

TRAVELER APPLICATIONS AND FORMS



**As an Administrator, you can
access Forms and Applications from different locations**

Login to Tiger Travel & Toggle to Your "Administrator Access"

Traveler Profile

1. Navigate to a Traveler from any of the dashboards by clicking the Traveler's name or email address
2. Click Traveler Programs
3. Click Upcoming or Past
4. Click View Details on the desired program
5. Click View below My Application to view an Application
6. Click View/Edit and/or the Form Name below My Forms
7. Edit or review as desired
8. Remember to Save if you make any changes

Applications Dashboard

1. Click Applications in the main navigation menu
2. Find the desired Traveler
3. Click the Application (template) name in the same row as the desired Traveler
4. Edit or review as desired
5. Remember to Save if you make any changes

Forms Dashboard

1. Click Forms in the main navigation menu
2. Find the desired Traveler
3. Click the Form (template) name in the same row as the desired Traveler
4. Edit or review as desired
5. Remember to Save if you make any changes