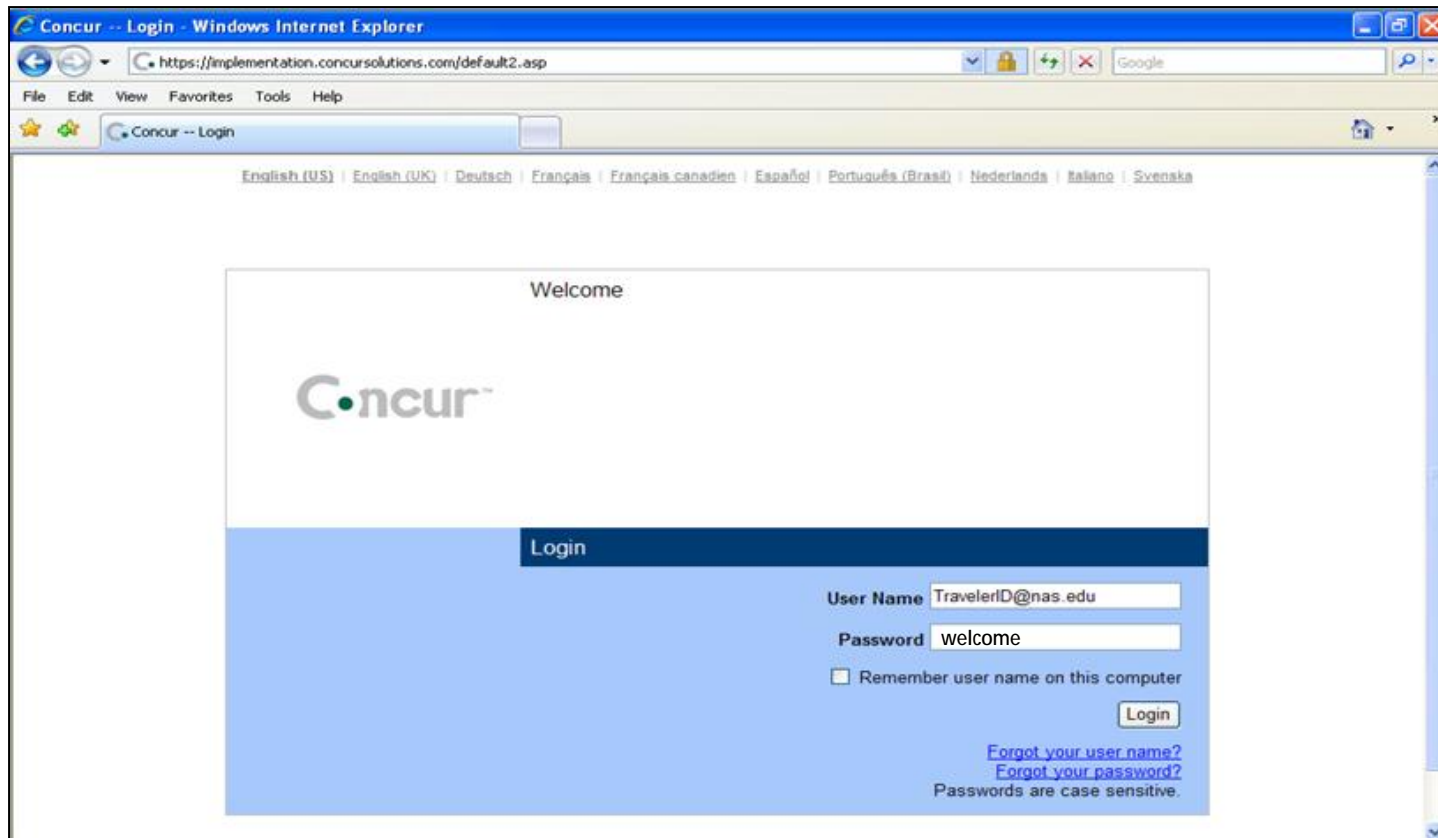


eTER INSTRUCTIONS



Login Screen

Username: TravelerID@nas.edu

[Initial] Password: welcome

For username please refer to the eTER Instructions memo provided at the meeting

Adding Delegates

The screenshot shows a web browser window titled "Profile Options - Windows Internet Explorer" with the URL "https://implementation.concursolutions.com/profile/profile_user.asp". The page content includes a navigation bar with "My Concur", "Expense", "Profile", "Help", and "Log Out". Below this is a sub-menu with "Personal Information", "Change Password", and "System Settings". The main content area is titled "My Profile" and contains several sections: "Your Information", "Expense Settings", and "Other Settings". The "Expense Settings" section is expanded, showing "Expense Information", "Expense Delegates", "Expense Preferences", "Expense Approvers", and "Favorite Attendees". The "Expense Delegates" link is circled in red. In the main content area, there are three large icons: "Personal Information", "Expense Delegates", and "System Settings". The "Expense Delegates" icon is also circled in red. A red arrow points from the "Expense Delegates" icon in the main content area to the "Expense Delegates" link in the sidebar. Another red arrow points from the "Profile" link in the navigation bar to the "Profile" link in the sub-menu.

Step 1. Click "Profile"

Step 2. Click on "Expense Delegates" either in the menu on the left or the icon in the main window.

Specify Delegate Name

The screenshot shows a web browser window titled "Expense Delegates - Windows Internet Explorer" with the URL <https://implementation.concursolutions.com/expense/profile/delegates.asp>. The page displays the "Expense Delegates" section of a user profile. A search bar contains the text "Cusicanqui, Eduardo" and the "Add" button is circled in red. A dropdown menu is open, showing a list of employees. The first entry, "Cusicanqui, Eduardo", is also circled in red. A red arrow labeled "Step 1" points to this entry. Another red arrow labeled "Step 2" points to the "Add" button. Below the search bar is a table of existing delegates.

	View Receipts	Receives Emails
<input type="checkbox"/> Cusicanqui, Eduardo ecusicanqui@nas.edu Employee ID: 961844 *NAS-Org Unit 1-Payee ID: Cusicanqui, Eduardo N	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> mpickett@nas.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sanders, Thomas tsanders@nas.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Somerset, Daniel dsomerset@nas.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step 1

Step 2

Can Prepare, Submit, View Receipts & Save

The screenshot shows the 'Expense Delegates' page in a Windows Internet Explorer browser. The page title is 'Expense Delegates - Windows Internet Explorer' and the URL is 'https://implementation.concursolutions.com/expense/profile/delegates.asp'. The Concur logo and 'Welcome, TEST TEST' are visible at the top. The navigation menu includes 'My Concur', 'Expense', 'Profile', 'Help', and 'Log Out'. The 'Profile' section is active, showing 'Personal Information', 'Change Password', and 'System Settings'. The 'Expense Delegates' section has buttons for 'Add Delegate', 'Save', and 'Delete'. Below this is a table of delegates with columns for 'Name', 'Can Prepare', 'Can Submit', 'Can View Receipts', and 'Receives Emails'. Red annotations indicate the following steps:

- Step 1:** Points to the 'Can Prepare' checkbox for Eduardo Cusicanqui.
- Step 2:** Points to the 'Can Submit' checkbox for Eduardo Cusicanqui.
- Step 3:** Points to the 'Can View Receipts' checkbox for Eduardo Cusicanqui.
- Step 4:** Points to the 'Save' button.

<input type="checkbox"/>	Name	Can Prepare	Can Submit	Can View Receipts	Receives Emails
<input type="checkbox"/>	Cusicanqui, Eduardo ecusicanqui@nas.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pickett, Melissa mpickett@nas.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sanders, Thomas tsanders@nas.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Somerset, Daniel dsomerset@nas.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>