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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** |