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| **Direct Client Virtual Bootcamp****Day 1** |
| **Welcome and introductions****How to log into Concur***
 |
| **Introductions****Resources****Travel Booking End User Demo** |
| **User Administration Overview & Features** * User Administration
* Add User
* User Permissions
* Company Groups
 |
| **Company Administration Overview & Features*** Approval Queues
* Company Locations
* Org Unit Admin
* Report Admin
* Text Customization
* Password Administrator
* Import Data
* Manage Custom Fields
* Company Settings
 |
| * **Workbook Activity**
 |
| **Questions****END OF DAY** |
| **Direct Client Virtual Bootcamp****Day 2** |
| **Knowledge Check Review****Corporate Travel Policy Overview** * **Travel Policy Administration**
* **Rule Classes**
* **Rule Builder**
* Group Activity
* Group Activity/Discussion
* Workbook Activity
 |
| **Travel Administration Overview & Features*** **Corporate Ghost Cards**
* **E-Receipt Admin**
* **Travel Templates**
* **Credit Card BIN Restrictions**
* **Unused Tickets**
* **Workbook Activity**

**Q&A****End of course survey** **End of course** |