

# TO CHANGE EMAIL OPTIONS:

On the Concur Central page,  
Click on the "little man"  
icon

The screenshot shows a Windows Internet Explorer browser window displaying the Concur Expense website. The address bar shows the URL: <http://newtravelweb.nmu.edu:8080/concur/expense/template/framesets%2CMainFrameset.vm/reqid/framesets.Def>. The browser's address bar also contains a search box labeled "My Web Search". The website's header includes the Concur Expense logo and a welcome message: "Welcome Julie A Bonner". In the top right corner of the page, there is a "little man" icon representing user settings, which is highlighted by a callout box. The main content area is titled "Concur Central" and contains several sections:

- Concur Expense**
  - [Expense Reports](#)
  - [Create a New Expense Report](#)
  - [Edit & View Expense Reports](#)
  - [Act as a delegate](#)
  - [Help for Concur Expense](#)
- Tools & Configuration**
  - [Concur Tools](#)
  - [Employee Administrator](#)
  - [Help for Concur Tools](#)
- Company Links**
  - [University Related Business Expenses](#)
  - [Exchange Rate](#)
  - [Travel Policy](#)
- How Do I?**
  - [Change my password](#)
  - [Change my approver](#)
  - [Access applications](#)

On the right side of the page, there is a "My Updates" section with a link to [Unassigned Company Card Transactions](#) and a message: "You currently have no updates." The browser's status bar at the bottom shows "Done" and "Internet" with a zoom level of 100%. The Windows taskbar at the bottom includes the Start button, an "Inbox - Microsoft Outlook" window, and a "Concur Expense - Win..." window. The system clock shows 11:47 AM.

Concur Expense - Windows Internet Explorer

http://newtravelweb.nmu.edu:8080/concur/expense/template/framesets%2CMainFrameset.vm/reqid/framesets.Def?...

File Edit View Favorites Tools Help

hp Y! Web Search Bookmarks Settings Upgrade your Toolbar Now!

Concur Expense

Welcome Julie A Bonner

Concur Central > My Info

[General Information](#) [Password](#) [Expense Preferences](#) [Approver](#) [Delegates](#)

**Edit General Information for employee: Julie A. Bonner**

Complete all required fields.

[Hide Instructions](#) **Click on Expense Preferences.**

Employee First Name: \* Julie

Employee Last Name: \* Bonner

Middle Initial: A

Employee ID: 00140543

Logon ID: jbonner

Email Address: jbonner@nmu.edu

Locale: English (United States)

Country: UNITED STATES

Reimbursement Currency: US, Dollar

Organization Number: 271102

[Cancel](#) | [Save and Return](#)

Done Internet 100%

Start C:\Documents and Sett... Microsoft Excel - FY08Q2... Concur Expense - Win... Document1 - Microsoft ... 9:35 AM

Concur Expense - Windows Internet Explorer

http://newtravelweb.nmu.edu:8080/concur/expense/template/framesets%2CMainFrameset.vm/reqid/framesets.Def?...

File Edit View Favorites Tools Help

hp Y! Web Search Bookmarks Settings Upgrade your Toolbar Now!

Concur Expense

CONCUR EXPENSE Welcome Julie A Bonner

Concur Central > My Info

General Information Password Expense Preferences Approver Delegates

Hide Instructions

Send email when... ← → Under Send email when....

- The status of a cash advance changes
- A cash advance is submitted for approval
- The status of an expense report changes
- New company card transactions arrive
- Faxed receipts are successfully received
- An expense report is submitted for approval
- The status of a travel request changes
- A travel request is submitted for approval

Prompt...

- For an approver when an expense report is submitted
- For an approver when a travel request is submitted
- To add company card transactions to report
- To display print options

Display...

Done Internet 100%

Start C:\Documents and Sett... Microsoft Excel - FY08Q2... Concur Expense - Win... Document1 - Microsoft ... 9:37 AM

Concur Expense - Windows Internet Explorer

http://newtravelweb.nmu.edu:8080/concur/expense/template/framesets%2CMainFrameset.vm/reqid/framesets.Defg

File Edit View Favorites Tools Help

hp Y! Web Search Bookmarks Settings Upgrade your Toolbar Now!

Concur Expense

CONCUR EXPENSE Welcome Julie A Bonner

Concur Central > My Info

General Information Password Expense Preferences Approver Delegates

**Edit General Information for employee: Julie A. Bonner**

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Employee Last Name: \* Bonner

Middle Initial: A

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Logon ID: jbonner

Email Address: jbonner@nmu.edu

Locale: English (United States)

Country: UNITED STATES

Reimbursement Currency: US, Dollar

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[Cancel](#) | [Save and Return](#)

Click on Save and Return

Done Internet 100%

Start C:\Documents and Sett... Microsoft Excel - FY08Q2... Concur Expense - Win... Document1 - Microsoft ... 9:35 AM