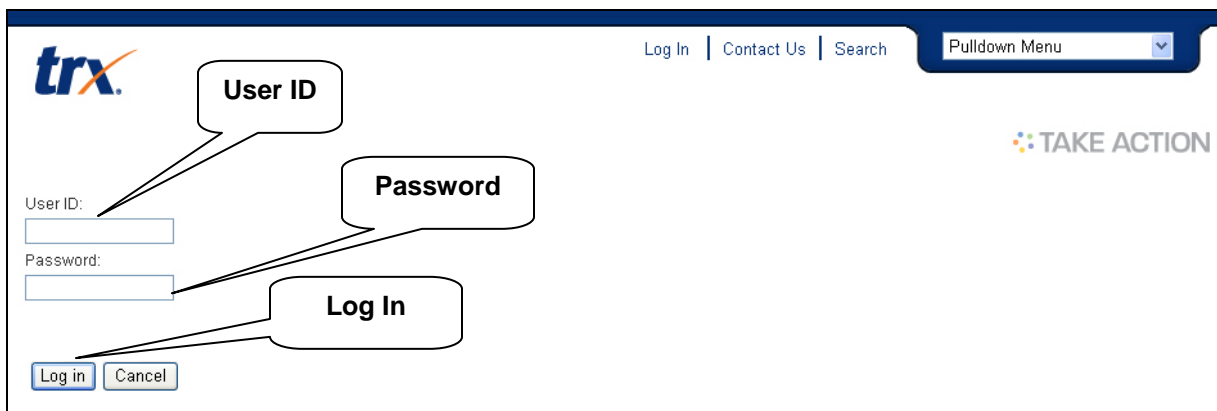
Logging In

To access the applications in the CORREX Portal, you must first log in. Use the following steps to log into the portal:

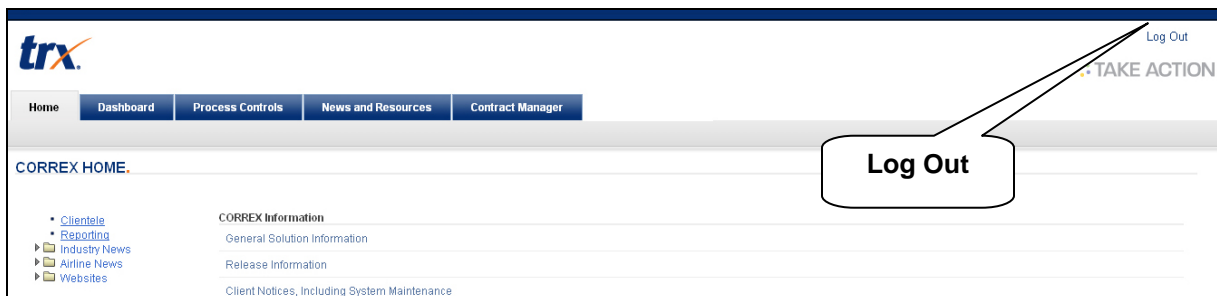
1. Use your Internet browser to go to <http://correxportal.trx.com>.



2. Click the "Log In" link on the TRX home page to open the Login screen.



3. Enter your user ID and password, and click the "Log In" button. The CORREX Home screen is displayed. The "Log In" link is changed to "Log Out" and the tabs are changed to Home, News and Resources, and additional portlets you have permission to use (these may include Process Controls, Dashboard, Security Manager, and/or Contract Manager).





CORREX Home Navigation

Once you are logged into the portal, the CORREX Home screen may contain the following tabs and links for navigation. The actual tabs you see will depend on the features you are authorized to use. The only ones that will be displayed to everyone are Home and News and Resources. Consequently, those are the tabs that will be described in this training. Training for the other applications will be provided separately.

The tabs appear on every screen in the portal, enabling you to work in different areas without having to log into each application separately. You can work with all aspects of CORREX from one convenient location.

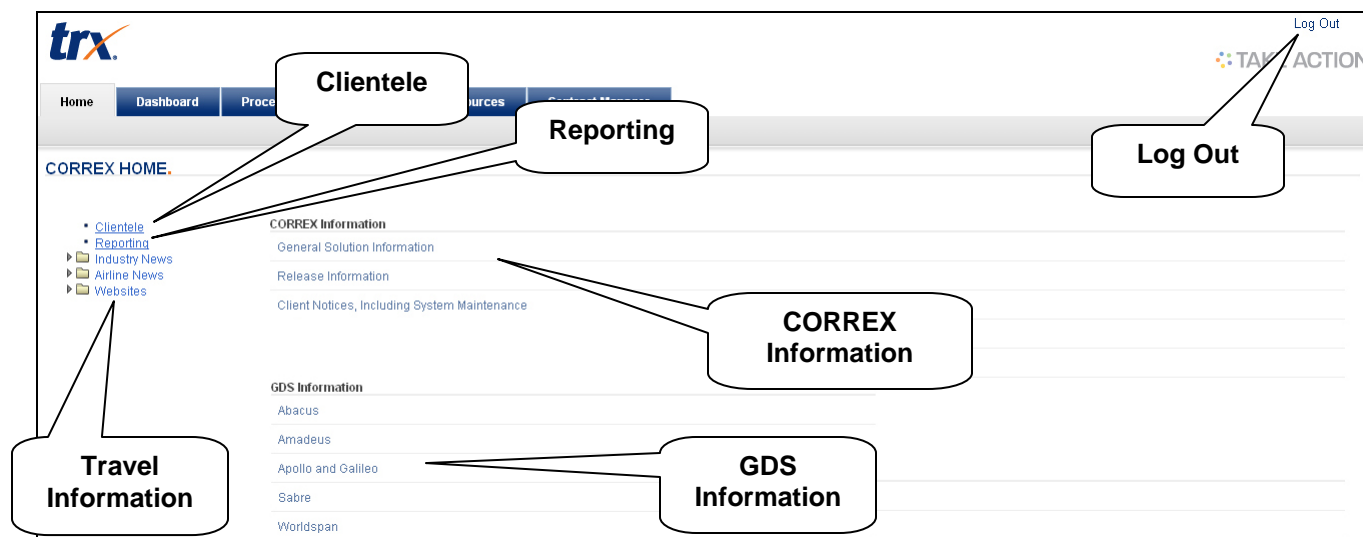


Tab	Description
CORREX Home	The CORREX portal home screen.
Dashboard	The Dashboard displays queue status, a summary of end to end PNR's, a summary of e-mails sent, and a list of queues in alert status.
Process Controls	Process Controls lets you maintain accounts, agencies profile modules, routine profiles, and the relationships between accounts and agencies, accounts and profiles, and agencies and profiles.
Security Manager	Security Manager is used to view and configure users, groups, roles, departments, locations, and schemas.
News and Resources	This tab displays timely information about CORREX, GDS's, industry news, and airline news. This tab is described in detail under News and Resources , below.
Contract Manager	Contract Manager lets you create and maintain airline contracts.

The CORREX Home screen also contains links to applications that are used in conjunction with CORREX (Clientele and Reporting) and links to resources and information that you may need as you are using CORREX.

Note: You cannot use your browser's Back button to return to a previous screen in the portal. On each screen you will see the path of screens you have come through. To go back to a screen, click its name in the path. In the example below, you would click "CORREX Information" to go back a screen.

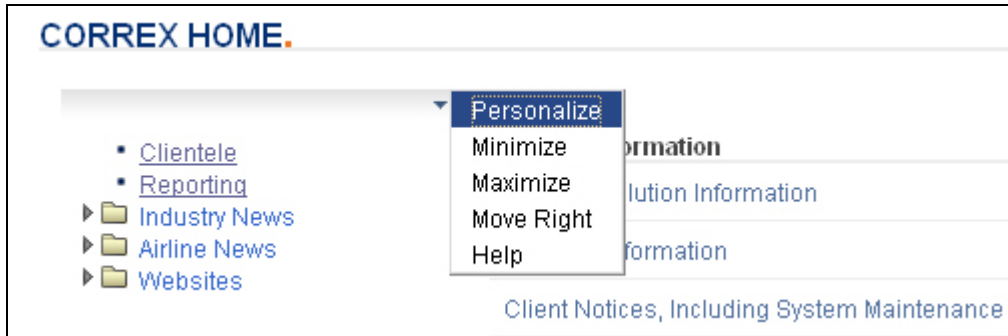




Link	Description
Log Out	Click this link in the top right corner of the screen to log out of the portal.
Clientele	Click this link to access the Clientele portal.
Reporting	Click this link to access Reporting.
Industry News	Click this link for Business Travel News, Travel Management, and industry news feeds.
Airline News	Click this link for airline news feeds.
Websites	Click this link for ARC, IATAN, and other travel industry websites.
CORREX Information	The CORREX Information links provide a way to open specific areas of the News and Resources tab. The links displayed will vary
GDS Information	Click the name of a GDS for news, maintenance and alerts, and advance change notifications.

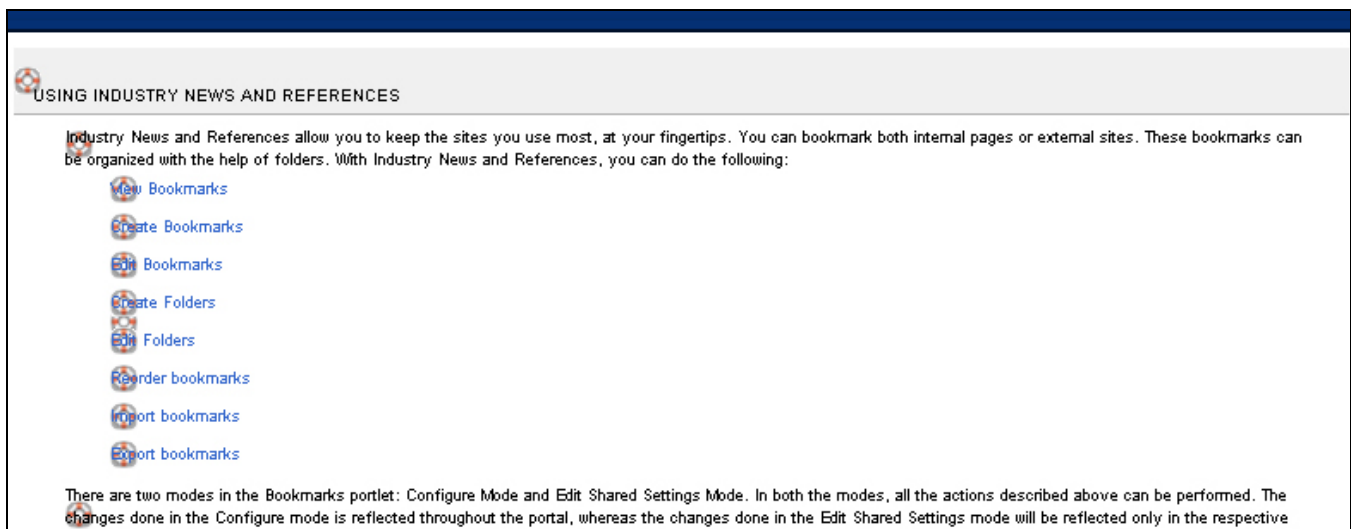
Customizing Screens

Each section of the screens in the CORREX Portal has a menu that lets you customize the screen. To view the menu, hover your mouse over the top of the section. A blue bar will appear with an arrow on the right end. Click the arrow to display the menu. The menu is specific to the section, but they all have options to minimize the section (remove it from the screen), maximize the section (make it fill the screen), and move the section on the screen (right, left, up, down). The "Help" option opens a new window as described below.



Help

The "Help" option of the section menu (used to customize screens) opens a new window with information about that section. The help information is hyperlinked, so you can click a link in one subject to open another.





News and Resources

The News and Resources tab provides a database of information about CORREX and the travel industry. You can view news stories from a variety of sources, find the latest release information for CORREX, and view client notices concerning CORREX.

The News and Resources tab has another set of tabs under it, including:

- CORREX Information
- Industry News Feeds
- Airline News Feeds

CORREX Information

CORREX Information is the searchable database for everything to do with CORREX. You can select a category from the "Categories" drop-down list and put a keyword in the "Title" text box, then click "Search" to search for specific information. Alternatively, click the "General Solution Information", "Release Information", or "Client Notices, Including System Maintenance" link under CORREX Information for all information under those headings.

Home Dashboard Process Controls Security Manager News and Resources Contract Manager

CORREX Information Industry News Feeds Airline News Feeds

CORREX NEWS AND RESOURCES: CORREX INFORMATION.

CORREX Search

Categories: Select a CORREX Cat

Title:

Advanced Search

Search

Searchable Database

Please select the subcategories under the CORREX section to see the news, updates and alerts

CORREX Information

General Solution Information

Release Information

Client Notices, Including System Maintenance

CORREX Information



General Solution Information

The General Solution Information screen contains links in the lower left for useful information to help you become familiar with the CORREX solution: "CORREX Savings Model", "CORREX/TRX Video", "CORREX Marketing Slick", and "CORREX Overview".

The screenshot shows the CORREX Information screen. The top navigation bar includes Home, Dashboard, Process Controls, Security Manager, News and Resources, and Contract Manager. Below this is a sub-navigation bar with CORREX Information, Industry News Feeds, and Airline News Feeds. The main heading is "CORREX NEWS AND RESOURCES: CORREX INFORMATION.". On the left, there is a "CORREX Search" section with a "Categories" dropdown (set to "Select a CORREX Cat"), a "Title" input field, and a "Search" button. Below the search section is a "CORREX Information" sidebar with a red circle around the "General Solution Information" link. The main content area is titled "General Solution Information" and contains the text "Please select the subcategories under the CORREX section to see the news, updates and alerts". A callout box points to this text with the message: "Once a link is selected from the left, the information will be displayed here."

Release Information

The Release Information screen contains links for recent releases of CORREX. Click a release link to get its initial client release notice and release notes.

The screenshot shows the CORREX Information screen. The top navigation bar includes Home, Dashboard, Process Controls, Security Manager, News and Resources, and Contract Manager. Below this is a sub-navigation bar with CORREX Information, Industry News Feeds, and Airline News Feeds. The main heading is "CORREX NEWS AND RESOURCES: CORREX INFORMATION.". On the left, there is a "CORREX Search" section with a "Categories" dropdown (set to "Select a CORREX Cat"), a "Title" input field, and a "Search" button. Below the search section is a "CORREX Information" sidebar with a red circle around the "Release Information" link. The main content area is titled "Release Information" and contains the text "Please select the subcategories under the CORREX section to see the news, updates and alerts".



Client Notices, Including System Maintenance

The Client Notices, Including System Maintenance screen displays client notices for each release. Once selected the information will display in the right-hand section of the screen.


The screenshot displays the CORREX Portal interface. At the top, there is a navigation bar with tabs: Home, Dashboard, Process Controls, Security Manager, News and Resources, and Contract Manager. Below this, a sub-navigation bar includes CORREX Information, Industry News Feeds, and Airline News Feeds. The main heading is 'CORREX NEWS AND RESOURCES: CORREX INFORMATION.'.

On the left side, there is a 'CORREX Search' section with a 'Categories' dropdown (set to 'Select a CORREX Cat'), a 'Title' input field, and a 'Search' button. Below this is a 'CORREX Information' section with a red circle highlighting the 'Client Notices, Including System Maintenance' link. Other links in this section include 'General Solution Information', 'Release Information', and 'Client Notices, Including System Maintenance'.

The right side of the screen displays the content for the selected link. It features a 'CORREX Client Initial Notice Release v6.0' section with a date of 'Sat 1/19/2006 5:26 PM EST'. Below this is a 'SERVICE DELIVERY SUPPORT TEAM COMMUNICATION – CORREX V6.0 RELEASE NOTICE' dated '19 January 2008'. The text states: 'TRX is excited to announce the first release in a series of Gen6 releases! This release is going to lay the groundwork necessary for the subsequent releases that will include our CORREX Gen6 Portal. CORREX v6.0 is scheduled to be released on Saturday, 02 February from 6:00 PM to 10:00 PM CST. This release includes eight (8) enhancements and feature fixes. A summary of the items is below and detailed release notes are also available.' A 'Gateway Sunset Project:' section follows, stating: 'This enhancement will allow TRX to connect to SABRE via a Java-based, newer version of CSAPI. This step will benefit TRX, Sabre, and most'.

Industry News Feeds

The Industry News Feeds screen contains automatically updated travel-related news stories from various sources.

Home	Dashboard	Process Controls	Security Manager	News and Resources	Contract Manager
CORREX Information Industry News Feeds Airline News Feeds					
CORREX NEWS AND RESOURCES: INDUSTRY NEWS FEEDS.					
▼USATODAY.com Travel - Top Stories  TSA to change procedures for passengers with body piercings The Transportation Security Administration said it will change they way its officers search passengers with body piercings after ...		▼Management Travel News Feed American Airlines and Northwest Airlines will match competitors and begin charging passengers \$25 to check a second piece of baggage... Starwood Hotels & Resorts Worldwide announced a comprehensive improvement project for the Sheraton Hotels & Resorts brand... Travelport Maps Tech Integration for Galileo, Worldspan Travelport GDS will discard Worldspan's Trip Manager corporate booking tool as it integrates technology owned by the merged Galileo and Worldspan companies. The combined firm will... CTDs Associate to Grow Designations Challenged by Airlines Reporting Corp, executive Mike Premo to grow the number of ARC-accredited Corporate Travel Departments, several CTD operatives have banded together to form... Dynamic Room Pricing Still a Static Concept Hotel companies this time last year were pushing dynamic pricing on their high-volume corporate accounts, spurring controversy, but wholesale enactment of the concept—in which...		▼The Transnational Travel News Feed British Airways at London Heathrow Airport experienced flight delays and other disruptions as it began operations Thursday in the new Terminal 5... American Express Company agreed to purchase GE's commercial card and purchasing business unit for \$1.1 billion in cash... Delta Air Lines on 30 April will close nine airport clubs... British Airways will relocate all domestic, most intra-European and some intercontinental operations at London Heathrow Airport to the new Terminal 5... Carlson Wagonlit Travel partnered with Nigeria's Jubilee Travels Limited...	
US Airways repairs bullet hole in passenger jet US Airways said it has repaired and returned to service the passenger jet damaged when a pilot's pistol went off in flight.					
Flier angry after TSA makes her remove nipple ring A Texas woman who said she was forced to remove a nipple ring with pliers in order to board an airplane called Thursday for an ...					
BA cancels flights as glitches slam new Heathrow terminal British Airways canceled a fifth of its flights at new Heathrow's Terminal 5 Friday, as embarrassing opening-day problems at ...					
Mitsubishi to build new regional jet; ANA places first order Mitsubishi Heavy Industries is going ahead with its mid-sized regional jet the first "made in Japan" passenger aircraft in three ...					

Airline News Feeds

The Airline News Feeds screen contains automatically updated airline-related news stories from various sources.

Home	Dashboard	Process Controls	Security Manager	News and Resources	Contract Manager
CORREX Information Industry News Feeds Airline News Feeds					
CORREX NEWS AND RESOURCES: AIRLINE NEWS FEEDS.					
▼Yahoo! News: Travel News - AP  D.C. Cherry Blossom Festival starts (AP)  AP - For Jake Kwon, spring doesn't begin until the city's famous cherry trees have bloomed, wrapping the Tidal Basin in a stunning canopy of pink and white petals.		▼ATW Daily News Mitsubishi RJ lifts off with order from ANA ANA yesterday effectively launched the 70/90-seat Mitsubishi Regional Jet program with an order for 15 plus 10 options for the MRJ90 with delivery scheduled after 2013.			
Northwest to charge for 2nd checked bag (AP) AP - Northwest Airlines says it will begin charging \$25 for a second piece of luggage for flights within North America.		JetBlue founder Neeleman unveils Brazilian carrier JetBlue founder and Chairman David Neeleman is trying his hand at starting yet another airline and signed a contract yesterday for 36 E-195s to operate in Brazil.			
Airline schedules get back to normal (AP) AP - American Airlines canceled a handful of flights on Friday as it finished up its inspections of wiring bundles on some of its planes, while Delta Air Lines resumed normal service after completing its inspections.		El Al returns to profit in 2007 Record revenue helped El Al return to profit in 2007 as the Israeli carrier posted \$31.7 million in net earnings compared to a \$33.9 million loss in 2006, when hostilities with Lebanon exacted a heavy toll on the bottom line.			
		Delta follows AA and grounds MD-88s; carriers cancel 400 flights Delta Air Lines yesterday grounded 117 MD-88s to inspect wiring, leading to an expected 275 flight cancellations through early today.			
		Airbus ends negotiations with MT Aerospace on divestiture of German sites			



Summary

The CORREX Portal provides access to all the tools and information you need to effectively use CORREX:

- Dashboard, Process Controls, Contract Manager, and other applications you may be authorized to use are all accessed through one location.
- Documentation, such as client notices and release notes, are always available.
- Online help provides a user-friendly way to get answers when you need help with CORREX.
- Up to date travel industry news keeps you aware of events that can affect your customers.