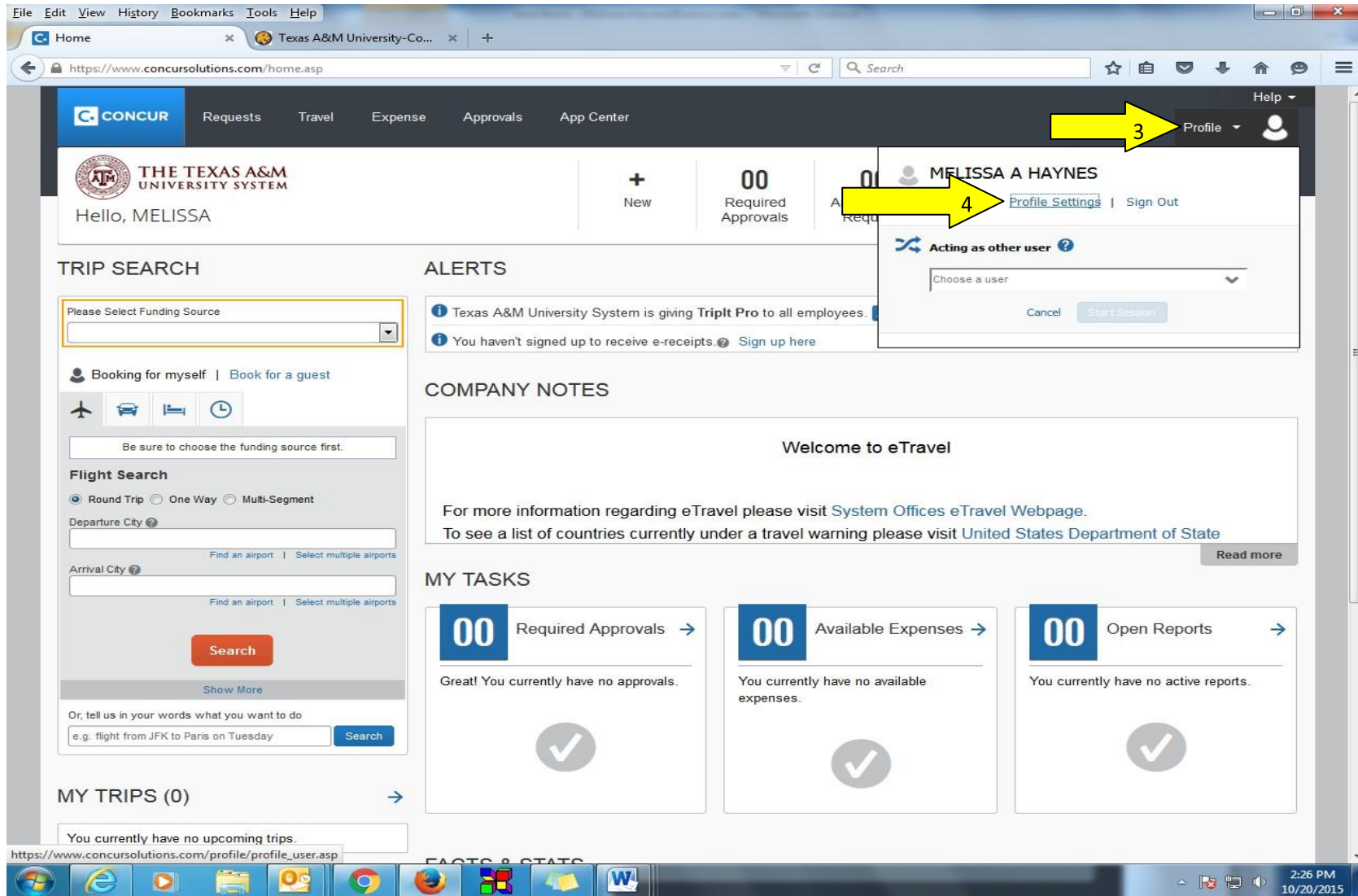


1. Under the SSO Menu
2. Select: eTravel/Concur

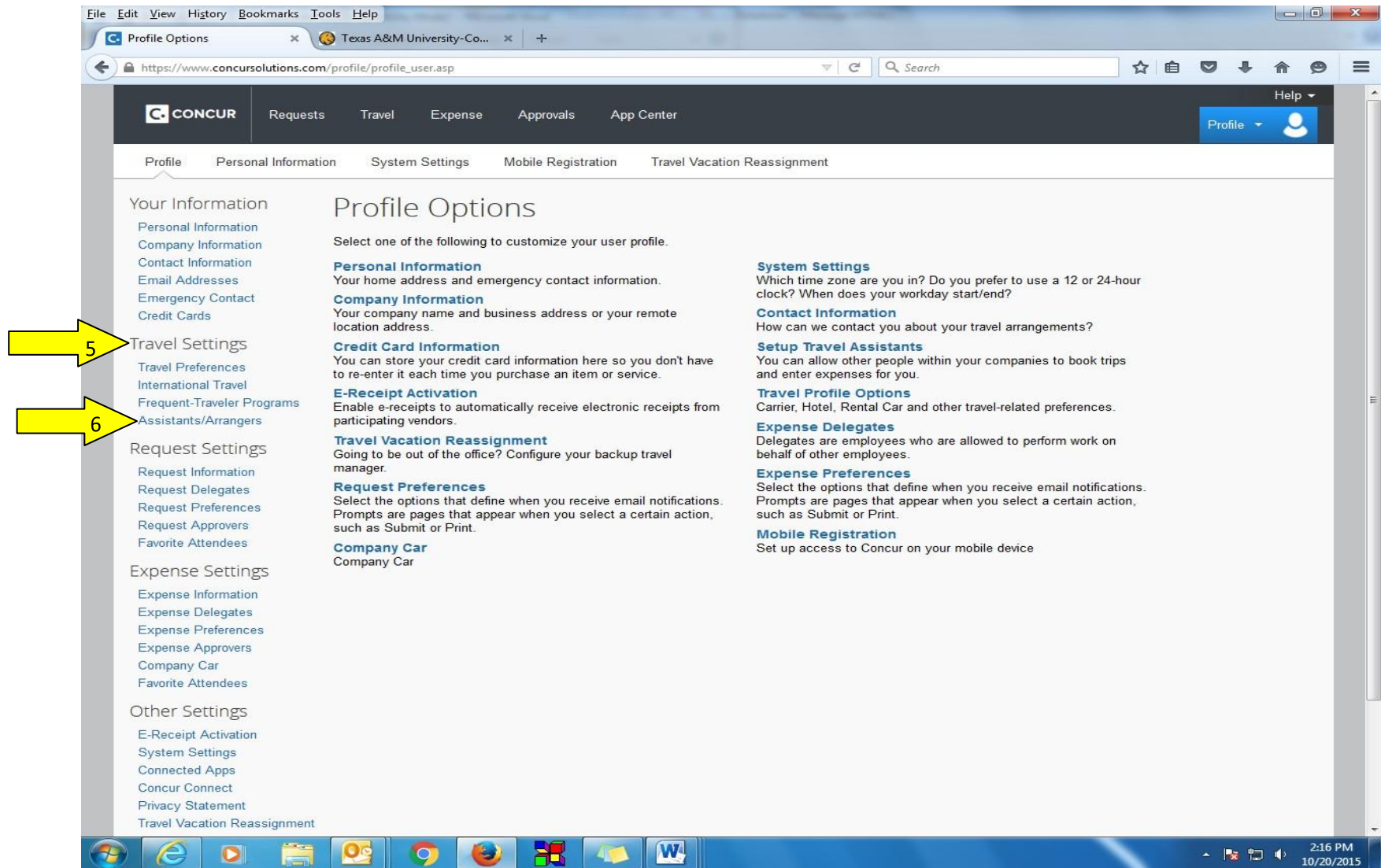
The screenshot displays the Texas A&M University System Single Sign On (SSO) portal. The browser address bar shows the URL <https://sso.tamus.edu/main.aspx>. The page header includes the Texas A&M University System logo and the text "SINGLE SIGN ON". A navigation bar contains links for Home, My Managers, My Employees, My Roles, Profile, Log, Blocked Countries, and Contact. Below the navigation bar, there is a section for "Applications you have access to" with fields for Name, ADLOC, UIN, and Last Logon. The main content area features an "SSO Menu" with a list of applications: eTravel / Concur, HRConnect, iBenefits, LeaveTraq, Maestro, PATH Portal Access Total HR, SECC Enrollment, TimeTraq, and TrainTraq. A yellow arrow labeled "1" points to the "SSO Menu" header, and another yellow arrow labeled "2" points to the "eTravel / Concur" application. To the right of the SSO Menu is a "Recent Logon Activity" section with a "Help" link and a table of logon events. The table has columns for "Date/Time" and "Activity". Below the table are buttons for "View Security Log", "What should I report?", and "Report Problem". The footer of the page includes the Texas A&M University System logo and contact information for Enterprise Software Initiatives Business Computing Services.

Date/Time	Activity
<input type="checkbox"/> 10/20/2015	Successful Logon
<input type="checkbox"/> 10/20/2015	Successful Logon
<input type="checkbox"/> 10/19/2015	Successful Logon
<input type="checkbox"/> 10/19/2015	Successful Logon
<input type="checkbox"/> 10/16/2015	Successful Logon

3. Select: Profile
 - a. you should see a drop down box that shows your name, profile settings, and sign out
4. Select: Profile Settings



5. Under: Travel Settings
 - a. This is located on the left side of screen
6. Select: Assistants/Arrangers



7. Click: Add an assistant

The screenshot shows a web browser window with the URL <https://www.concursolutions.com/profile/personalprofile.asp?#Assistants>. The page displays several sections for profile management:

- International Visas:** Includes a checkbox for "I do not have a passport" and a "[+] Add a Visa" link.
- Assistants and Travel Arrangers:** Features a "Go to top" link, a "Save" button, and instructions: "Please select the individuals within your organization that you would like to give permission to perform travel functions for you." It also has a "Refuse Self Assigning Assistants" checkbox. Below this is a section titled "Your Assistants and Travel Arrangers" which contains the text "You currently have no assistants defined." and a "[+] Add an Assistant" link. A yellow arrow with the number "7" points to this link.
- Credit Cards:** Includes a "Go to top" link, a "Save" button, and the text "You currently have the following credit cards saved with your profile." Below this is a section titled "You currently have no credit cards saved." and an "[+] Add a Credit Card" link.

At the bottom of the page, there is a "Go to top" link, a footer with the CONCUR logo, "Company Policy" and "Travel Policy" links, and copyright information: "© Copyright 2015 - Concur - All Rights Reserved". The user's last login is noted as "10/20/2015 10:49 AM". The Windows taskbar at the bottom shows the time as 2:18 PM on 10/20/2015.

8. Type: [your department administrative assistant name in this format 'LastName, First Name
9. Check box under Can book travel for me
10. Click: Save

Add an Assistant - Mozilla Firefox

https://www.concursolutions.com/profile/AssistantEditor.asp?userID=gWIVggqZRdbHLW9Z9eVfNp48W8SZ5\$4lxVQ&setID=gWIT3FhaxodprgF9E07v4azHTVPxXjiN87w&companyID=gWp3jI1s1RXby\$pr0tQTABGlyDkt5Yg&assistantID=

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

HAYNES, MELISSA A.

Can book travel for me

Is my primary assistant for travel*

*Individuals/Groups with **no work phone number in their profile** cannot be designated as primary assistant for travel.

Save Cancel

Windows taskbar: 2:19 PM 10/20/2015

11. Under: Expense Settings
 - a. (This is located on the left side of screen)
12. Select: Expense Delegate

The screenshot shows a web browser window with the URL https://www.concursolutions.com/profile/profile_user.asp. The page title is "Profile Options". The navigation menu includes "Requests", "Travel", "Expense", "Approvals", and "App Center". The main content area is titled "Profile Options" and contains several sections:

- Your Information**: Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards.
- Travel Settings**: Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers.
- Request Settings**: Request Information, Request Delegates, Request Preferences, Request Approvers, Favorite Attendees.
- Expense Settings**: Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, Company Car, Favorite Attendees.
- Other Settings**: E-Receipt Activation, System Settings, Connected Apps, Concur Connect, Privacy Statement, Travel Vacation Reassignment.

On the right side of the page, there are several sections with descriptions:

- Personal Information**: Your home address and emergency contact information.
- Company Information**: Your company name and business address or your remote location address.
- Credit Card Information**: You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- E-Receipt Activation**: Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**: Going to be out of the office? Configure your backup travel manager.
- Request Preferences**: Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Company Car**: Company Car.
- System Settings**: Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Contact Information**: How can we contact you about your travel arrangements?
- Setup Travel Assistants**: You can allow other people within your companies to book trips and enter expenses for you.
- Travel Profile Options**: Carrier, Hotel, Rental Car and other travel-related preferences.
- Expense Delegates**: Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences**: Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Mobile Registration**: Set up access to Concur on your mobile device.

Two yellow arrows point to the left sidebar. Arrow 11 points to "Expense Settings" and arrow 12 points to "Expense Delegates".

13. Click: Add
14. Type: [Administrative Assistant name]
15. Click: Add

The screenshot shows the Concur Expense Delegates page. The left sidebar contains navigation links for 'Your Information', 'Travel Settings', 'Request Settings', 'Expense Settings', and 'Other Settings'. The main content area is titled 'Expense Delegates' and includes a search bar with the text 'Melissa Haynes' and an 'Add' button. A table below the search bar is currently empty, displaying 'No records found.' Three yellow arrows with numbers 13, 14, and 15 point to the 'Add' button, the search input field, and the 'Add' button next to the search field, respectively.

CONCUR Requests Travel Expense Approvals App Center Profile

Profile Personal Information System Settings Mobile Registration Travel Vacation Reassignment

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Address
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Favorite Attendees

Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Privacy Statement
- Travel Vacation Reassignment

Expense Delegates

Delegates [Delegate For](#)

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or logon id

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Report	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Receives Approval Emails
No records found.								

2:50 PM 10/20/2015

16. Check the following boxes:
 - a. Can Prepare
 - b. Can View Receipts
 - c. Receives Emails
 - d. Receives Approval Emails

17. Click: Save

The screenshot shows the 'Expense Delegates' page in the Concur system. The page title is 'Expense Delegates' and it is part of the 'Expense' section. The left sidebar contains navigation links for 'Your Information', 'Travel Settings', 'Request Settings', 'Expense Settings', and 'Other Settings'. The main content area shows a table of delegates with the following columns: Name, Can Prepare, Can View Receipts, Can Use Reporting, Receives Emails, Can Approve, Can Approve Temporary, and Receives Approval Emails. A delegate named 'BOYD, JENNIFER' is listed with the following permissions checked: Can Prepare (16a), Can View Receipts (16b), Receives Emails (16c), and Receives Approval Emails (16d). The 'Save' button is highlighted with a yellow arrow labeled 17.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Receives Approval Emails
<input type="checkbox"/>	BOYD, JENNIFER jennifer.boyd@	<input checked="" type="checkbox"/> 16a	<input checked="" type="checkbox"/> 16b	<input type="checkbox"/>	<input checked="" type="checkbox"/> 16c	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/> 16d