

# PROFILE QUICK REFERENCE GUIDE

## PROFILE MANAGEMENT FOR TRAVEL ARRANGERS



### Overview

As a **Travel Arranger**, you have access to create new profiles and amend existing profiles within **HUB** for travelers in your company.

### How to create a new profile

**Note to Arrangers:** Profile Creation

#### Guest Travellers (including students)

For the first Employee ID field please enter your own Employee ID with the "A".

For the second Employee ID field please enter the first four letters of their first name, and the first four letters of their last name.

#### For University of Adelaide Employees

For the first Employee ID field please enter their Employee ID with the "A".

For the second Employee ID field please enter their Employee ID without the "A".

#### Select Admin > Create New Profiles

This will take you into a profile wizard to complete all mandatory traveller profile information as stipulated by your company. You can select:

- **Back** to move back a section
- **Save and Exit** to partially save the profile and come back at a later time to complete
- **Next** to move to the next section

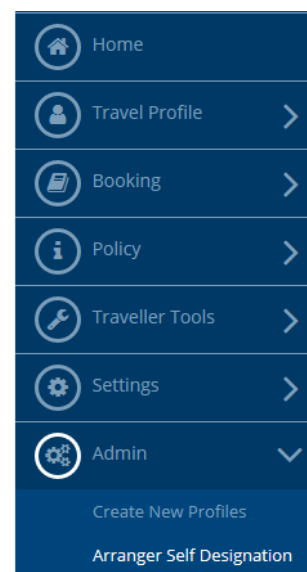
#### Name information

- Enter email address
- Enter first name – no special characters or spaces
- Enter last name – no special characters or spaces
- If you select **Are you the travel arranger for this new profile?**, you will be automatically assigned to this profile upon creation and will be able to **Administer** for this traveller
- Select **Next** to move to next screen

#### Personal

- Enter prefix – select from drop down menu
- Select gender from drop down menu
- Select **Next** to move to next screen

**Note:** To create a new profile you must complete: Email, First and Last Name, however on first login the user will be required to complete any missing mandatory information. To get the most out of your FCM HUB experience, please complete all fields.



#### Create new profile

To create a profile you must complete: Email, First and Last Name, however on first login the user will be required to complete any missing mandatory information. To get the most out of your FCM HUB experience, please complete all fields.

#### Name Information:

EMAIL ADDRESS \*

Primary Work Email Address

FIRST NAME \*

First Name

LAST NAME \*

Last Name

NICKNAME

NickName

ARE YOU THE TRAVEL ARRANGER FOR THIS NEW PROFILE?



Skip without saving

Save & Exit

Next

## Preferences

- Type traveller's preferred departure airport. This will display auto complete menu items to select from
- Select **Next** to move to next screen

## Cell Phone

- Select number country code from drop down menu
- Enter traveller phone number without the leading zero and no special characters or spaces
- Select **Next** to move to next screen

## Other Employee Info - see note to [Traveller Arrangers on page 1](#)

- Select cost centre from drop down menu
- Select employee type (if applicable) from drop down menu
- Select **Save and Exit** which will complete your profile
- Select **Close**

If you have not self-assigned yourself upon creation and wish to do so select **Admin > Arranger Self Designation Insert**

- Enter appropriate information into search fields and click **Search**. When the traveller profile name displays, click **Self Assign**
- The new traveller profile is now available in the **View** portal as area
- If you select a traveller from the **Administer** For box you will note that you are now viewing as that traveller. If you have more than 10 travellers, you will have a box to type the traveller's name you wish to administer for. This box requires a minimum of 3 characters to search for a traveller
- Now simply select **Profile** and complete relevant areas as required

**Note:** it is a requirement for each and every profile that the following information is provided, otherwise the profile may not be able to be booked against:

- Cost Centre in **Profile > Personal**
- Email and mobile details in **Profile > Contact Info**

## Amending an existing profile

Follow steps 3 to 4 inclusive

## Deactivating an existing Profile

Contact your FCM Travel Solutions team

### Create new profile

To create a profile you must complete: Email, First and Last Name, however on first login the user will be required to complete any missing mandatory information. To get the most out of your FCM HUB experience, please complete all fields.

### Other Employee Info:

DEPARTMENT CODE \*

None Selected

EMPLOYEE ID WITH "A" \*

Employee ID with "A"

EMPLOYEE ID WITHOUT "A" \*

Employee ID without "A"



Skip without saving

Back

Save & Exit

## Travel Arranger Self Designation

Search for a person to manage travel for by entering the following criteria.

### Employee Profile Search

COMPANY/DIVISION

University of Adelaide

SEARCH BY

Last Name

SEARCH FOR

Search For

To ensure security, search criteria must be an exact match.

Search