


Travel Arranger



Travel Assistant and Travel Arranger are two terms for the same function (Travel Arranger will be used in this document). If you have any questions, call Travel Services (1-800-255-4883).

NOTE: The Travel Arranger and the Traveler must each have a Cliqbook eProfile.

Setting up a Travel Arranger

Step	Action
1.	Log in to Cliqbook using: Make Reservations
2.	Click: Profile tab.
3.	Click: Setup Assistants
4.	In the Assistants and Travel Arrangers section, click: +Add An Assistant
5.	In Search Criteria : enter the person's last name.
6.	In Search What drop-down, choose: Name (EXACT MATCH) and Click: Search .
7.	Select the name from the drop-down list returned.
	Tip: Not there? Try: lastname,firstname (no space)
8.	Check either: Can Book Travel For Me -or- Is My Primary Assistant for Travel NOTE: They will give the same authority, you can choose either one.
9.	Click: Save (to save your profile changes).
End of Procedure	

Removing (deleting) a Travel Arranger

Step	Action
1.	Click:  (to the right of the Travel Arranger to be removed). NOTE: The Edit Travel Arranger () is not currently used at Cox.
2.	Click: OK (- or - Cancel - to make no changes).
3.	Click: Save (to save your profile changes).
End of Procedure	

Travel Arranger – Booking Travel for Someone Else

Step	Action
1.	Log in to Cliqbook using: Make Reservations
2.	On the Home Page, on the upper right side, find the You Are Administering Travel For Field : Select a traveler from the drop down list (these are people who have designated you in their eProfile as a Travel Arranger) .
3.	You're ready to book travel for the selected person .
End of Procedure	