



## Concur Travel Quick Reference

Section 1: Getting Started	
Step 1: Log In to Concur Travel	
1	Logon to <b>Concur Travel</b> <a href="https://app2.outtask.com/default.asp?host=www.elsol.com">https://app2.outtask.com/default.asp?host=www.elsol.com</a> Your login is your email address, your password is password (lowercase).

Section 2: Travel Center	
1	Explore the <b>Home</b> section.
2	Explore the <b>Trip Library</b> section.
3	View the <b>Templates</b> section.
4	Familiarize yourself with the <b>Policy</b> section.
5	Explore the <b>Profile</b> section.
6	View the <b>Tools</b> section.

Section 3: Updating Your Travel Profile	
Step 1: Change Your Password	
1	On the <b>Travel Center</b> homepage, on the grey menu bar at the top of the screen, click <b>Profile</b> .
2	On the <b>Other Settings</b> menu on the left side of the page, click <b>Change Password</b> .
3	Enter your new password, and then click <b>Save</b> .

Step 2: Change your Time Zone, Date Format, or Language	
1	On the <b>Travel Center</b> homepage, on the grey menu bar at the top of the screen, click <b>Profile</b> .
2	On the <b>Other Settings</b> menu on the left side of the page, click <b>System Settings</b> .
3	On the <b>System Settings</b> page, update the appropriate information, and then click <b>Save</b> .

Step 3: Update Your Personal Information	
1	On the <b>Travel Center</b> homepage, on the grey menu bar at the top of the screen, click <b>Profile</b> .
2	On the <b>My Profile</b> page, update the appropriate information, and then click <b>Save</b> .

Step 4: Set up a Travel Arranger or Assistant	
1	On the <b>Travel Center</b> homepage, on the grey menu bar at the top of the screen, click <b>Profile</b> .
2	At the top of the <b>Profile</b> screen, click

Step 4: Set up a Travel Arranger or Assistant	
	<b>Assistants.</b>
3	Click <b>Add an Assistant</b> to search for your assistant's last name.

Section 4: Make a Travel Reservation	
Step 1: Make a Flight Reservation	
1	Click the <b>Flight</b> tab at the left side of the screen.
2	Select one of the following types of flight options: <ul style="list-style-type: none"> <li>• <b>Round Trip</b></li> <li>• <b>One Way</b></li> <li>• <b>Multi Segment</b></li> </ul>
3	In the <b>Departure</b> and <b>Arrival City</b> fields, enter the cities for your travel.
4	Click in the <b>Departure</b> and <b>Return</b> date fields, and then select the appropriate dates
5	If you need a car, select the <b>Pick-up/Drop-off car at Airport</b> checkbox.
6	If you need a hotel, select the <b>Find a Hotel</b> checkbox.
7	Click <b>Search for Flights By</b> to view the flight results by Price or by Schedule.



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Section 4: Make a Travel Reservation	
Step 1: Make a Flight Reservation	
8	Click <b>Search</b> .
9	After you choose your flight, click <b>Select Seat</b> next to the flight.
10	Select any green (unoccupied) seat and position the cursor over a seat to see the seat number.
11	Click the appropriate seat to select it.
12	Click <b>Reserve</b> to select your airfare.

Step 2: Select a Car	
1	If you specified that you need a car on the <b>Flight</b> tab, you will see car results for the car search.
2	Select the appropriate rental car, and then click <b>Reserve</b> .

Step 3: Select a Hotel	
1	To filter by hotel chain, click <b>Hotel Chain</b> , and then select the chains you want to view.
<b>Note:</b> If you selected the <b>Find a Hotel</b> option on the <b>Flight</b> tab, the hotel results are displayed after you choose your rental car.	

2	To filter by hotel amenities, click <b>Hotel Amenities</b> , and then select the appropriate amenity options.
3	Click <b>Map of Hotels</b> in the upper right corner of the page to view a map of the location you selected and the nearby hotels.
4	Click <b>Info</b> for a specific hotel to find more detailed information for the hotel.
5	When you are ready to reserve your hotel room, click <b>Reserve</b> for the appropriate rate and hotel.
6	Click <b>Next</b> .
7	Enter your trip information in the <b>Trip Name</b> and <b>Trip Description</b> fields.
8	Click <b>Next</b> to finalize your reservation.

Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation	
1	On the <b>Upcoming Trips</b> tab, click the name of the trip.
2	Click <b>Change Trip (add car or hotel)</b>
3	From the Itinerary, choose: Change Seat Change Flight to change your day or time for travel – you cannot change the airline. Change or cancel car rental

	Change or cancel hotel
4	To cancel your entire trip, click <b>Cancel</b> from the menu.
<b>HINT:</b> If the status of the trip says <b>Ticketed</b> , you cannot change or cancel your flight, you must call your travel agent.	