

Travel: Company Link Administrator

Travel Service Guide

Last Revised: September 26 2019

Applies to Concur Travel:

- ☒ Professional/Premium edition
 - ☒ TMC Partners
 - ☒ Direct Customers
- ☐ Standard edition
 - ☐ TMC Partners
 - ☐ Direct Customers

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Revision History

| Date | Revision Notes/Comments |
|--------------------|---|
| July 25, 2023 | Updated Overview section with note on SAP Concur UI themes; no other changes |
| January 18, 2022 | Updated the copyright year; no other changes; cover date not updated |
| April 14, 2021 | Updated the copyright year; no other changes; cover date not updated |
| February 14, 2020 | Updated the copyright; no other changes; cover date not updated |
| September 26, 2019 | Updated <i>Overview</i> and <i>Use the Tool</i> sections; added <i>IMPORTANT – About this Guide</i> section |
| June 19, 2019 | Removed "Concur" from the cover; no other changes; cover date not updated |
| March 10, 2019 | Updated the copyright; no other changes; cover date not updated |
| January 2, 2018 | Updated the copyright; no other changes; cover date not updated |
| July 24, 2015 | Initial publication in the new format |

Company Link Administrator

Section 1: IMPORTANT – About this Guide

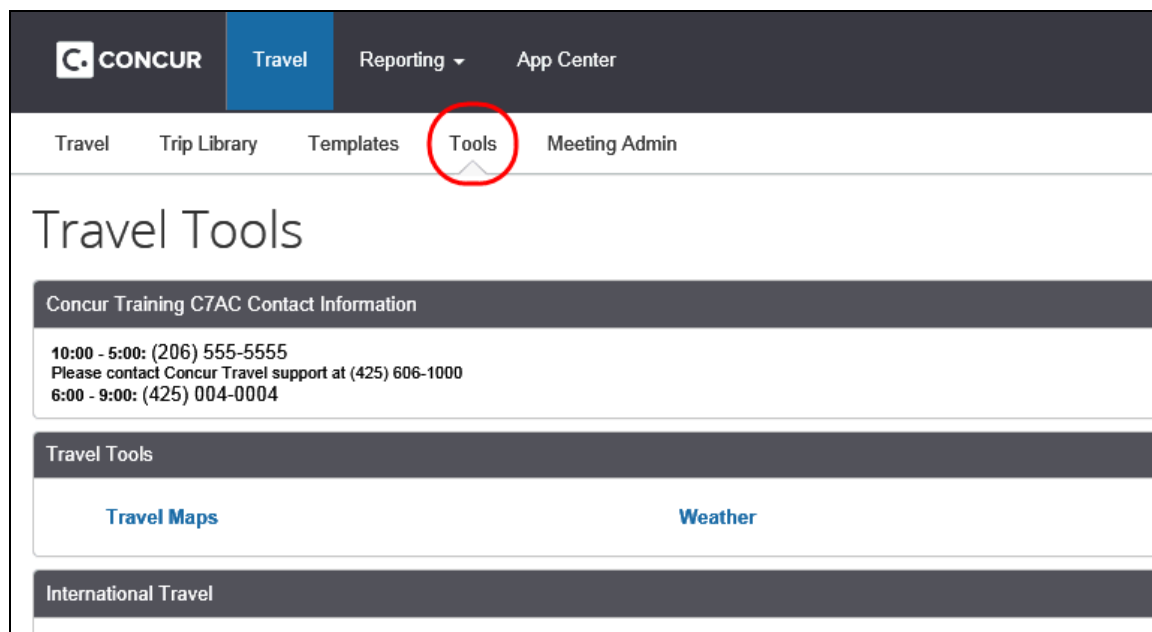
Be aware of the following:

- **Infinite variables:** Certain scenarios have an infinite number of variables or extremely unusual circumstances, like rare cancellation or refund situations. So, not all scenarios can be presented in this guide. Also, certain processes may be influenced by third- or fourth-party providers. In some cases, you must contact the provider directly.
- **User interface, fees, rates, schedules:** When other providers change their user interface (for example, web site) or their fees/rates/schedules, they are under no obligation to make SAP Concur aware of those changes. If a screen sample in this guide is outdated because of a change made by a provider, we will update that screen sample when we become aware of the change and at our earliest convenience.

Permissions: A company's admin may or may not have the correct permissions to manage the feature described in this guide. If an admin needs to manage this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator. Also, the admin should be aware that some of the tasks described in this guide cannot be completed by the company. In this case, the client must contact their TMC (if a TMC provides their support) or SAP Concur (if SAP Concur provides their support).

Section 2: Overview

The Company Link Administrator can add, edit, and delete the links on the Travel Tools page. The links can be made available to one or more configurations.

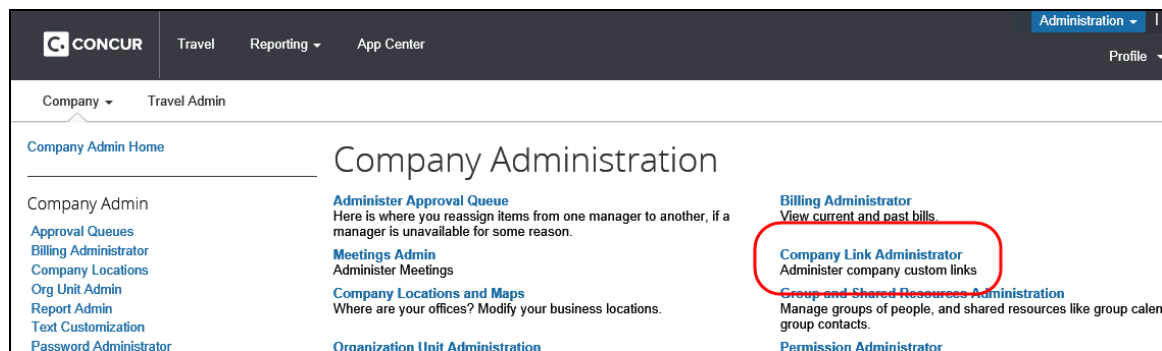


NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.



The Tools tab can also be completed hidden or pointed to a different URL. Refer to the *Travel System Admin User Guide* for more details.

Section 3: Access



Note the following about the **Company Link Administrator** link:

- The **Company Link Administrator** link appears **only** in the middle of the **Company Administration** page; this link is **not** available in the left menu.

- This feature is permission based. This link appears **only** if the admin has been assigned the Company Link Administrator permission.

Section 4: Use the Tool

! **IMPORTANT:** Adding your own links will suppress the default links provided by Concur Travel. We suggest you review the standard links and copy the ones you want to keep and add them as custom links.

► **To add, edit, or delete links on the Travel Tools page:**

1. Click **Administration > Company** (on the sub-menu) > **Company Admin**.

NOTE: Depending on your permissions, the page may appear immediately after you click **Administration**.

2. Click **Company Link Administrator** (center of the page). This page appears.

Edit data belonging to:

☒ Single travel configuration
☐ All travel configurations
☐ Set of travel configurations

Travel Configuration Options
 Concur Training

[+] Add New Link

Link Title:
 Link URL:
 Description:
 Category: General

Save Cancel

3. In the **Edit data belonging to** section, choose one of these:
 - ♦ **Single travel configuration** and then click **one** from the **Travel Configuration Options** list.
 - ♦ **All travel configurations**; the **Travel Configuration Options** list is not available.
 - ♦ **Set of travel configurations** and then click **multiple** configurations from the **Travel Configuration Options** list.
4. To add a new item:

- ◆ Click **Add New Link**. The blank fields appear.

[+] Add New Link

Link Title

Link URL

Description

Category

Save Cancel


- ◆ Complete the fields.

NOTE: You must include the http:// before the URL.

- ◆ Click the appropriate category.
- ◆ Click **Save**.

! **IMPORTANT:** Test each URL by clicking the link in the **Link URL** column once the item has been saved.

5. To edit an item:



- ◆ Click the edit  icon for the desired item. The current information appears in the fields.

Edit data belonging to:

☒ Single travel configuration
☐ All travel configurations
☐ Set of travel configurations

Travel Configuration Options


[+] Add New Link


| Link Title | Link URL | Link Description | Category | Actions |
|------------------------|---|------------------|----------|---|
| http://www.weather.com | http://www.weather.com | weather | General |   Edit Custom Link |

Go Back

- ◆ Make the desired changes.
- ◆ Click **Save**.

! **IMPORTANT:** Test each URL by clicking the link in the **Link URL** column once the item has been saved.

You can copy an item by clicking the copy  icon.

You can delete an item by clicking the delete  icon.

