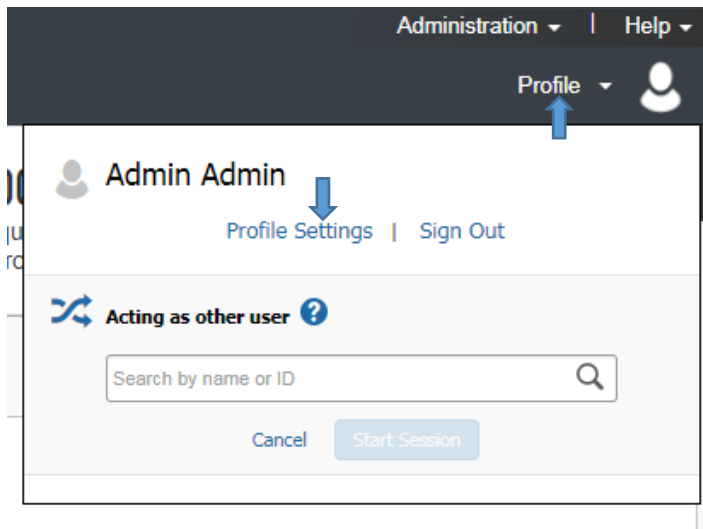
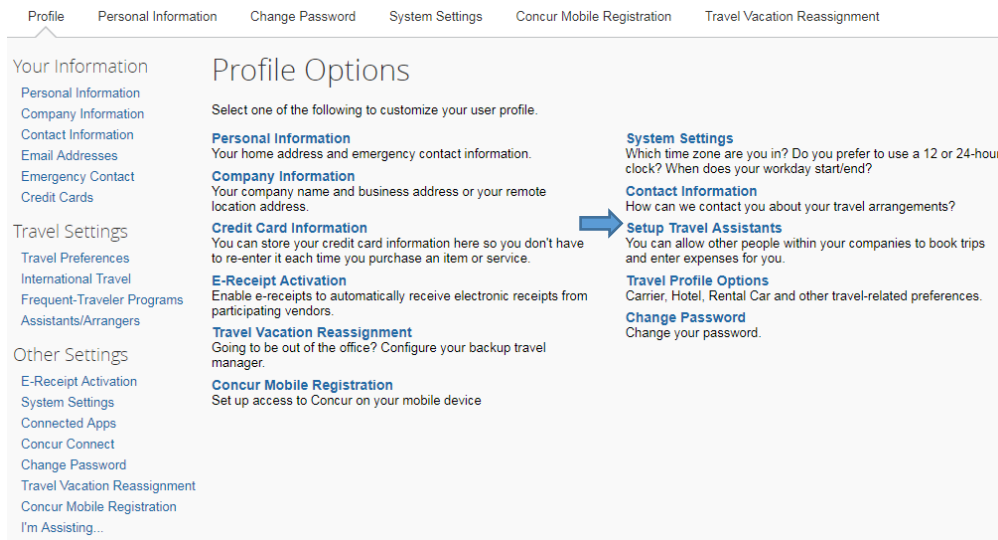


HOW-TO: SETTING UP A TRAVEL ASSISTANT - ALLOW OTHERS PERMISSION TO BOOK TRAVEL FOR YOU.

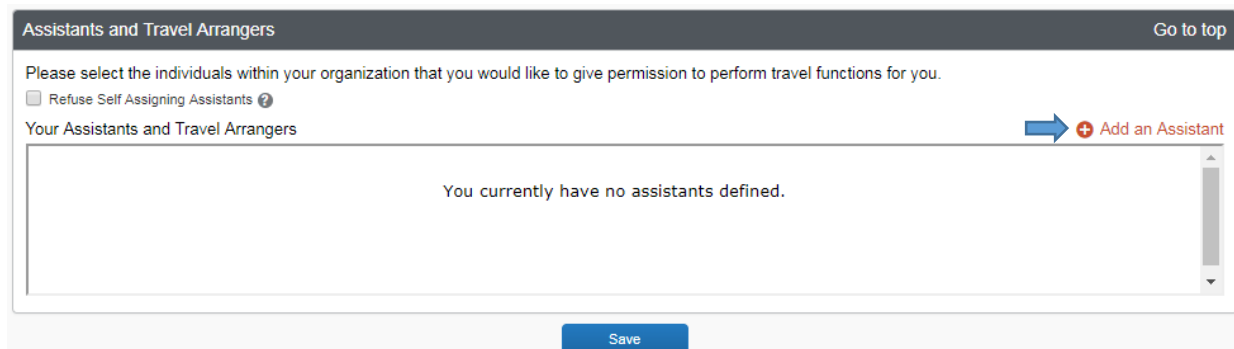
1. In the top right corner select Profile > Profile Settings



2. Select Setup Travel Assistants



3. Select Add an Assistant



4. Enter the last name of the employee that you need to set up as a Travel Assistant. Then pick from the list that appears or also type in the first name of the employee you are looking for. Select Save.

The image shows two sequential screenshots of a web form titled "Add an Assistant". The form is located at <https://www.concursolutions.com/profile/Assi...>. The first screenshot shows the form with an empty "Assistant" input field. A blue arrow points to this field. Below the input field are two checkboxes: "Can book travel for me" (unchecked) and "Is my primary assistant for travel*" (unchecked). A note below the checkboxes states: "*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel." The second screenshot shows the same form, but the "Assistant" field now contains the text "Ward, Cory A.". The "Can book travel for me" and "Is my primary assistant for travel*" checkboxes are now checked. The "Save" and "Cancel" buttons are visible at the bottom of the form in both screenshots.

5. In the profile settings, select Save.

The image shows a screenshot of the "Assistants and Travel Arrangers" profile settings page. The page title is "Assistants and Travel Arrangers" and there is a "Go to top" link in the top right corner. Below the title, there is a heading "Please select the individuals within your organization that you would like to give permission to perform travel functions for you." and a checkbox "Refuse Self Assigning Assistants" with a question mark icon. Below this is a section titled "Your Assistants and Travel Arrangers" with an "Add an Assistant" button in the top right corner. The table below this section has one row with the following data: "Ward, Cory A. (Primary Travel Asst.)" and "Can book travel? Yes" (with a green checkmark). At the bottom of the page, there is a blue arrow pointing to a "Save" button.

6. Your Travel Assistant can now log into your profile and book travel for you.