

Arranging for others

Step one-traveler creates association

The Traveler grants access to his/her desired Arranger(s).

- Navigate to profile
- Click side tab for Arrange and approve
- Click Manage under Arrangers
- Navigate to the desired Arranger
- Check the box
- Click save

The Arranger will now find the traveler in her Traveler list.

The screenshot shows the EGENCIA user profile interface. The top navigation bar includes 'EGENCIA', 'Book', 'Trips', 'Tools', 'Feedback', and 'Admin'. The user is identified as 'NUDEMO Traveler(11173059)' from 'Northwestern University(12008)'. The profile page is titled 'Profile' and includes a search box for users. The main content area is divided into two columns. The left column contains several settings sections: 'Personal information', 'Account settings', 'Travel documents' (with a red 'Add passport' button), 'Custom data fields', 'User associations', 'Arrange and approve' (highlighted with a green box), and 'Payment means'. The right column is titled 'Arrange and approve' and contains two sections: 'ARRANGERS' with a 'MANAGE' button and a list entry for 'Melissa Arranger', and 'APPROVERS' with the text 'No Approver selected'.

The Traveler can remove an Arranger via the same steps – clear the check box and save.

The 'Manage Arrangers' dialog box is shown, featuring a search field with the text 'Arranger|'. Below the search field are two tabs: 'ALL USERS' and 'SELECTED USERS'. The 'SELECTED USERS' tab is active, displaying a list of users. The first user is 'John Arranger' with email 'jgeorge@egencia.com' and an unchecked checkbox. The second user is 'Melissa Arranger' with email 'melissa.arranger@northwestern.edu' and a checked checkbox. At the bottom of the dialog are 'CANCEL' and 'SAVE' buttons.

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Step two-arranger view

The arranger now sees her traveler in the pick list on the search page

- To arrange travel, click the name and proceed with the search
- To view and edit the travelers profile, click the Profile link

The screenshot displays the EGENCIA web application interface. At the top, the navigation bar includes the EGENCIA logo, menu items for 'Book', 'Trips', 'Tools', and 'Admin', and user information for 'Melissa Arranger(11433563)' at 'Northwestern University(32008)'. The main content area is titled 'Search for Flights'. A search input field contains the text 'NUdemj'. Below the input field, a dropdown menu is open, showing 'ALL TRAVELERS' and a list of travelers. The first traveler listed is 'Traveler, NUDemo' with the email address 'jhlevin566@comcast.net'. A green arrow points to a 'PROFILE' link located to the right of the dropdown menu. On the right side of the page, there is a section for 'Northwestern' and an 'ITINERARY SEARCH' section with a 'FIND' button.