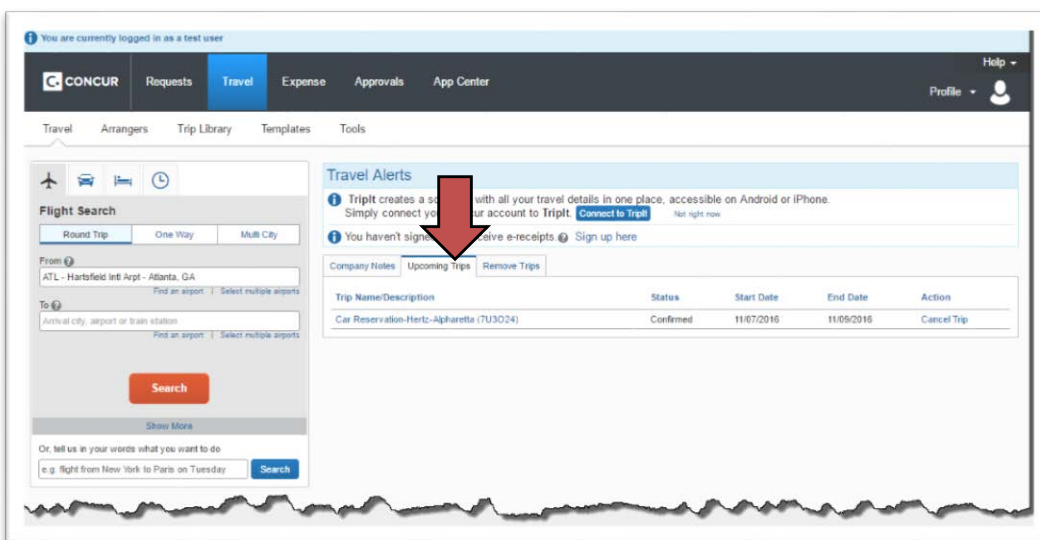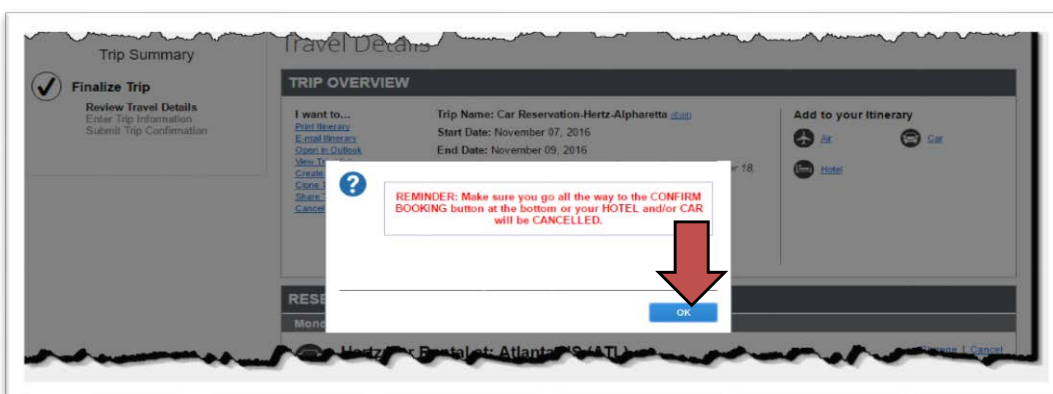# How to Create Travel Template from an Open Reservation in TTE

If you make repetitive types of travel reservations in TTE (such as frequent rental car only reservations from the same location, or rent a car from the same location and stay at the same hotel) a Travel Template makes it easier and faster to book those reservations at any time for any dates. You may create the Template from scratch, or use data from an open reservation to create it. This document shows you the easiest way which is to create a template from an open reservation.

- Log into TTE
- Select the **Travel** Tab
- Click on **Upcoming Trips**

- Click on the name of the existing reservation you want to turn into a template
    - In our example the reservation only has a rental car
- The reservation opens
- Click **OK** on the pop-up box

- Select **Create Template** from the *I want to…* list.

- In Template Name, correct the template name to something generic with no dates
    - This will become the name of the template
- You may enter a description but it is not required
- Click on **Save**

- The new template will now appear in the Templates tab.

- The template is now ready to be used to book a rental car reservation at any time without having to enter or process all the search criteria!