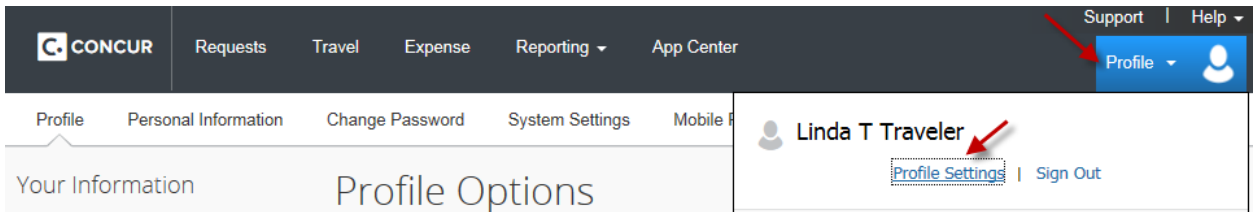


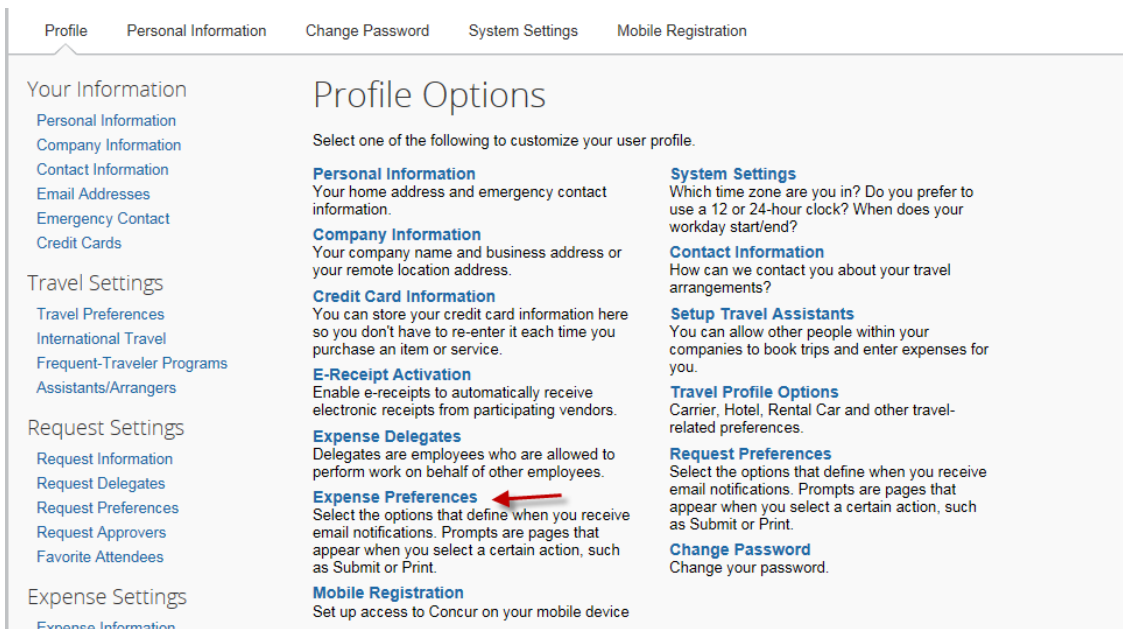
# University of Houston Concur Instructions

## How to define when you receive e-mail notifications

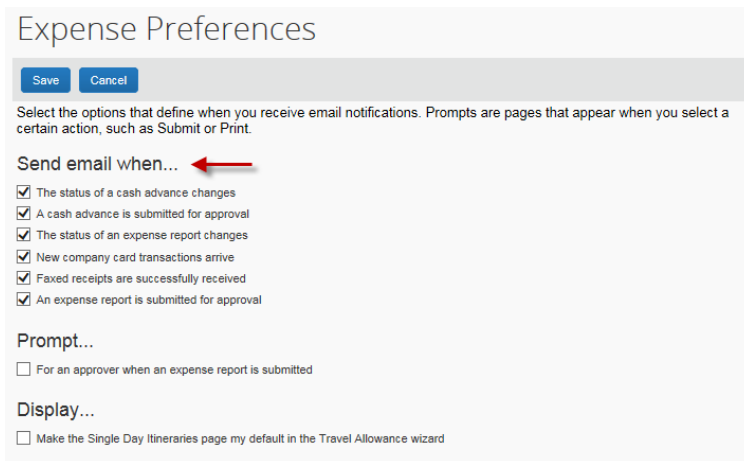
**Step 1: Login to Concur and click on “Profile”, and click on “Profile Settings”.**



**Step 2: On the menu, select “Expense Preference”.**



**Step 3: Select the options to define when you want to receive e-mail notifications. Click on “Save”.**



# University of Houston Concur Instructions

## How to define when you receive e-mail notifications

**Step 4: Go back to the menu – Profile Options. Then, select “System Setting” this time.**

Profile Personal Information Change Password System Settings Mobile Registration

Your Information  
Personal Information  
Company Information  
Contact Information  
Email Addresses  
Emergency Contact  
Credit Cards

Travel Settings  
Travel Preferences  
International Travel  
Frequent-Traveler Programs  
Assistants/Arrangers

Request Settings  
Request Information  
Request Delegates  
Request Preferences  
Request Approvers  
Favorite Attendees

Expense Settings  
Expense Information

### Profile Options

Select one of the following to customize your user profile.

**Personal Information**  
Your home address and emergency contact information.

**Company Information**  
Your company name and business address or your remote location address.

**Credit Card Information**  
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

**E-Receipt Activation**  
Enable e-receipts to automatically receive electronic receipts from participating vendors.

**Expense Delegates**  
Delegates are employees who are allowed to perform work on behalf of other employees.

**Expense Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

**Mobile Registration**  
Set up access to Concur on your mobile device.

**System Settings** ←  
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

**Contact Information**  
How can we contact you about your travel arrangements?

**Setup Travel Assistants**  
You can allow other people within your companies to book trips and enter expenses for you.

**Travel Profile Options**  
Carrier, Hotel, Rental Car and other travel-related preferences.

**Request Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

**Change Password**  
Change your password.

**Step 5: Go to the Email Notifications section and select appropriate boxes. Click on “Save”**

## System Settings

### Regional Settings and Language

Default Language: English (United States) ▼

Number Format: 1,000.00 ▼

Placement of Currency Symbol: Before the amount ▼

Negative Number Format: -100 ▼

Negative Currency Format: -100 ▼

mile/km: mile ▼

Date Format: mm/dd/yyyy ▼

Time Format: h:mm AM/PM ▼

Hour/Minute Separator: : ▼ 07/06/2022 09:01 am

Time zone (local time): (UTC-05:00) Eastern Time (US & Canada) ▼

### Calendar Settings

Start week on: Sunday ▼

Start Day View At: 08:00 am ▼

End Day View At: 08:00 pm ▼

Default View: month ▼

### Other Preferences

Home Page: ▼

Rows per page: 25 ▼

### Email Notifications

 ←

- Send an email every time something is put in or removed from my approval queue
- Send a daily summary of items in my queue
- Let me know when one of my requests is approved or denied
- Send Confirmation Emails ?
- Send Trip-on-Hold Reminder Emails ?
- Send Ticketed Travel Reminder Email ?
- Send Cancellation Emails ?

Save Reset Cancel