

Assign a Travel Delegate

1. Login to Reardon and click the profile button.

The screenshot shows the PersonalAssistant website interface. At the top right, there is a navigation bar with links for 'Mobile Assistant', 'Brandon's Profile', 'Help', and 'Sign out'. A red arrow points to the 'Brandon's Profile' link. Below the navigation bar is a red header with 'Home', 'Travel', 'Dining', and 'Entertainment' tabs. The main content area features a 'Travel' section with a search form for flights, including fields for 'From', 'To', 'Leave', and 'Return'. There are also sections for 'Upcoming Reservations' (showing none) and 'Alerts' (showing a scheduled maintenance alert). A 'Go Mobile!' section promotes mobile app usage, and a 'Company News' section is visible at the bottom.

2. Click the Add button next to Delegates.

The screenshot shows the 'Profile' page for Brandon Rasler. The page title is 'Profile' and the subtitle is 'Brandon Rasler's Personal Information'. The page is divided into three columns of information. The first column contains 'Contact details' (Business Email: brandon@mennotrav.com, Business Phone: 1-574-534-1521 x 236, Business Fax: -----, Business Mobile: -----) and 'Profile details' (Edit personal info, Edit emergency contact, Change Password). The second column contains 'Business address' (210 South Main, Goshen, IN 46516, United States) and 'Payment cards' (None entered). The third column contains 'Home address' (No address entered) and 'Delegates' (Add button). A red arrow points to the 'Add' button next to the 'Delegates' section. Below the 'Delegates' section, there are two more sections: 'People I can book for' (None entered) and 'People who can book for me' (None entered).

3. Click on Add a delegate under People Who Can Book For Me.

People Who Can Book For Me

These people have access to your account:

There are no delegates for your account.

[+ Add a delegate](#)

4. Search for your delegate by name or email address.

Add a Delegate

ge

[Employee Info](#)
[Phone Numbers](#)
[Contact](#)
[Word](#)

Book and Calendar
[Book](#)

Search

Search for someone within mannhumel-ax and grant them delegate access to your account.

Name or email address:

[Search](#)

[Cancel](#)

5. Select your delegate.

Add a Delegate

ge

[Employee Info](#)
[Phone Numbers](#)
[Contact](#)
[Word](#)

Book and Calendar
[Book](#)
[Contact](#)
[Settings](#)

References

Search

Search for someone within mannhumel-ax and grant them delegate access to your account.

Name or email address:

[Search](#)

Search Results

Name	Email address
<input checked="" type="radio"/> Smith, Roger	rasler@gmail.com

[Cancel](#) [Select](#)