

TRAXO

Booking.com **business**

Setting up Traxo for Google Workspace

Capturing all of your company's travel in your Booking.com for Business Dashboard, no matter what platform your employees use



All of your company's travel in one place

Business travel is happening everywhere, and it hasn't always been easy to know where your employees are booking travel, what exactly they're buying, or their expected locations in times of need. Now, with **Traxo**, you can oversee all of your employees' current and future travels, in real time on your Booking.com for Business Dashboard – even if they weren't booked with Booking.com for Business.

By adding unique forwarding rules to your Google Workspace mail service, **Traxo** provides a fully automated way to capture every travel booking made with a company email address, with no actions required by your travelers.

These instructions will add the forwarding rules to your organization's Google Workspace mail service to get started.

 **Allow 10 minutes for set up.**



Note

Need the latest version of your Traxo Set Up Kit? Download it any time in your Traxo module Settings, via the “...” button.

In this Guide

- 3** [Set Up Instructions for Google Workspace mail services](#)
- 9** [Deactivation instructions for Google Workspace mail services](#)

Set up Traxo for Google Workspace

You'll need the following to get started:

- An email address at your workplace's domain
- Google Admin access for your mail service
- Your unique Traxo Mailbox Address (provided in this Set Up Kit, e.g. "mailbox.txt")
- The Traxo Filter Rules for Google Workspace (provided in this Set Up Kit, e.g. "traxo-filter-rules-google-[date].txt")

If you don't have Google Admin access, forward your Traxo Set Up Kit to your IT administrator.

Part I: Sign up for Traxo

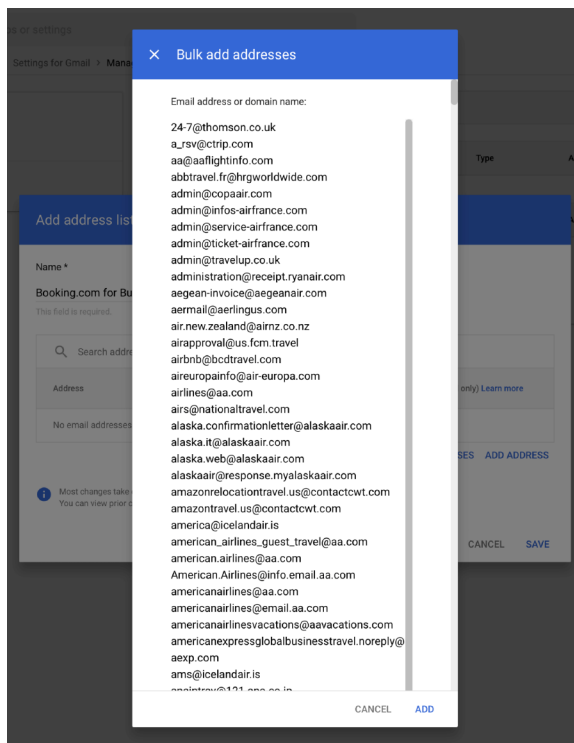
Traxo is available in your **Booking.com for Business Dashboard**. If you've already received a Traxo welcome email, or have received a forwarded email from a colleague about setting up Traxo, you can skip ahead to Part II.

1. Log into your [Booking.com for Business Dashboard](#) and, in the Traxo module, select **Get Started**
2. Agree to the Traxo Terms of Service
3. Confirm your workplace email address. Traxo requires an email address at your workplace's domain.
4. Check your workplace email inbox for a welcome email and a link to your **Traxo Set Up Kit**, which includes your **Traxo Mailbox Address** and your **Traxo Filter Rules**. You can also download your Set Up Kit from the Traxo module Settings in your Booking.com for Business Dashboard.

Part II: Create a New Address List

Next, we'll add the **Traxo Filter Rules**, which is provided in your Set Up Kit and ensures only travel bookings from verified sources are forwarded to your **Traxo Mailbox Address**. To import this list to your Google Workspace account:

1. In a new browser tab, log in to Google Admin console for your organization
2. In the Google Admin sidebar, select **Apps**, then **Gmail**
3. Select **Routing**, then select **Manage Address Lists**, and then select **Add Address List**. A new modal will appear.
4. Give this Address List a name with today's date, such as "Booking.com for Business Forwarding, 2023-12-01"
5. Select **Bulk Add Addresses**. A new modal will appear.
6. In your **Traxo Set Up Kit**, open the **Traxo Filter Rules for Google Workspace** txt file ("traxo-filter-rules-google-[date].txt"), and select and copy the entire contents.
7. In Google Admin, paste the contents into the 'Email addresses or domain name:' field as shown below

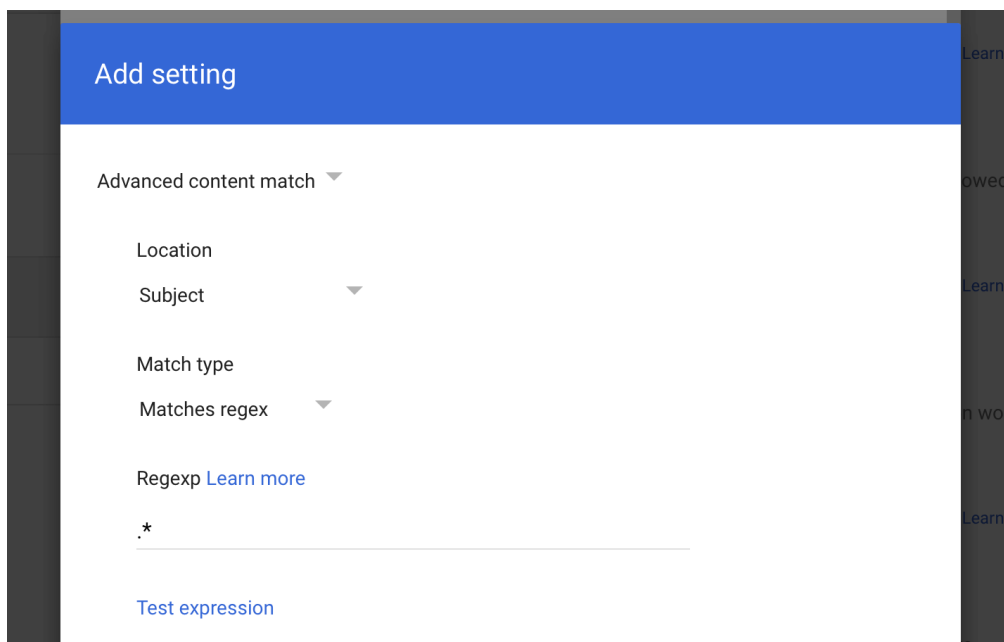


8. Select **Add** to save your forwarding rules and return to the 'Add Address List' modal. Then select **Save** in the 'Add Address List' modal.

Part III: Create a new Content Compliance Rule

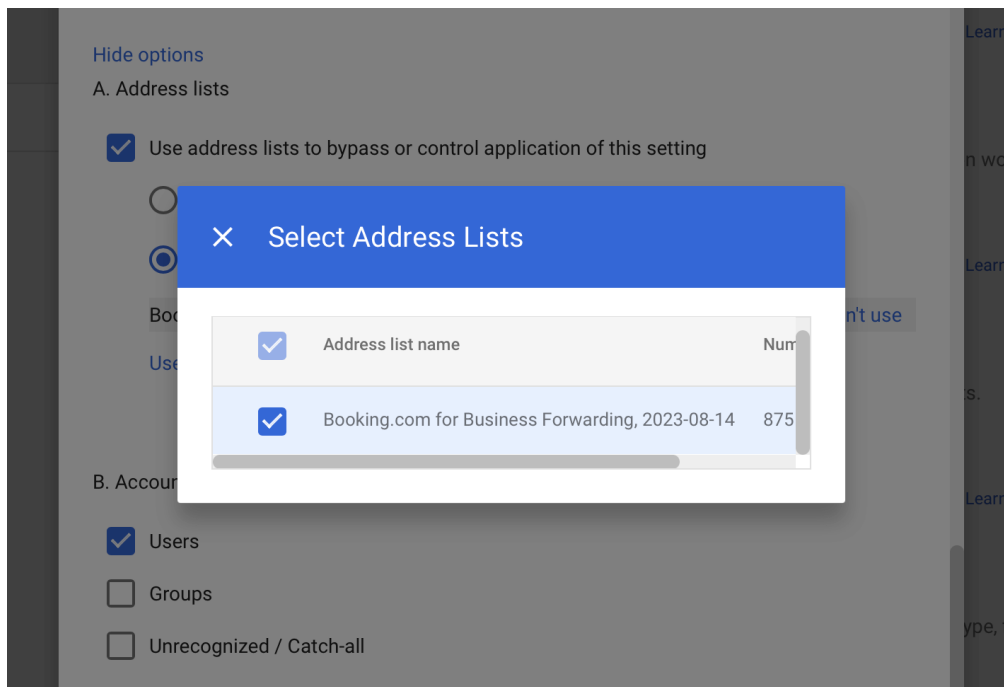
Lastly, we'll configure your Google Workspace to forward verified travel booking confirmation emails to your Traxo Mailbox Address.

1. In the Google Admin sidebar, select **Apps**, then **Gmail**
2. Select **Compliance**, then adjacent to **Content Compliance**, select **Configure**
3. In the 'Content Compliance' field in the modal that appears, give this configuration a unique name, e.g. "Booking.com for Business Forwarding"
4. Under 'Email messages to affect' select **Inbound**
5. Under 'Expressions' select **ADD**. The 'Add Setting' modal will appear. Select **Advanced content match** in the pull-down menu.
6. For 'Location,' select **Subject**
7. For 'Match type' select **Matches regex**
8. In the 'Regex' field, type ".*" (without quotes, as shown below). This will apply your expression to all inbound emails.



9. Confirm that your configuration appears as shown above, and select **Save**

10. Under '3. If the expressions match, do the following' scroll down to 'Also deliver to' and select the checkbox for **Add more recipients**
11. Under 'Recipients' select **Add**. The 'Add Setting' modal will appear to add a 'Basic' address. This ensures only travel booking emails will be forwarded to your Traxo Mailbox Address.
12. Copy and paste the **Traxo Mailbox Address** provided to you in your Traxo Set Up Kit ("mailbox.txt"), into the 'Recipient address' field, and select **Save** to return to the 'Add Settings' modal
13. In the 'Add Setting' modal, select **Show options** at bottom
14. Under 'A. Address lists,' select the checkbox for **Use address lists to bypass or control application of this setting**
15. Select the radio button to select **Only apply this setting for specific addresses / domains** and then select **Use existing list**
16. In the 'Select Address Lists' modal, select the checkbox for the address list you created, "Booking.com for Business Forwarding [date]" and then select the '×' in the top-left to close the 'Select Address Lists' modal



17. Under 'B. Account types to affect' select **Users**

[Hide options](#)

A. Address lists

Use address lists to bypass or control application of this setting

Bypass this setting for specific addresses / domains

Only apply this setting for specific addresses / domains

Booking.com for Business Forwarding, 2023-08-14 (875) [Don't use](#)

[Use existing list](#) [Create or edit list](#)

B. Account types to affect

Users

Groups

Unrecognized / Catch-all

18. Select **Save** in the 'Add setting' modal.

19. Return to your **Booking.com for Business Dashboard** and select **I've completed set up and I'm ready to continue** and then select **Continue**. If you are not the administrator of your Booking.com for Business account, please inform your administrator that set up is completed and to return to their Dashboard.

NEW TRAXO All of your company's travel in one place

Set Up Kit sent to yourself@yourcompany.com

Set up Traxo

Capture all business travel, no matter where employees book


The Set Up Kit for your organization has been sent to yourself@yourcompany.com. Please follow the attached instructions to complete your set up and return here to confirm and continue.


Don't have administrative access to your mail server? No problem. Forward your Traxo instructions email to your IT administrator to complete your set up.

My set up is completed and I'm ready to continue

[Continue →](#) Verify my set up with an email to yourself@yourcompany.com

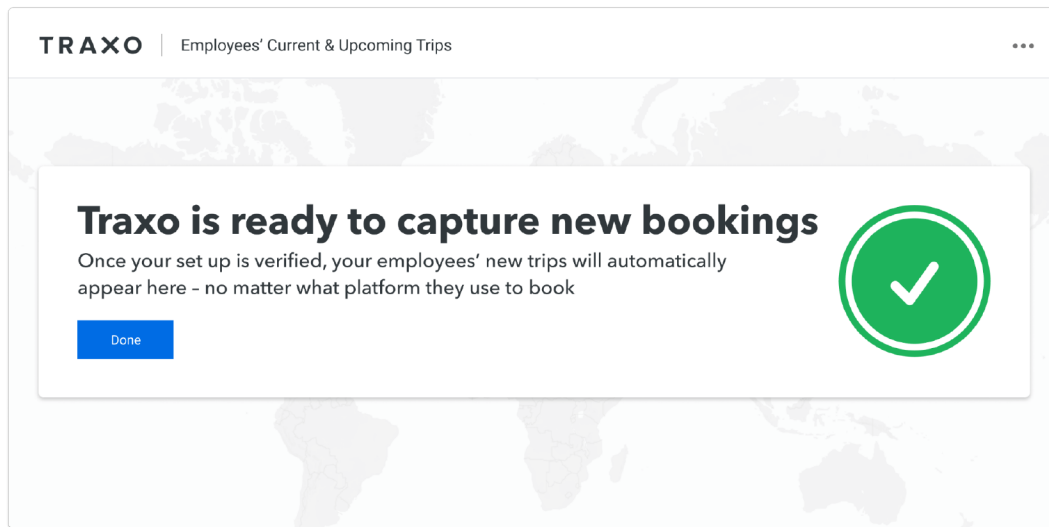
[Cancel Set Up](#)

 Your Company's Set Up Kit

[Download Set Up Kit](#) 

You can also download your Set Up Kit here, which includes installation instructions created for your organization.

Traxo will verify your setup. Select **Done** to view your booking map.



Your set up is complete

New bookings will appear in your Traxo map within minutes of booking, no matter where they are booked.



Experiencing Issues?

If set up could not be completed, or the Traxo set up test did not succeed, [click here](#) for assistance.

Deactivating Traxo in Google Workspace

If you wish to deactivate Traxo at any time, follow these instructions to disable the Traxo module in your Booking.com for Business Dashboard, and remove the Content Compliance Rule for your Google Workspace.

Deactivating the Traxo module delete all travel data within the module. Your Booking.com purchases will not be affected.

Note

Traxo auto-capture can be resumed at any time by following the set up instructions again, but deactivation of the Traxo module in your Booking.com for Business Dashboard cannot be undone.

Part I: Deactivate Traxo in your Booking.com for Business Dashboard

1. In the Traxo module of your Booking.com for Business Dashboard, select the Settings button in the top right, indicated by the “...” symbol.
2. Under ‘Deactivate Traxo’ select **Deactivate**.
3. Please note provided cautions. If you wish to continue, select **Yes, deactivate Traxo**
4. Select Done.

Part II: Remove the Content Compliance Rule for Google Workspace

1. In a new browser tab, log in to Google Admin for your organization
2. In the Google Admin sidebar, select **Apps**, then **Gmail**
3. Select **Compliance**

4. Adjacent to 'Content compliance' find the rule labeled "Traxo Forwarding Rules" and select **Delete**. A modal will appear asking to confirm this operation. Select **Proceed**.
5. Return to 'Settings for Gmail' and select **Routing**
6. Select 'Manage address lists'
7. Find the address list created with the installation date, e.g. "Traxo Forwarding Rules, 2023-08-01" and select **Delete**. A modal will appear asking to confirm this operation. Select **Confirm Deletion**.

Deactivation is complete

Your Google Workspace will no longer forward booking confirmations to Booking.com for Business. To resume Traxo at any time, follow the Traxo Set Up Instructions for Google Workspace.