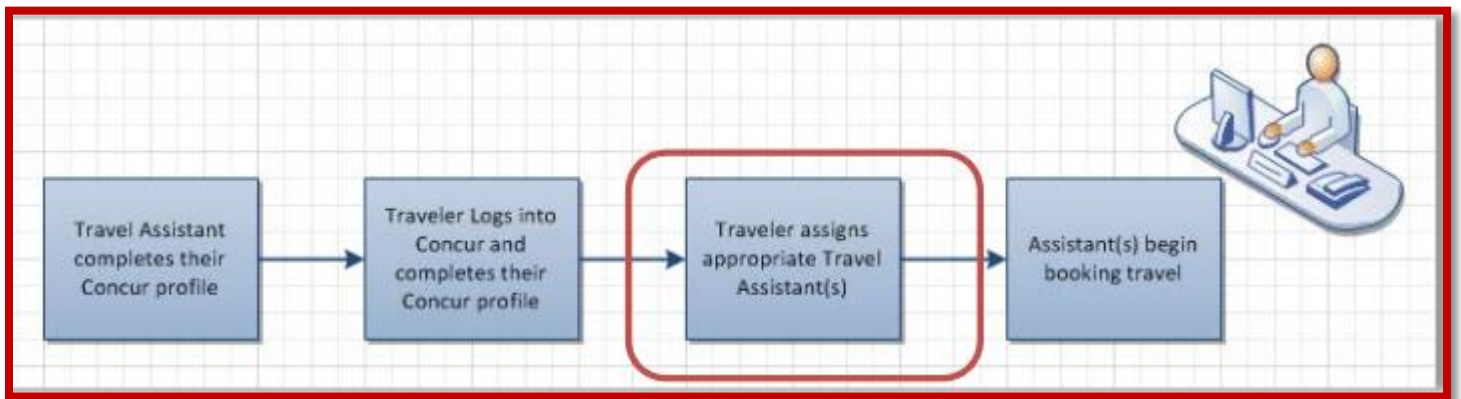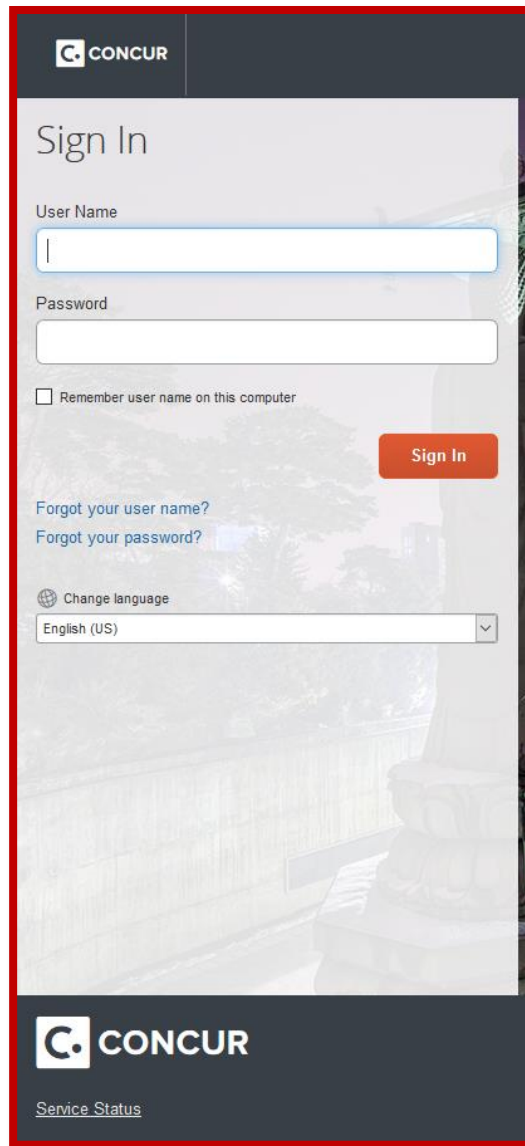# Concur Booking Tool: Assigning a Travel Assistant/Arranger in Concur
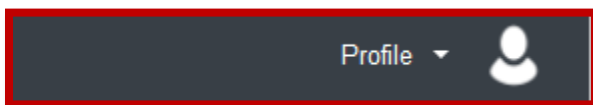

You can access the booking tool by either going directly to www.concursolutions.com or by going the Travel Office website: http://travel.uark.edu/travel-agencies.php
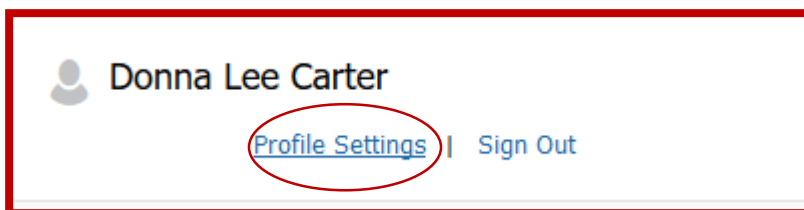
1. Once you have logged in you will select your profile link located in the top right hand corner of your screen.

2. Now select the Profile Settings link:

3. At this point you can select the Setup **Travel Assistants** link.

Profile Options

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

Company Information
Your company name and business address or your remote location address.

Credit Card Information
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

Travel Profile Options
Carrier, Hotel, Rental Car and other travel-related preferences.

Change Password
Change your password.

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information
How can we contact you about your travel arrangements?

Setup Travel Assistants
You can allow other people within your companies to book trips and enter expenses for you.

Travel Vacation Reassignment
Going to be out of the office? Configure your backup travel manager.

Mobile Registration
Set up access to Concur on your mobile device

4. **ASSISTANTS AND TRAVEL ARRANGERS:** This is the area where you can assign those employees who have the ability of booking travel on your behalf. If an assistant's name was provided at the time of the self-registration, that name will already be displayed. You have the option of adding additional arrangers, but you also have the option of not allowing anyone else to book on your behalf by selecting the *'Refuse Self Assigning Assistants'*. (If that option is selected no one else who has access to Concur can assign themselves as an arranger).

Assistants and Travel Arrangers			Go to top
Please select the individuals within your organization that you would like to give permission to perform travel functions for you.			
☐ Refuse Self Assigning Assistants ❓			
Your Assistants and Travel Arrangers			[+] Add an Assistant
Never, TM Univ	Can book travel? ✅		✏️ 🗑️
Henderson, Grace K. (Primary Travel Asst.)	Can book travel? ✅		✏️ 🗑️

The above example shows that there are 2 employees allowed to book travel on my behalf. Notice that Grace has been setup as the Primary Travel Assistant. ***The primary travel assistant ALWAYS receives an email notification when a booking is made for the traveler***. To add an assistant take the following steps:

a. Select the Add an Assistant link

b. You will be presented with the following window:

c. At this point you can start typing the name of the person you are looking for, for example: I am looking for Elena Degago, I can either start typing her last name or her first name and I will see the following:

d. At this point, I can select her name and will then be presented with the following:

e. Since I already have Grace setup as my primary assistant, I am going to select Elena to be able book travel for me as well. Please note the message that explains that anyone who DOES NOT have their profile setup with their required phone number in their profile cannot be designated as primary assistant for travel.

f. Once completed you will then see the following:

g. An arranger may also be removed by selecting the trash can next to the arranger, and then a message will display to complete the deletion.