

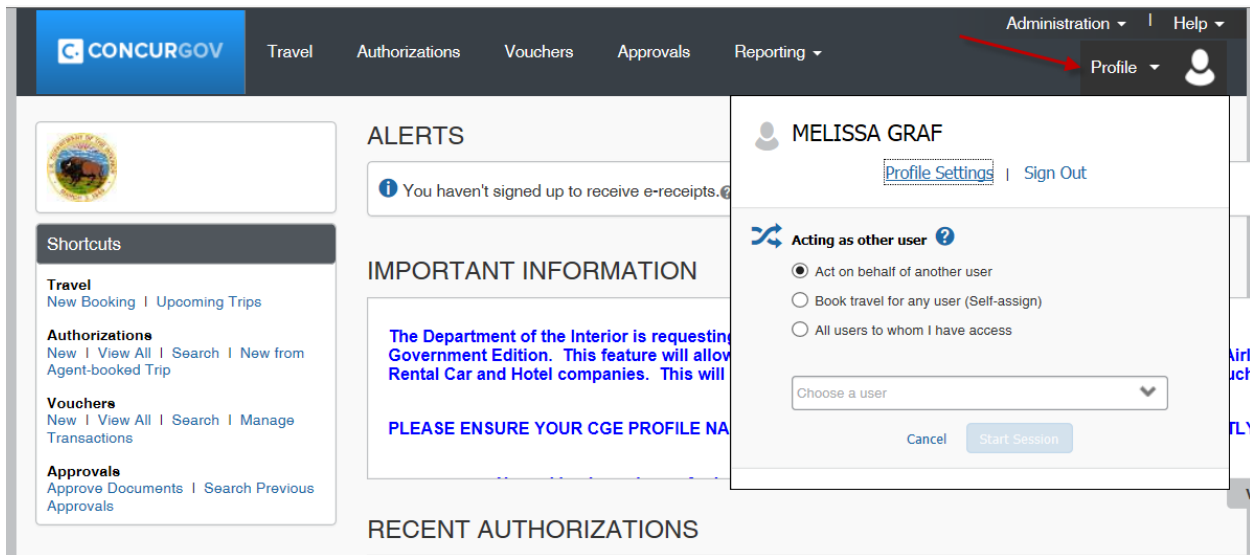


Government Edition

Business Integration Office

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

MELISSA GRAF

[Profile Settings](#) | [Sign Out](#)

Acting as other user ?

Act on behalf of another user

Book travel for any user (Self-assign)

All users to whom I have access

Choose a user

Cancel Start Session

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

You are administering travel for: Search

- Me
- Aandersen, Ray J.
- Aanderson, Melissa
- Klasner, Toni R.
- Martinez, Melissa M.
- Martinez, Ray D.
- Martinez, Ray J.
- Martinez, Ray O.
- Traveler, Steven
- Vanhaverbeke, Elizabeth D.
- All

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

Book travel for any user (Self-assign)



The screenshot shows a user profile for MELISSA GRAF. At the top, there is a user icon and the name "MELISSA GRAF". Below the name are two links: "Profile Settings" (highlighted with a dashed box) and "Sign Out".

The main section is titled "Acting as other user" with a question mark icon. It contains three radio button options:

- Act on behalf of another user
- Book travel for any user (Self-assign) (highlighted with a red box)
- All users to whom I have access

Below the radio buttons is a dropdown menu labeled "Choose a user" with a downward arrow icon.

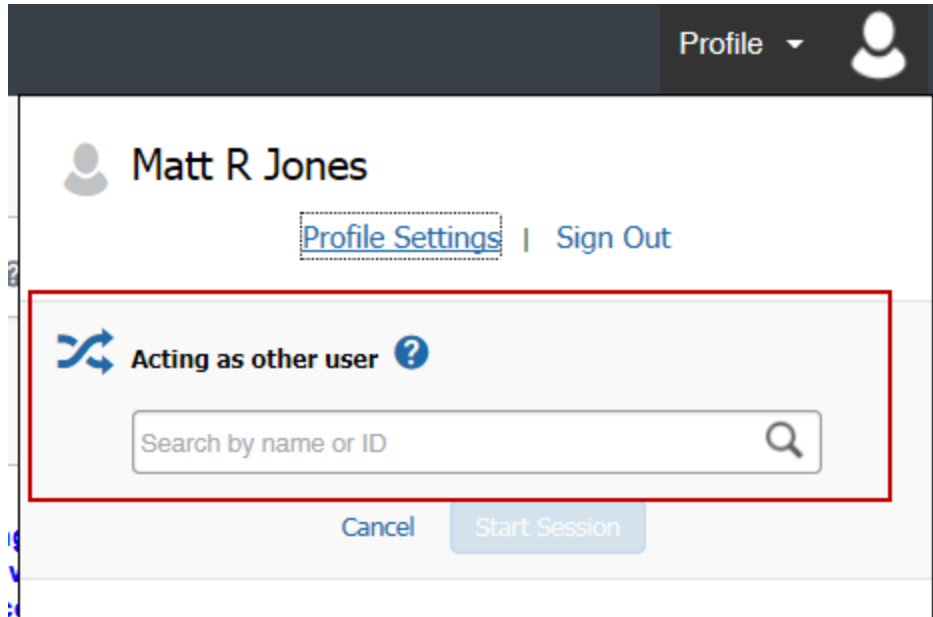
At the bottom, there are two buttons: "Cancel" and "Start Session".

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

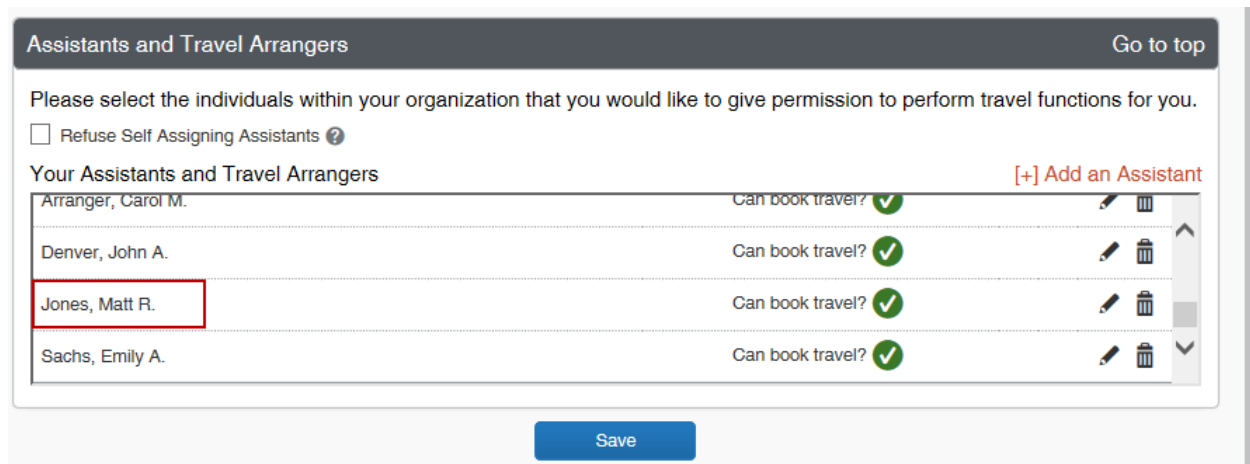
[It is recommended that users access their travelers utilizing this radio button to prevent issues with displaying travelers.](#)

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.

The screenshot shows a user profile interface for Matt R Jones. At the top right, there is a dark header with the text 'Profile' and a user icon. Below this, the user's name 'Matt R Jones' is displayed next to a profile icon. To the right of the name are two links: 'Profile Settings' (which is highlighted with a dashed red box) and 'Sign Out'. Below the name and links is a section titled 'Acting as other user' with a question mark icon. This section contains three radio button options: 'Act on behalf of another user' (which is selected), 'Book travel for any user (Self-assign)', and 'All users to whom I have access'. Below these options is a dropdown menu with the text 'Choose a user' and a downward arrow. At the bottom of this section are two buttons: 'Cancel' and 'Start Session'.

Profile 

 **Matt R Jones**


[Profile Settings](#) | [Sign Out](#)

 **Acting as other user** 

Act on behalf of another user

Book travel for any user (Self-assign)

All users to whom I have access

Choose a user 

[Cancel](#) [Start Session](#)