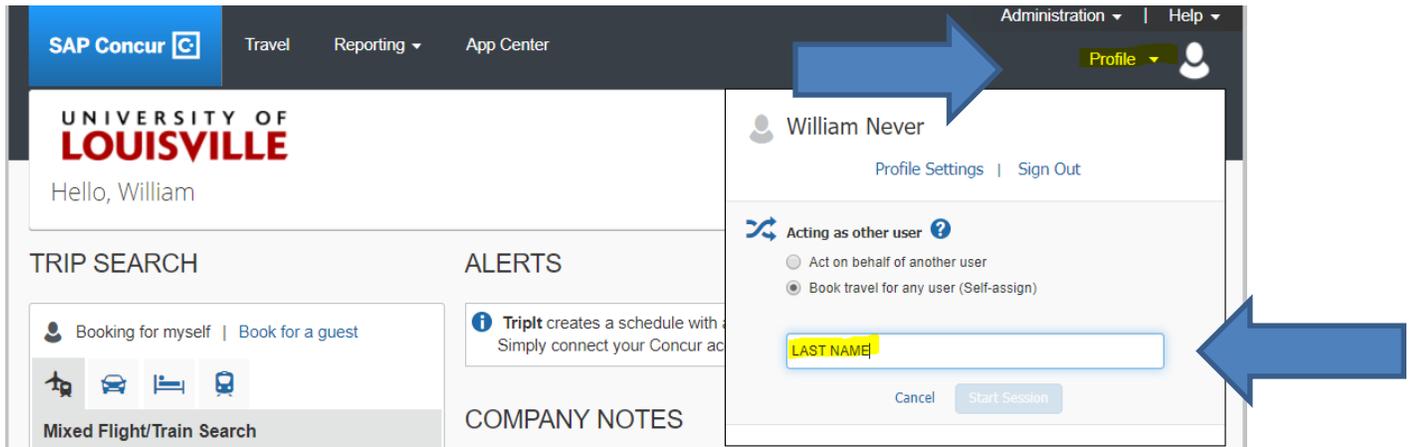
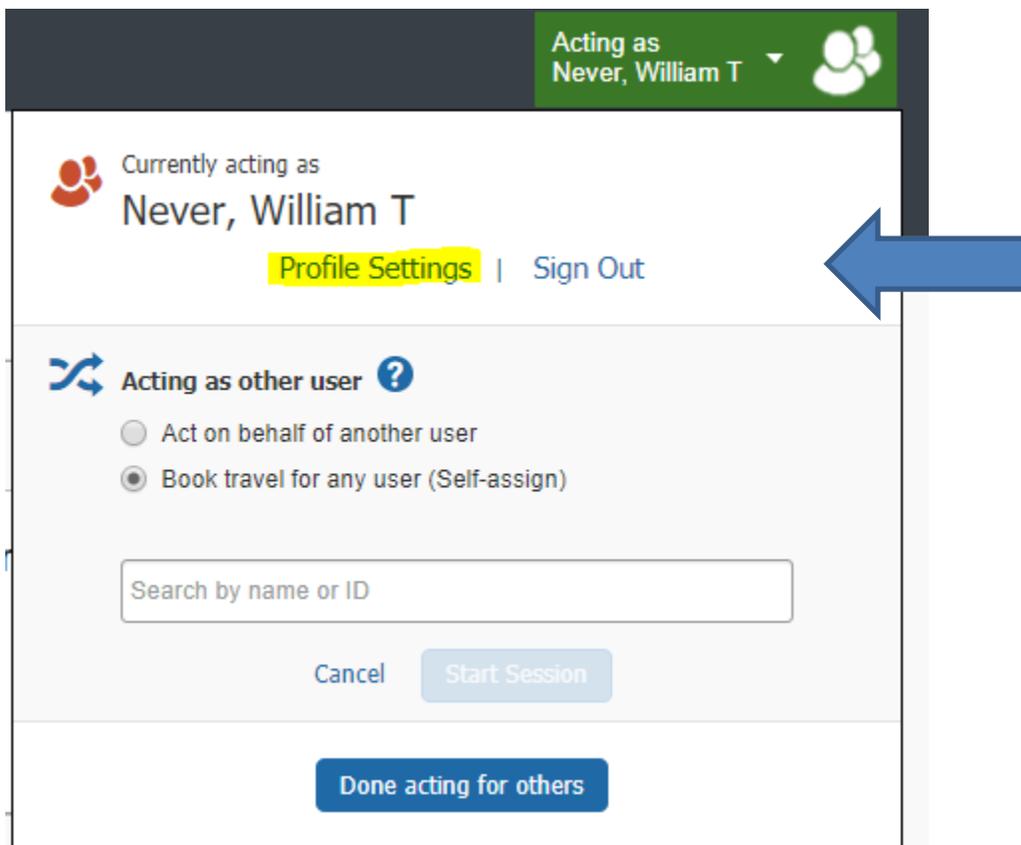


## PROFILE UPDATE FOR OTHERS and PRIMARY ARRANGERS

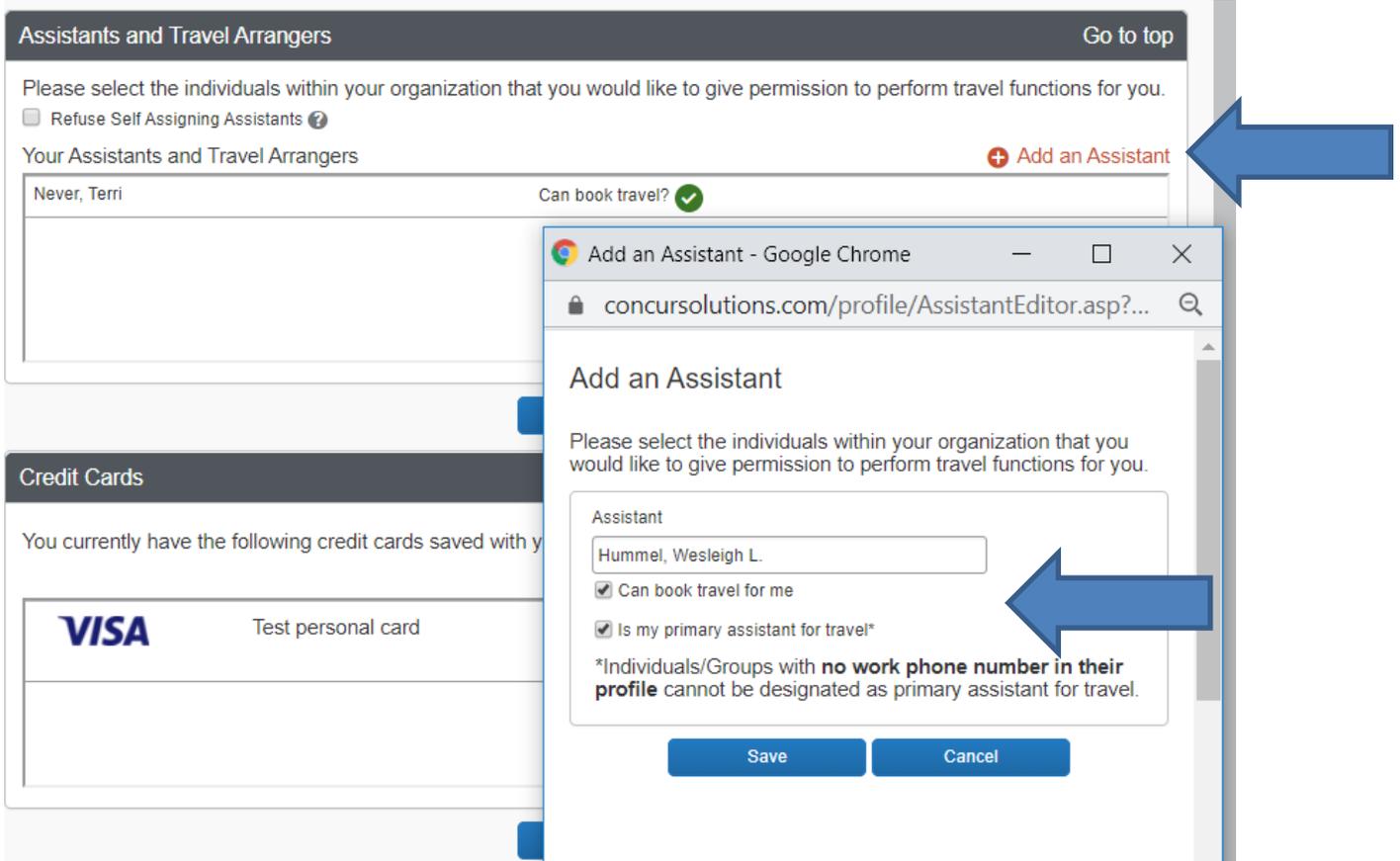
Log into Concur using your log in and click on the down arrow next to **PROFILE** in the top right corner. Search for the traveler's profile by their last name. Once you find their profile, select **START SESSION**



Once you are "Acting as" the traveler, select the arrow beside **PROFILE** again and then select Profile settings. You will then be able to make updates to their profile.



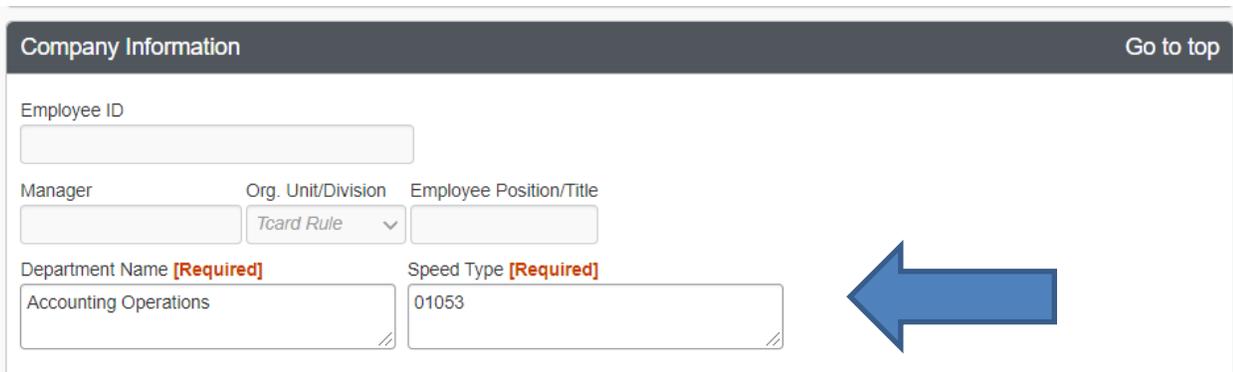
To assign yourself as their travel arranger, go almost to the bottom of the page to find **ASSISTANTS AND TRAVEL ARRANGERS**. If your name is not already listed, click on **ADD AN ASSISTANT**. Each profile can have multiple assistants and arrangers, only the **PRIMARY ASSISTANT** will receive copies of all communications.



The screenshot shows the 'Assistants and Travel Arrangers' section of a web application. The main page has a header 'Assistants and Travel Arrangers' and a 'Go to top' link. Below the header, there is a prompt: 'Please select the individuals within your organization that you would like to give permission to perform travel functions for you.' and a checkbox for 'Refuse Self Assigning Assistants'. A table lists existing assistants, with one entry for 'Never, Terri' who 'Can book travel?'. A red '+ Add an Assistant' button is visible. A modal window titled 'Add an Assistant' is open, showing a form with the following fields and options: 'Assistant' (text input with 'Hummel, Wesleigh L.'), 'Can book travel for me' (checked checkbox), and 'Is my primary assistant for travel\*' (checked checkbox). A note below the checkboxes states: '\*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.' At the bottom of the modal are 'Save' and 'Cancel' buttons. A blue arrow points to the '+ Add an Assistant' button on the main page, and another blue arrow points to the 'Is my primary assistant for travel\*' checkbox in the modal.

### DEFAULT SPEED TYPE CODE

Update the default speed type code and department name in the Company Information box. The speed type code can be changed on specific reservations, but the default is used if no other code is provided.



The screenshot shows the 'Company Information' form. It has a header 'Company Information' and a 'Go to top' link. The form contains several input fields: 'Employee ID', 'Manager', 'Org. Unit/Division' (with a 'Tcard Rule' dropdown), and 'Employee Position/Title'. Below these are 'Department Name [Required]' (containing 'Accounting Operations') and 'Speed Type [Required]' (containing '01053'). A blue arrow points to the 'Speed Type' field.