

Selecting a Delegated Traveler

- 1) Click on the "start assisting" button (to the far right on the home page),
- 2) When the entry box pops up, start typing in the name of the traveler you need to make reservations for.

The screenshot shows the PersonalAssistant website interface. At the top, there is a navigation bar with "Home", "Travel", "Dining", and "Entertainment". The "Travel" section is active. The flight search form is visible, with the "From" field set to "Newport News, VA, US (PHF)" and the "Return" date set to "6/25/11". The "Search by" dropdown is set to "Price". The "Search" button is highlighted in orange. On the right side, there is a "Go Mobile!" section and a "Company News" section with a red alert about a "Secure Flight Program".

- 3) A list of names that match will be displayed.

The screenshot shows the PersonalAssistant website interface with a dropdown list of names displayed. The search bar at the top right contains the text "de". The dropdown list shows the following names: "Dail, Derrick", "DeKerlegand, George", "DERBENEV, YAROSLAV", and "DeSilva, Subashini". The "Search" button is highlighted in orange. The "Company News" section on the right still shows the red alert about the "Secure Flight Program".

- 4) Select the correct name from the list and start making travel arrangements for that person.