Rearden Users Guide

Logging in and completing a profile is easy and only takes a few minutes.

Simply follow the User Login Steps below.

To log into Tzell Park Avenue's Rearden Site: go to:

URL
https://tzellparkave-abcusaonline.reardencommerce.com/

Sign In

Username

Password

☐   Remember my username

Please contact Pat Vogler at Travel Leaders (800.798.4081), if you do not know your Username and Password.

The Home Page

Once you log on, the home page displays. You can link to every service through the top navigation, or click a "quick start" tab to:

- make travel reservations
- make a dining reservation
- schedule a Web or Audio conference
- ship a package

Important   Some companies do not offer every service listed here. You will see only the tabs and options for the services your company has activated.

In addition, you can view and sort all of your past and upcoming services, and modify details of upcoming services. You can also receive travel alerts and other news from your company, and create and edit personal information in your Profile.

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BY TRAVEL LEADERS

Mobile Assistant   <u>Myself</u>   Profile   Help   Sign out

HOME | TRAVEL | DINING | ENTERTAINMENT |

Here's what you can do from each navigation tab:

Home – displays your home page. Click **Home** at any time to return to your home page and start over.

Travel– displays all your options for booking travel. You'll see links to your main **Trip Planner** page, plus links for as many as seven services, depending on which services your company has activated: Flight, Hotel, Rental Car, Car Service, Airport Parking, Unused Tickets, and Travel Preferences. Select **Trip Planner** to display the main travel page, from which you can immediately book a flight and then use other services. Select one of the other menu items to access the functions or display pages specific to that service. The **Trip Planner** page includes a more comprehensive set of options for making travel arrangements than the **Travel** "quick start" tab.

Dining – displays all your options for making a dining reservation. Mouse over the **Dining** tab and select **Dining Reservations** to display the main **Dining** page, from which you can search for restaurants, check availability, and make a reservation. The **Dining** page includes a more comprehensive set of options for making a dining reservation than are available from the home page via the **Dining** "quick start" tab.

Entertainment – displays all your options for purchasing tickets to a concert, sports, or theater event. Click either the **Entertainment** tab or the **Event Tickets** menu item beneath it to display the main **Event Tickets** page, from which you can search for events, check ticket availability, and purchase tickets.

The Home Page Continued

Message and Alert Sections

Your home page also lets you view information about your services, access your Profile, and see important messages from your organization.

What is the Upcoming Reservations box?

The **Upcoming Reservations** box, towards the bottom of the home page, lists details about all of your upcoming services. This includes all travel reservations, including those that have been cancelled or completed within the prior twenty-four hours.

You can sort this list by date, type of service (e.g. airline tickets, restaurant reservations, etc.), or by delegate, if you have one. A delegate is anyone else in your organization who can book travel and other services on your behalf, or on whose behalf you can book services. You will always see your own bookings first, then delegate bookings.

You can click on the link to any of your services to display a summary of the service, plus links to more detailed information and other services.

Click **View Archive** to see a list of your past services.

What is the Alerts box?

The **Alerts** box is at the top of the right side of the home page. You can also receive alerts in the secondary navigation bar when you're not on the home page. The system uses the Alerts box to send you important advisories, such as the approaching expiration of any of your documents (credit cards, passport, visa, etc.) or flight delays.

What is the Profile box?

The **Profile** box is immediately below the **Alerts** box. The **Profile** box contains reminders and tips regarding the information you can store in your personal profile. For instance, you can store credit card information in your Profile to make it easier to make online purchases.

What is the rotating message box?

The **rotating message box** is immediately below the Profile box. The rotating message box is a promotional messaging area that may display tips and suggestions for specific services and items.

What is the Company News box?

The **Company News box** is immediately below the rotating message box. Your organization may use the **Company News box** to post announcements and other information.

What is the Company Resources box?

The **Company Resources Box** is immediately below the **Company News box**, at the bottom of the right column of your home page. Your organization uses this box to provide a list of links to external internet resources.