

SETTING UP ARRANGER VIEW

After logging into the Concur click the Travel icon.



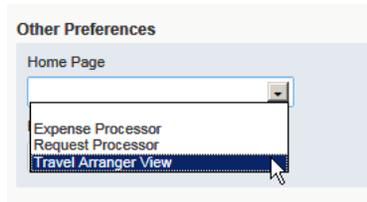
Next click on the Arrangers link



This takes you to the Travel Arrangers View where you will have access to book for Guests and Profiled Travelers

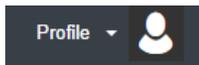
Travel Arranger View

You can make the Travel Arranger View your home page: **Profile** > **Profile Settings** > **System Settings** (left menu). In the **Other Preferences** section, in the **Home Page** list, the arranger clicks Travel Arranger View.



ADDING OR VIEWING A LIST OF YOUR TRAVELERS

Click located on the upper right side of the home page. Depending on your permissions you will have the option to select 1 of 2 search options.

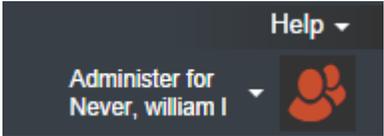


- **I am a delegate or travel assistant** | Temporary sponsored travelers like contractors or employee family members who travel often.
- **I am a self-assigning travel arranger** | Profiled Travelers



➡ If the delegate has less 10 or less users, then they appear in a drop list. More than 10 will be found using the auto fill.

UPDATE PROFILE OR MAKE TRAVEL ARRANGEMENTS



Update your traveler's profile by clicking on the **Administer for** icon in the upper right. Click Profile Settings.

Remember to click save after you have made all your updates. Click on the **Travel** in the menu bar on the top left.

TRAVEL ARRANGER'S TABS

Upcoming Travelers Tab

Your drop down list of travelers is now under **Upcoming Travelers**

You can view all your traveler's trips by a **Quick Search** by day, week, month or year or by adding a date range.

Trip Name/Description	Locator	Status	Start Date	End Date
Car/Hotel Reservation - Hartford	WYNDOR	Confirmed	05/01/2014	05/02/2014
Trip from Hartford to Miami	TKOYWR	Confirmed	05/18/2014	05/19/2014
Trip from Boston to Dallas	UOAGQ	Confirmed	05/18/2014	05/19/2014
Trip from Hartford to Denver	ELQTN	Confirmed	05/18/2014	05/18/2014
Trip from Boston to Detroit	VPCHA	Confirmed	05/18/2014	05/19/2014
Trip from San Francisco to Los Angeles	DSACD	Confirmed	05/19/2014	05/18/2014
Trip from Washington to Hartford	MVEJFT	Ticketed	05/17/2014	05/18/2014
Trip from Las Vegas to Los Angeles	ZOTEKK	Confirmed	05/20/2014	05/22/2014
Trip from Milwaukee to Denver	B.HYUE	Ticketed	06/02/2014	06/03/2014
Trip from Denver to Las Vegas	EODFLG	Ticketed	06/05/2014	06/06/2014
Car Reservation at HARTFORD	HIGZOV	Confirmed	06/26/2014	06/27/2014
Trip from Miami to Dallas	OCBJUD	Confirmed	07/10/2014	07/11/2014
Trip from Boston to Beijing	PTEBQZ	Confirmed	07/10/2014	07/14/2014
Trip from Boston to Beijing	ZPHBKH	Confirmed	07/10/2014	07/14/2014
Trip from Boston to Beijing	SZGHAN	Confirmed	07/12/2014	07/15/2014
Trip from Boston to Toronto	NRMBNJ	Confirmed	07/16/2014	07/17/2014
Trip from Toronto to Boston	ZDFAM	Confirmed	07/18/2014	07/19/2014
Trip from Boston to Hamilton	XKRAKH	Confirmed	07/20/2014	07/21/2014
Trip from Boston to Toronto	SZPHSH	Confirmed	08/19/2014	08/19/2014
Trip from Toronto to Boston	SRCZVD	Confirmed	08/12/2014	08/15/2014
Trip from Boston to Hamilton	SQHTXX	Confirmed	08/15/2014	08/21/2014

Trip Name/Description	Locator	Status	Start Date	End Date
Trip from Hartford to Milwaukee	HJOSOB	Confirmed	11/02/2014	11/03/2014

Trip Name/Description	Locator	Status	Start Date	End Date
Trip from Chicago to Los Angeles DELTA Flight Num: 1477 Departs ORD @ 04/15/2015 7:00 AM Arrives ATL @ 04/15/2015 10:00 AM DELTA Flight Num: 1555 Departs ATL @ 04/15/2015 10:55 AM Arrives LAX @ 04/15/2015 12:53 PM	MTSPZ	Confirmed	04/15/2015	04/15/2015

Manifests

Upcoming Travelers | Manifests | Company Notes | I'm Assisting...

Display Options

Quick Search: Today Start Date: 10/17/2014 End Date: 10/17/2014

Minimize All | Filter Results by Manifest Name:

No manifest trips are scheduled for this time period.

Company Notes

Upcoming Travelers | Manifests | Company Notes | I'm Assisting...

Welcome to Concur Travel!

**** Important Message ****

If you are adding a hotel or car to an existing airline itinerary, DO NOT create a new reservation.
Click on TRIPS on the above menu, select the existing trip.

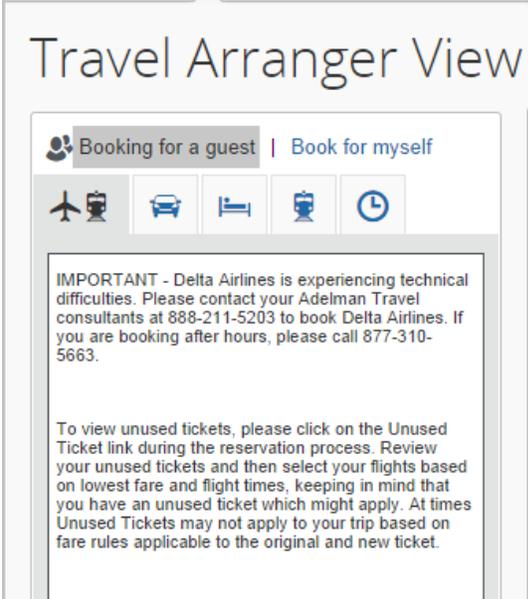
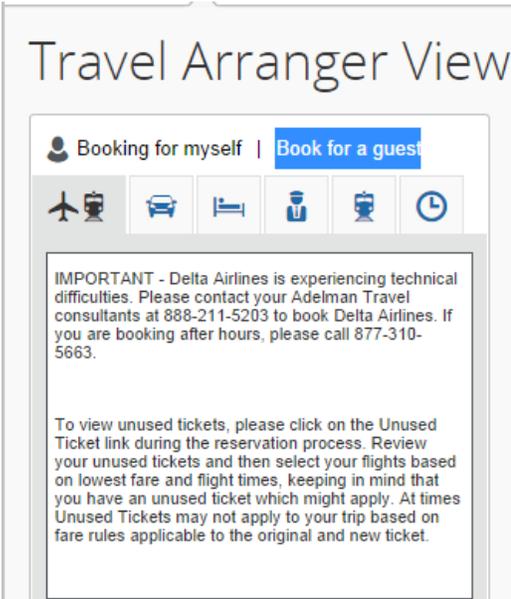
I'm Assisting...

Upcoming Travelers | Manifests | Company Notes | I'm Assisting...

NEVER, tanya abc	Work: 414-410-6438		Can book travel? <input checked="" type="checkbox"/>	<input type="checkbox"/>
Never, jkonkol	Work: 414-410-8438		Can book travel? <input checked="" type="checkbox"/>	<input type="checkbox"/>
Never, lgeuea	Work: 414-410-8438	Mobile: 414-410-8438	Can book travel? <input checked="" type="checkbox"/>	<input type="checkbox"/>

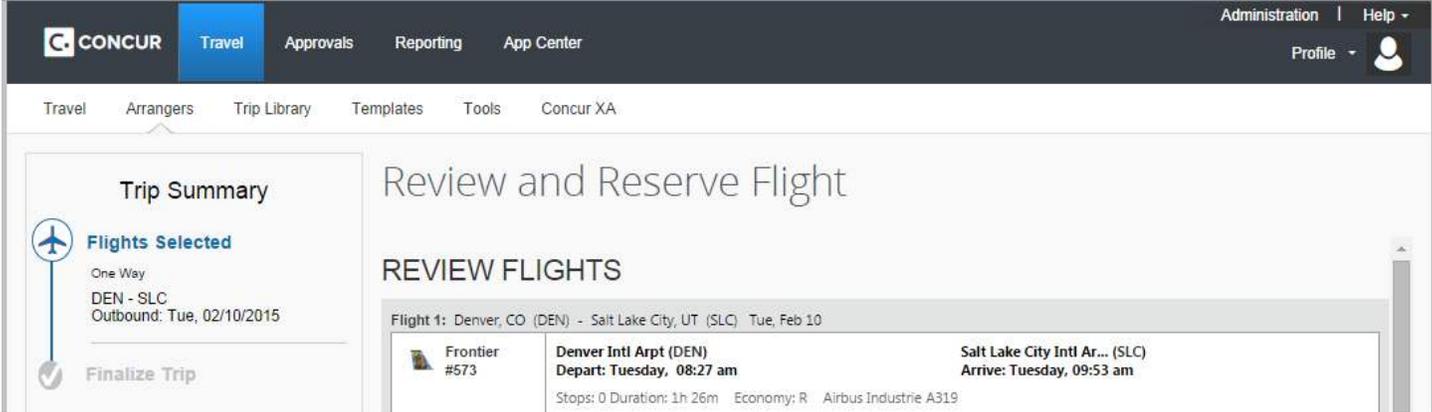
BOOK FOR A GUEST

The **Book for a guest** link is on the home page on the left above the travel search icons. Once you select **Book for a guest** you will see the link move to the left of **Booking for myself** and the icon becomes a double "user" icon.



Before you would add the guest traveler information after you have added the search criteria. The new UI requires the guest traveler information on the Trip Summary page. This is nicely split up into sections.

Trip Summary



Enter Traveler Information | This includes TSA data and membership programs.

ENTER TRAVELER INFORMATION

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

GUEST TRAVELER

Manual Entry
 Look up a previous guest by name:

Legal First Name
 Middle Name (on ID)
 No Middle Name
 Legal Last Name

Gender
 Date Of Birth

Phone

 Email

Frequent Flyer Programs

For Frontier

SEAT ASSIGNMENT

Seats will be automatically selected based on your profile preferences and can be changed on the Travel Details pages or any time after booking is complete.

Next you will be asked to enter payment information

SELECT A METHOD OF PAYMENT

How would you like to pay?

Choose a credit card

test exchange messaging

[Edit](#) | [Add credit card](#)

* Indicates credit card is a company card

Use a temporary card (entered below)

Temporary credit card:
 Credit Card Number:
 month / year /

Finally, there will be a summary and a detailed version of the fare rules.

Here you have the option to go to the previous page or continue.

ACCEPT FARE RULES AND RESTRICTIONS

This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

Fare Rules (translated) | **Fare Rules**

RULE APPLICATION AND OTHER CONDITIONS
 NOTE - THE FOLLOWING TEXT IS INFORMATIONAL AND NOT VALIDATED FOR AUTOPRICING. DISCOUNT ECONOMY FARES APPLICATION CLASS OF SERVICE THESE FARES APPLY FOR ECONOMY CLASS SERVICE.

ELIGIBILITY
 NO ELIGIBILITY REQUIREMENTS APPLY.

DAY/TIME
 NO DAY/TIME TRAVEL RESTRICTIONS APPLY.

[Back](#)
[Reserve Flight and Continue](#)

Travel Details | This page allows you to review the trip and make modifications to trip segments or seat assignments.

Travel Details

IMPORTANT

In order to ensure traveler security, please ensure you have entered the email address of the TRAVELER into the Traveler Email Validation field. This can be found in the Company Information section of your profile.

Also ensure the mobile phone number in the Contact Information section of your profile is the mobile phone of the TRAVELER.

Trip Overview

<p>I want to... Print Itinerary E-mail Itinerary</p>	<p>Trip Name: Trip from Denver to Salt Lake City (For Guest Traveler) (Edit)</p> <p>Start Date: Feb 10, 2015</p> <p>End Date: Feb 10, 2015</p> <p>Created: Oct 17, 2014, Warfield Never <i>(Modified: Oct 17, 2014)</i></p> <p>Description: (No Description Available) (Edit)</p> <p>Agency Record Locator: ONJKAM</p> <p>Passengers: Otto Tacket</p> <p>Total Estimated Cost: \$62.10 USD (Details)</p> <div style="background-color: #e0f0ff; padding: 5px; border: 1px solid #add8e6; margin-top: 10px;"> <p>i Airfare must be ticketed by an agent by: 10/18/2014 5:20 PM Central</p> </div>	<p>Add to your Itinerary</p> <p> Car Hotel</p> <p> Taxi</p>
---	--	--