

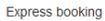


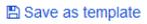
E-Travel Online Quick Reference Guide For Travel Research

How to Log In to E-Travel Online

- 1 Enter URL: <https://dof.doa.alaska.gov/dof/sabre/login> in the address field of your Internet browser.
- 2 Enter your State of Alaska Enterprise User ID (LDAP) and Password information.
- 3 Click  [Login].

How to Save a Researched Template

- 1 Select the check boxes to include hotel and/or car.
- 2 Select your search preference: Search by Schedule or Search by Price.
- 3 Click in the appropriate radio button for a Round Trip, One Way, or Multiple Cities booking.
- 4 Enter the airport codes or city names for your travel in the **From** and **To** fields.
- 5 Enter/select the dates and time preferences for your travel.
- 6 Select refundable or non-refundable from the drop down list.
- 7 Select the desired flights from your complete itinerary options to add to the itinerary. If the desired flights are not listed, select [Search by Schedule](#)  [Search by Schedule] for more options.
- 8 Select the Skip seat selection. No booking is made when researching travel.
- 9 If trip includes hotel, the hotel search screen will appear.
- 10 Click  [View rates] next to desired hotel. Click  [Select] next to desired room rate and room type. Click  [Select room] after reviewing the details and cancellation policy.
- 11 If trip includes a rental car, the car search screen will appear. Select preferences and click  [Express booking] or  [Search]. If selecting Search Now, select the rate under the desired car type to add to itinerary. Express booking will automatically add the preferred car type at the lowest contract rate available.
- 12 Review [Fare rules](#) [Fare Rules] for your selected itinerary under each flight segment.

- 13 Review the Trip and Checkout Page. Select  [Save as Template] to use when the trip is approved.
- 14 Name the Template and click the Save button.

To Print or Save Your Trip Information

- 1 In your browser's top menu, select "File" and "Print" from the drop down list.
- 2 From the drop down list of printers, select "Microsoft XPS Document Writer" to save the file or select the desired printer to print.
- 3 Select "OK". If you selected the Document Writer, name your file and save to your desktop or the divisions shared file.

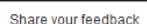
How to Access Your Saved Research Template

- 1 From the E-Travel Online user home page, click the Templates Tab.
- 2 Find the saved Template and click select.
- 3 Select your Travel dates and then click the Price Itinerary option. You may also delete your template from this page.

How to Update Your Travel Preferences

- 1 From the E-Travel Online user home page, click the Profile Tab and select the air, car, or hotel preferences link.
- 2 Review and update the air, car, and hotel Travel Preferences as necessary prior to booking the trip.

Where to Find Help

- 1 Select the link  [Share your feedback] at the bottom of the E-Travel Online pages.
- 2 The Site feedback page includes:
 - Technical Assistance
 - Comments
- 3 Select the appropriate drop down item and in the box, insert your request.