



Acting as a Delegate

Procedure: Use this quick reference to begin acting as a delegate for another traveler.

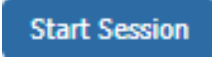

You can act as a delegate when you have been designated as an arranger or travel assistant for a user in the Concur system.

- From the Concur dashboard, click  **Profile** to view users you are a delegate for.

Note: You will not see the “Acting as other user” section if you have not been assigned as a delegate for another traveler.

- Click the down arrow in the  **Choose a user** field to select a user, or begin typing the name of a person you are a delegate for.

Note: If you do not type the name using a format Concur recognizes, or if you type a name incorrectly, the user you are searching for will not display. It is best practice begin typing a name to filter results and selecting the correct name from the dropdown menu.

- Click on the user’s name to populate the **Choose a user** field.
- Click  **Start Session** to begin acting as a delegate for the user you have selected.
- You should see  **Acting as [user’s name]** on the upper right side of your screen.
- When you are done working as a delegate, click the **Profile** icon, and select

 **Done acting for others.**