

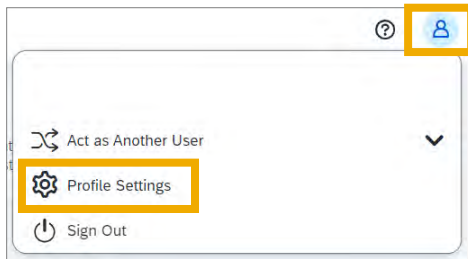
Assigning a Travel Assistant

What is a Travel Assistant?

A Traveler can assign a Travel Assistant (Arranger) to manage their travel activities including, booking, canceling, and changing trip information. A Traveler can choose an arranger in the Profile section.

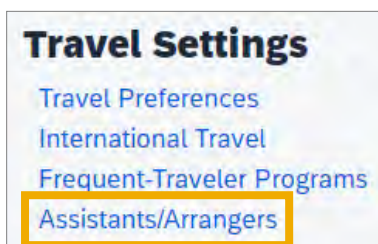
Follow these steps to create a Travel Assistant:

1. Click the **Profile** link.
2. Click the **Profile Settings** link.

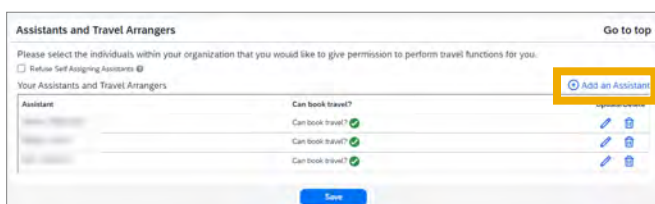


Result: You will be directed to the Profile Options page.

3. Click the **Assistants/Arrangers** link in the left menu.

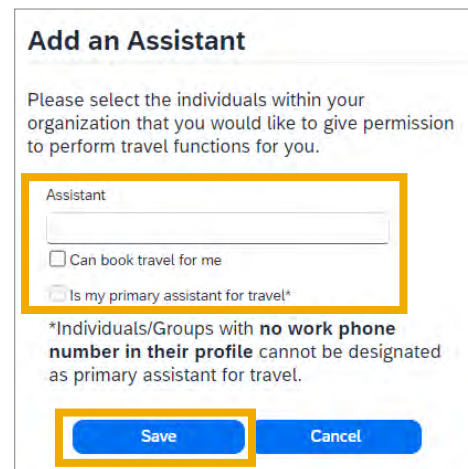


4. Click the **Add an Assistant** link.



Result: The Add an Assistant pop-up window will appear.

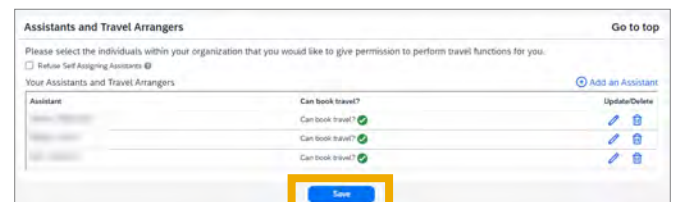
5. Enter the name of the individual(s) you would like to be your Travel Assistant(s), in the Assistant field.
6. Mark the checkbox for **Can book travel for me**.
7. Mark the checkbox **Is my primary assistant for travel**, if applicable.
8. Click the **Save** button.



A screenshot of the 'Add an Assistant' pop-up window. The title is 'Add an Assistant'. Below the title, there is a text input field for the assistant's name, which is highlighted with a yellow box. Below the input field, there are two checkboxes: 'Can book travel for me' and 'Is my primary assistant for travel*', both of which are also highlighted with yellow boxes. At the bottom of the window, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted with a yellow box. A note at the bottom states: '*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.'

Result: The selected individual will be listed as a Travel Assistant/Arranger.

9. Click the **Save** button.



Note: Travel Assistants/Arrangers have access to view and update the traveler's profile.