

Quick Reference Guide



UNI ResX Online Support
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<https://ts.tandt.com/uni>

How to Log In to RESX	
1	https://ts.tandt.com/uni
2	Enter your Company Name and Member ID (provided by your Travel Manager) and Password .
3	Click Login

How to Change your Password	
1	Log in to RESX.
2	From the RESX home page, click the Profile super tab, or click the Profile link in the main menu bar.
3	Click the Change Password link.
4	Enter your Current Password , your New Password , Verify New Password and click Save .

How to Assign your Travel Planners	
1	Log in to RESX.
2	From the RESX home page, click the Profile super tab, or click the Profile link in the main menu bar.
3	Click the Travel Planners link.
4	Click Add New Travel Planner link.
5	Enter up to five Member IDs of individuals who may plan your travel and click Save .

How to Update your Travel Preferences	
1	Log in to RESX.
2	From the RESX home page, click the Travel super tab.
3	Click the Travel Preferences tab, your Air, Car and Hotel Travel Preferences display.
4	Enter or update your travel preference information as it applies to the trip you are booking.

How to Book a Trip	
1	Log in to RESX.
2	Click in the appropriate radio button for a Round Trip, One Way or Multiple Cities booking.
3	Enter the airport codes or city names for your travel.
4	Enter/Select the dates and time preferences for your travel.
5	Click in the checkbox to include a car and/or hotel in this trip. Note: Car and/or Hotel search criteria can be customized by un-checking the Based on Air Search Criteria box.
6	Select your Itinerary Preference: Suggested Itinerary (see step 8) or Custom Built Itinerary (see steps 9-13)
7	Click Search
8	Review the provided itinerary and click the Reserve or Purchase button

How to Book a Trip	
9	Select desired flight options from the Priced Air Itineraries or Flight Schedules display
10	Click Select next to desired car option.
11	Click Display Room Rates next to desired hotel.
12	Click Select next to desired room rate and room type.
13	Review the provided itinerary and click the Reserve or Purchase button

How to Modify a Trip	
1	Log in to RESX.
2	From the RESX home page, click the Travel super tab and click Trip List , or click the Travel link in the main menu bar and select Access a Trip .
3	Under the Pending Trips section, click the View link next to the trip you wish to display and modify.
4	Modify the necessary segments and click the Purchase button.

How to Cancel a Trip	
1	Log in to RESX.
2	From the RESX home page, click the Travel super tab and click Trip List , or click the Travel link in the main menu bar and select Access a Trip .
3	Under the Pending Trips section, click the Cancel link next to the trip you wish to cancel.

