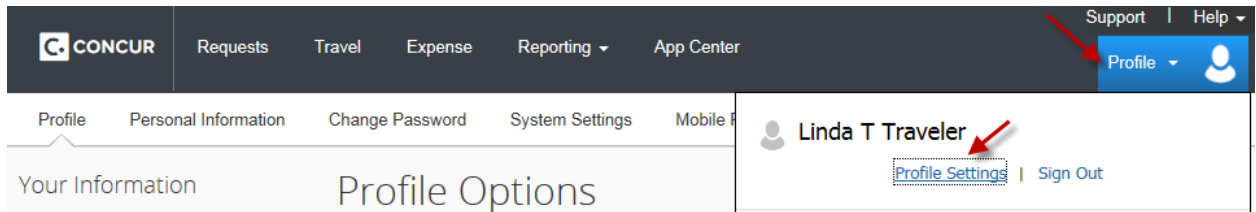


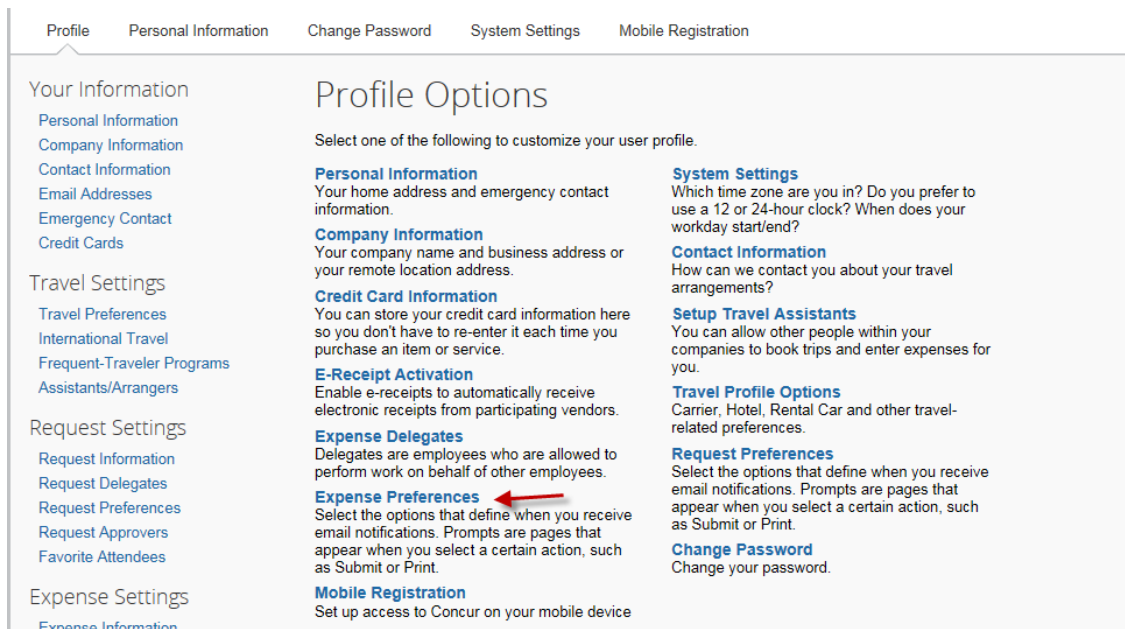
# University of Houston Concur Instructions

## How to define when you receive e-mail notifications

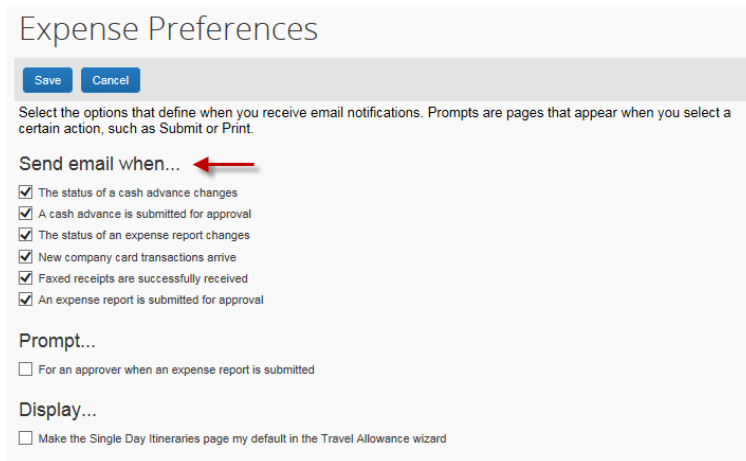
**Step 1: Login to Concur and click on “Profile”, and click on “Profile Settings”.**



**Step 2: On the menu, select “Expense Preference”.**



**Step 3: Select the options to define when you want to receive e-mail notifications. Click on “Save”.**



# University of Houston Concur Instructions

## How to define when you receive e-mail notifications

**Step 4: Go back to the menu – Profile Options. Then, select “System Setting” this time.**

Profile Options

Select one of the following to customize your user profile.

- 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.
- 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.
- 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.
- 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.
- Change Password**  
Change your password.

**Step 5: Go to the Email Notifications section and select appropriate boxes. Click on “Save”.**

System Settings

**Regional Settings and Language**

Default Language: English (United States) [v]

Number Format: 1,000.00 [v]

Placement of Currency Symbol: Before the amount [v]

Negative Number Format: -100 [v]

Negative Currency Format: -100 [v]

mile/km: mile [v]

Date Format: mm/dd/yyyy [v]

Time Format: h:mm AM/PM [v]

Hour/Minute Separator: : [v] 10/21/2015 02:32 pm

Time zone (local time): (UTC-05:00) Eastern Time (US & Canada) [v]

**Calendar Settings**

Start week on: Sunday [v]

Start Day View At: 08:00 am [v]

End Day View At: 08:00 pm [v]

Default View: month [v]

**Other Preferences**

Home Page: [v]

Rows per page: 25 [v]

**Other Settings**

Run in Concur Accessibility Mode [?]

**Email Notifications** ←

- Send an email every time something is put in or removed from my approval queue
- Send a daily summary of items in my queue
- Let me know when one of my requests is approved or denied
- Send Confirmation Emails [?]
- Send Trip-on-Hold Reminder Emails [?]
- Send Ticketed Travel Reminder Email [?]
- Send Cancellation Emails [?]

non/processing.asp?goto=%2Fprofile%2Fsync%5Fg... [Save] [Reset] [Cancel]