ConcurGov: Acting as Other User

With the new user interface Concur has made some changes to the way users access travelers and their documents.
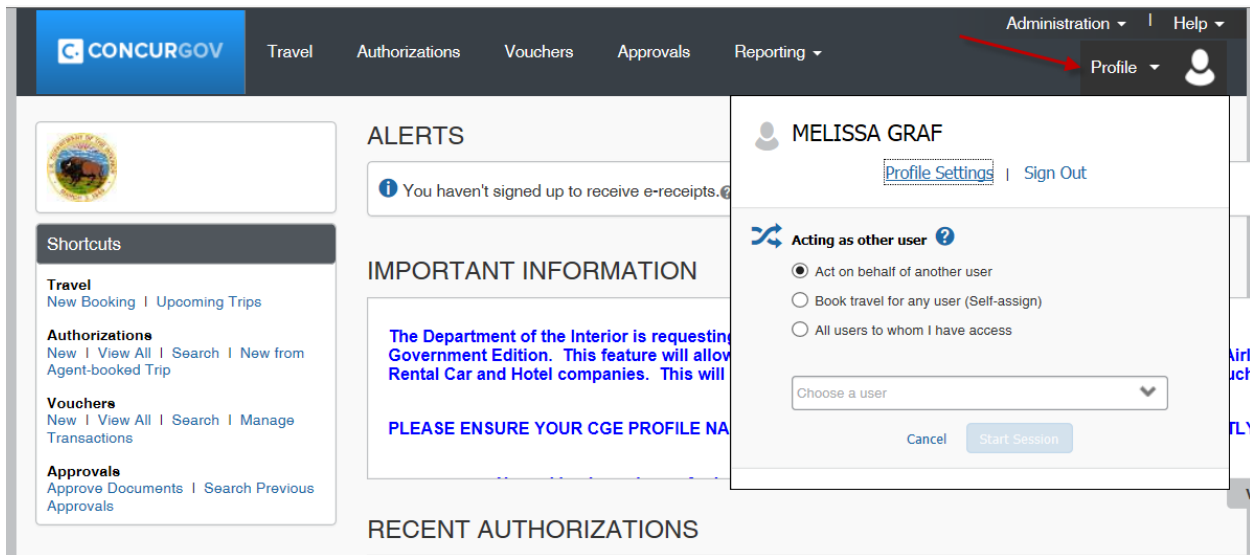
To access travelers and documents you now have to select the Profile drop down. The buttons you will see are based on the roles and access that you are assigned.

Act on behalf of another user

This radio button functions similar to the drop down You are administering travel for: in the old user interface.

It allows you to search for travelers to which you have been assigned as an assistant.

Book travel for any user (Self-assign)

This radio button allows users to search for any traveler within the group the user has access to.

It is recommended that users access their travelers utilizing this radio button to prevent issues with displaying travelers.

All users to whom I have access

This radio button functions similar to the All selection in the You are administering travel for: box in the old user interface.

This selection is most often used to Search for travel documents.

Note

When a user with the FTA role, who has not been assigned as an Assistant or Travel Arranger within a traveler profile logs in, their search will look like this:
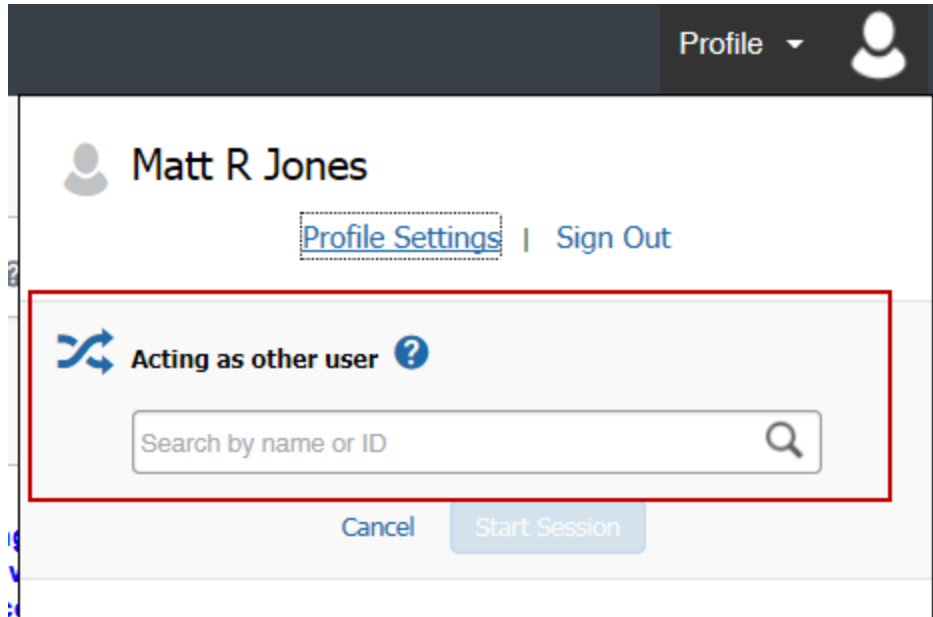
Once the arranger is added as an assistant within a traveler's profile:
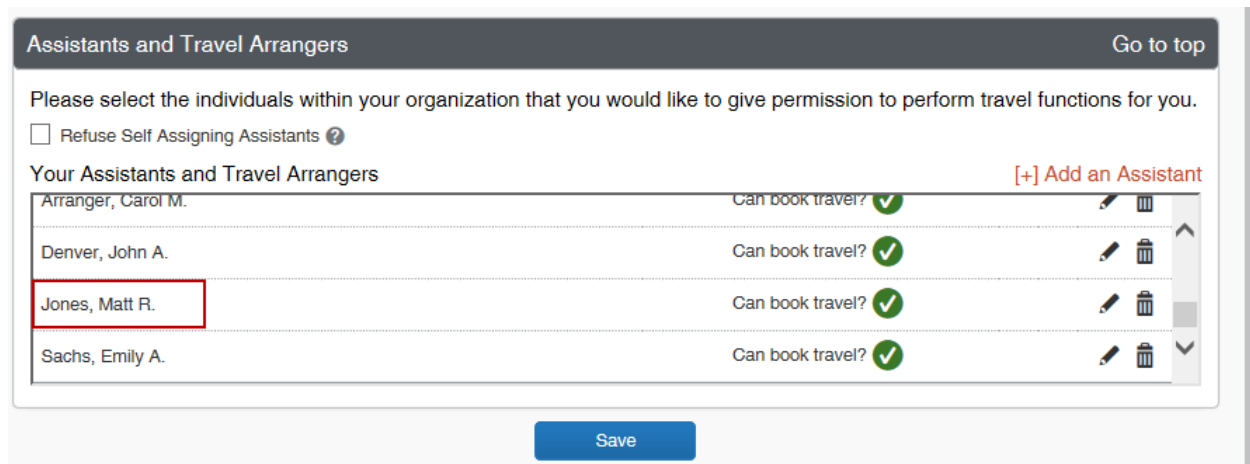
Their search will now have the radio buttons.