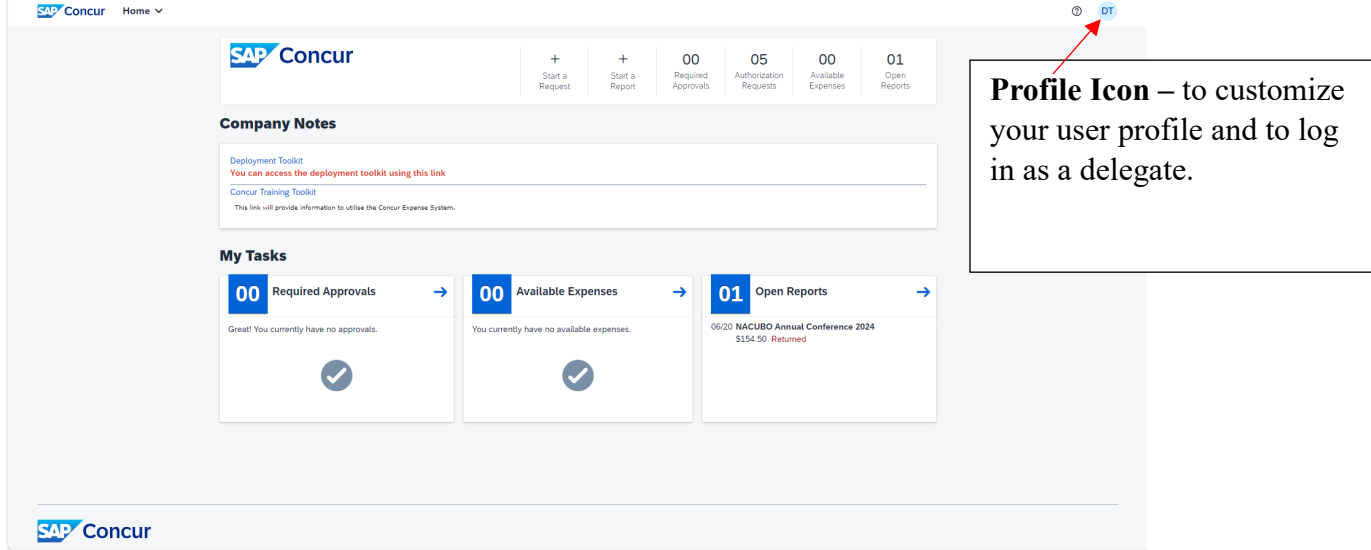


SAP Concur Deleting a Delegate

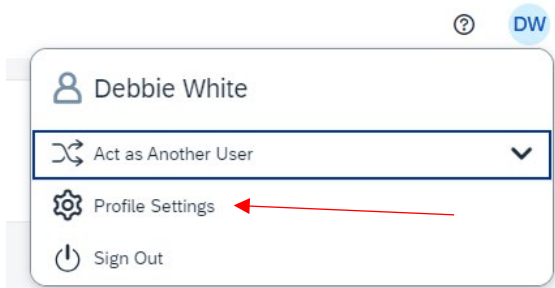
You may change your delegate settings at any time. Once you have made your changes and saved your changes, they are effective immediately. Expense and Request share delegates. By assigning permission to a delegate, you are assigning permission for Expense and Request.

Delegates are assigned and deleted within the Profile Settings. Click on the Profile Icon.



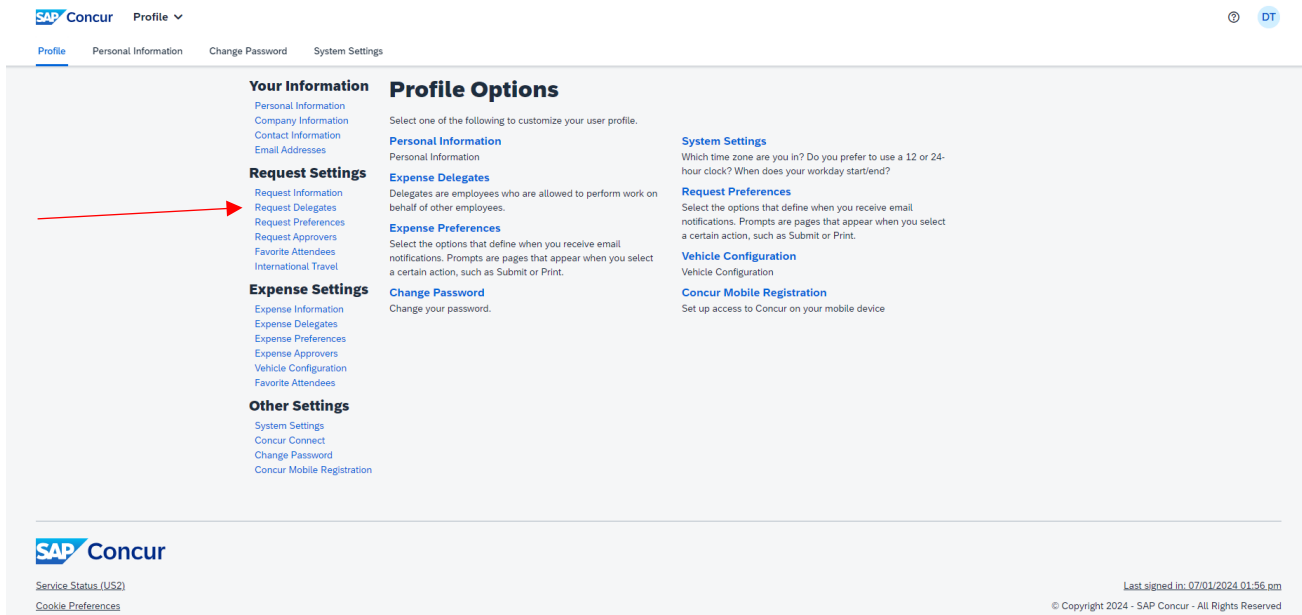
The screenshot shows the SAP Concur home page. At the top right, there is a profile icon with the initials 'DW' and a question mark. A red arrow points from a callout box to this icon. The callout box contains the text: "Profile Icon – to customize your user profile and to log in as a delegate." The home page itself features a navigation bar with 'SAP Concur' and 'Home', a dashboard with 'Company Notes', 'My Tasks' (including 'Required Approvals', 'Available Expenses', and 'Open Reports'), and a footer with 'SAP Concur'.

Click on the Profile Settings.



The screenshot shows the user profile dropdown menu. The user's name is 'Debbie White'. The menu options are 'Act as Another User', 'Profile Settings', and 'Sign Out'. A red arrow points to the 'Profile Settings' option.

Below is the screen which will appear. Click on Request Delegates



The screenshot shows the SAP Concur Profile Settings page. The page is divided into several sections: 'Your Information', 'Profile Options', 'Request Settings', 'Expense Settings', and 'Other Settings'. A red arrow points to the 'Request Delegates' link under the 'Request Settings' section. The 'Request Delegates' link is highlighted. The page also includes a navigation bar with 'SAP Concur' and 'Profile', and a footer with 'Service Status (US2)', 'Cookie Preferences', and 'Last signed in: 07/01/2024 01:56 pm'.

The screen will open on the Delegates tab and show all currently assigned delegates. Find the delegate you would like to remove. In this example we will be removing Test, COA 4.

Request Delegates

Delegates | Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees. 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 Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Test, COA 4 debbie.white@washburn.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Test, Traver1, Tammy tammy.parsons@washburn.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click the box in front of their name.

Request Delegates

Delegates | Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees. 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 Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input checked="" type="checkbox"/>	Test, COA 4 debbie.white@washburn.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Test, Traver1, Tammy tammy.parsons@washburn.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click on Delete.

Request Delegates

Delegates | Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees. 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 Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input checked="" type="checkbox"/>	Test, COA 4 debbie.white@washburn.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Test, Traver1, Tammy tammy.parsons@washburn.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following message will appear. Click OK if you are sure you want to delete this delegate.

us2.concursolutions.com says

Are you sure you want to delete the selected delegates?


OK **Cancel**

Test, COA 4 is no longer listed as one of your delegates.

Request Delegates

Delegates Delegate For

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

 Your changes have been saved.

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 Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Test, Traver1, Tammy tammy.parsons@washburn.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>