



## OK Roger

OK Roger is a software technology company developing an intelligent platform to modernize business travel for companies and their employees.

### Who is Roger?

*Roger is a personalized & proactive travel assistant, developed using a combination of AI and a network of expert human assistants.* Companies usually have executive assistants for executives only. Your company is offering you Roger as your executive travel assistant as a benefit to you.

### Sounds Interesting. As a Traveler, what should I know?

As a traveling employee, the **only** thing you **really really** should know is that *unlike most platforms & portals that you might be familiar with*, OK Roger's platform is **not** a fully-automated software tool. Rather, the platform is a rich AI-driven communication layer allowing you to delegate your travel chores to a *real human assistant*.

Since most companies don't really have executive assistants nowadays, we offer a turnkey solution by hiring and training executive assistants who work in our platform to assist you with all of your travel chores 24x7.

Our Software Platform + Our Human Assistants

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**Roger as a 24x7 superhuman executive assistant for you**

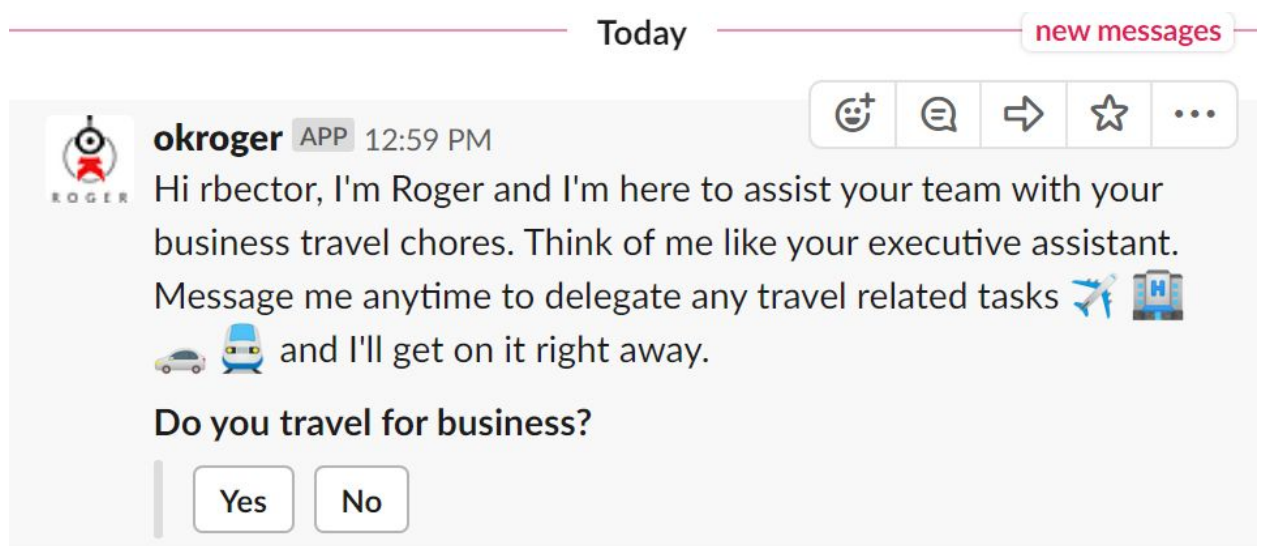
### What This Means For You

- You message Roger using natural human language. e.g "Hey Roger - need to be in San Francisco week of March 14th. Can you help plan my trip". You can message him from wherever you are : From within you Slack or MS-Team, Text, [Email](#), [Facebook Messenger](#), Voicedrop etc.
- Every message you send to Roger is always processed by a human being - no automated bots, so don't worry - we've got your back.

- When you receive messages from Roger, they are sometimes being generated by our software, sometimes by our human assistants and sometimes using a combination of the two.
- Just like you let your PA have access to your calendar, you connect Roger to your calendar. Roger will then automatically plan ahead for you and send proactive reminders such as “*Hi Rebecca - looks like you need to be in New York in May. Are you planning on going?*”.
- Finally, don't think of Roger as a booking tool. Think of him as an assistant who will help you plan and research. How much of that you want to delegate - is up-to you!
- Roger is hired by your company so often he will follow rules & guidelines that your administrator may have setup. This reduces the need for you to learn and remember those guidelines! If that means that some travel bookings need your manager approval, Roger will get it done for you!

## How do I get Started

1. When you sign up on your Slack Team, you will see that Roger has sent you a welcome message.



2. If your job doesn't involve any business travel, you can say “No” and Roger will go away.
3. If you think you might be traveling, it's a good idea to go through the automated **chatbot** style short questions - this is designed to be a self-guided journey.
4. Like a great proactive assistant in the office, Roger can remind you of upcoming travel you haven't booked yet. Go ahead and connect your calendar as you sign-up.
5. Once you finish the on-boarding questions, you'll be guided to setup your profile at [me.okroger.ai](https://me.okroger.ai). Although you can do that anytime, it's a good idea to do it now so that when you need to book travel, Roger already has everything he needs.

## How to Best work with Roger

- **Fire a message and go back to what you were doing or to your meeting:** He researches the best options for you based on your personal & your organization's preferences. Thus unlike a search engine, he can't really respond in micro-seconds. But he is generally pretty zippy fast! Think of it this way - let Roger plan and research your trip. Free yourself from over and over and over doing it yourself!
- **Train him on what you like:** When you hire a new assistant in the office, you tell them how to work best with you. This means that when you start to work with Roger, there's some back & forth initially. Once Roger learns about you, communication overhead goes down and you begin to trust that he knows you and he'll get things done. Quite simply - all of us can use some help so we can focus on doing what we need to do - instead of dealing with our own travel chores.