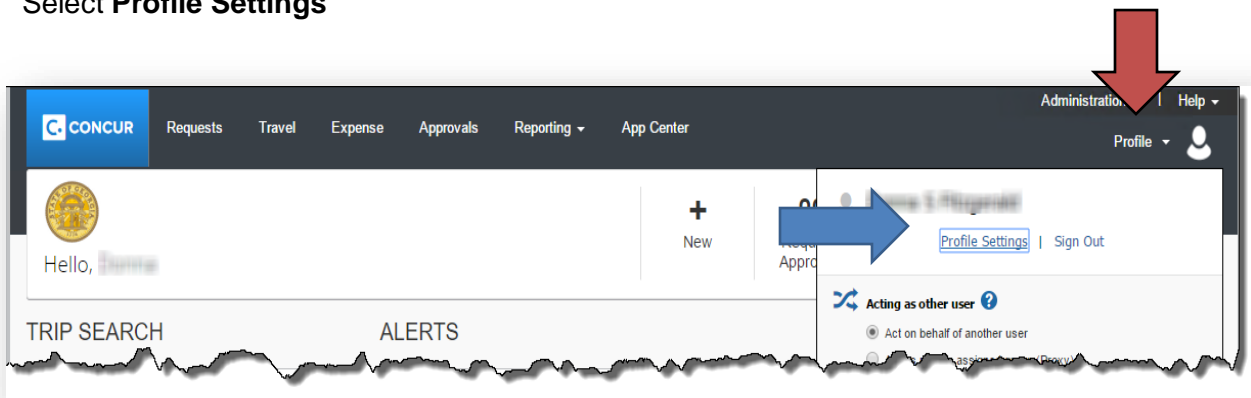




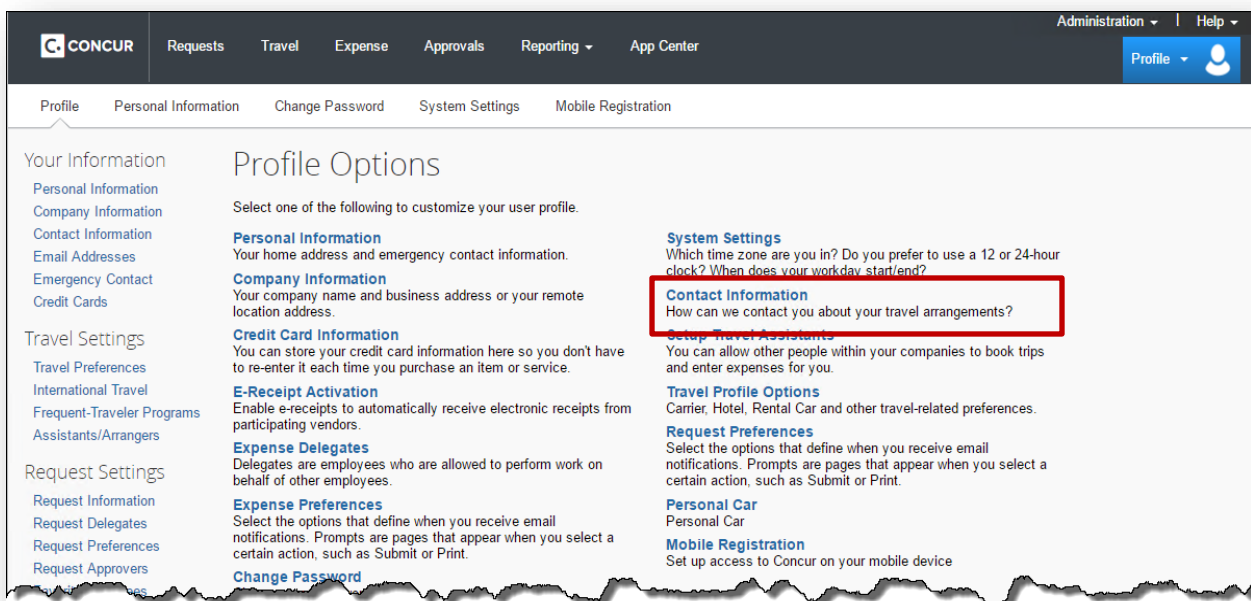
How to Add a Travel Assistant

You can choose an assistant or arranger to view and modify your profile or to book travel and trips on your behalf. Each traveler can have one primary assistant. This allows the primary assistant's name and work phone number to become part of the traveler's profile. Only users with a work telephone number in their profile can be selected as primary assistants.

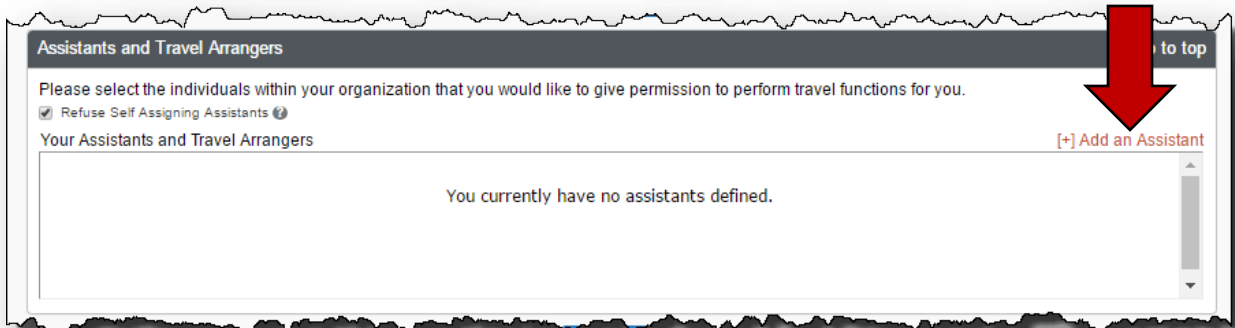
- Log in to TTE
- Click on **Profile**
- Select **Profile Settings**



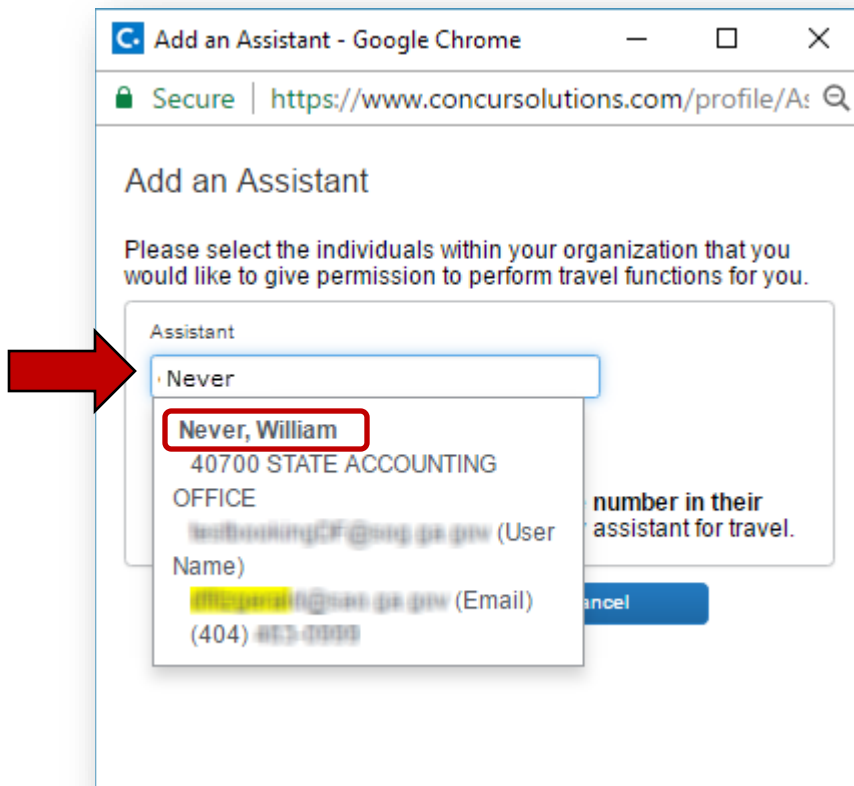
- Select **Set Up Travel Assistants**
 - You may also access this under **Travel Settings/Assistants/Arrangers**



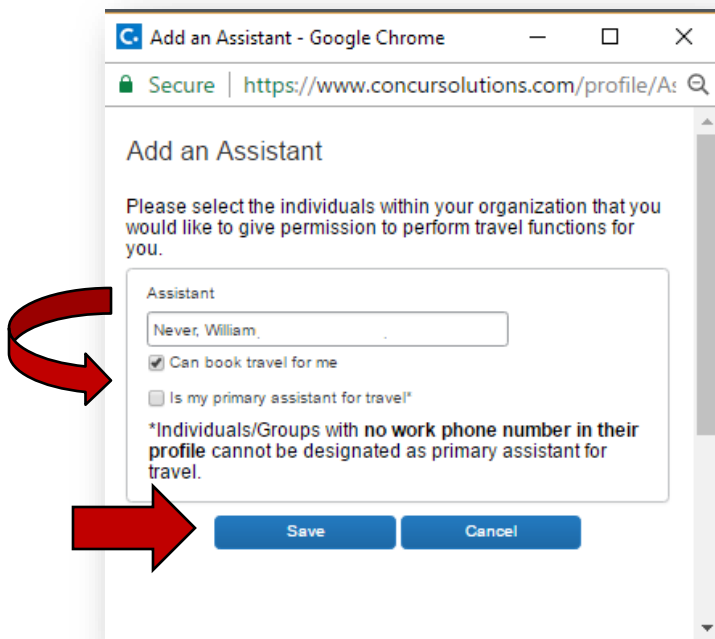
- Select **+ Add an Assistant**



- The *Add an Assistant* dialogue box appears.
- Enter the last name of the person you want to be your delegate in the search box.
- Select the correct name from the list that displays.



- The selected employee appears as a Travel Assistant
- Select the options you wish your assistant to have:
 - Available options
 - **Can Book Travel for me:** Make travel reservations on your behalf
 - **Is my primary assistant for travel:** Select only if you have multiple travel assistants and you want this one to be the primary assistant.
- Select **Save** to save the entry.



- Click **Save** to save your Profile.
- The assistant is now active and can book travel on your behalf immediately

