



## TANGERINE ONLINE Business Management Capabilities

Tangerine Online can support your business and travel management needs. You and your account management team can determine what privileges to assign for several profile types. Here are some standard examples. Ask us about these and other capabilities!

### TRAVELER



- Copy Trip
- Check All Fares
- Online Search
- Request Assistance
- Hold Booking
- View Price Offer
- Book New Trip

### TRAVEL ARRANGER

- Most Traveler Capabilities
- Book For a Guest
- Book For All



### TRAVEL MANAGER



- All Travel Arranger Capabilities
- Modify Approval Flow

### ADMINISTRATOR

- All Travel Manager Capabilities
- Access Administration



### Tangerine Travel, Ltd.

10808 NE 145th Street, Bothell, WA - 98011  
[www.tangerinetravel.com](http://www.tangerinetravel.com)

For reservations: anytime – 24/7 service via phone  
1-800-678-8202

Online Booking Help Desk:  
[onlinesupport@tangerinetravel.com](mailto:onlinesupport@tangerinetravel.com) (M-F)



## TANGERINE ONLINE

# Business Management Capabilities for Department Admins

Take Control as a Department Administrator (User Group Admin).  
As a department administrator, you are in the driver's seat. You have the ability to manage your travel needs, view your traveler's information, and support them whenever necessary.  
Get ready to take charge and streamline your department's travel management.

### USER GROUP ADMIN



- Copy Trip
- Upload Files to Trip
- Disable Booking for Multi Passengers
- Get Notifications on Behalf of Traveler
- Search In City Center
- Edit and View Profile for Other Users
- Book On Behalf Of Associated Users Groups
- My User Group Trips
- Associated Users Groups Trips
- Book For a Guest
- Online Search
- Request Assistance
- Hold Booking
- Book New Trip



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