



Favorite Attendees

Attendees are generally added to a user’s account through expenses that use an attendee list (e.g. “Group Per Diem” and “Group Lodging”). Users can also save individual attendees directly to their profile for future use and create attendee groups. These are managed through “Favorite Attendees” under Request Settings or Expense Settings.

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees**

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees**

Attendees

The “Attendees” tab lists individual attendees saved to the profile. Users can create a new attendee, add another user as an attendee, or edit and delete existing attendees saved on their profile.

Favorite Attendees

Attendees | Attendee Groups

Find every attendee where Last Name [v] Begins With [v] * [] **Go** **Advanced Search**

New Attendee | Edit | Delete

<input type="checkbox"/>	Attendee Name ▲	Attendee Title	Institution/Company	Attendee Type
<input type="checkbox"/>	Test, Athlete 9			Student
<input type="checkbox"/>	Test, TravelerOne			Faculty/Staff
<input type="checkbox"/>	Test, Finsys Tester			Faculty/Staff
<input type="checkbox"/>	test, test			Student
<input type="checkbox"/>	Traveler, Steve			Student
<input type="checkbox"/>	Traveler, Steve			Student
<input type="checkbox"/>	User, Test	Self		Other

Page 1 of 1



1. Click “New Attendee” and fill in the required information to create a new attendee

Favorite Attendees

Attendees | Attendee Groups

ADD ATTENDEE

Attendee Type: Last Name: First Name:

Affiliation:

2. Click “Save” or “Save & Add Another” if you need to add additional attendees
3. Click “Advanced Search” to search for another user in Concur and add them to Favorite Attendees

ATTENDEE SEARCH

Attendee Type: Last Name: First Name:

Attendee Title: Institution/Company:

<input checked="" type="checkbox"/>	Email Address	Attendee Name	Attendee Title	Institution/Comp...	Attendee Type
<input checked="" type="checkbox"/>	approver2@alaska....	Test, Default Appro...			Faculty/Staff

4. Select an attendee from the list and choose “Edit” or “Delete” to change their information or remove them from the user’s account

Attendees | Attendee Groups

Find every attendee where Last Name: Begins With: * [Advanced Search](#)

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Company	Attendee Type
<input checked="" type="checkbox"/>	Rose, Alexis	UCLA		Research Participant
<input type="checkbox"/>	Test, TravelerOne			Faculty/Staff
<input type="checkbox"/>	Test, Finsys Tester			Faculty/Staff



Attendee Groups

The “Attendee Groups” tab is used to manage self-created groups of attendees. Groups are customizable and a helpful way to add a regular list of attendees to an expense.

1. Select “Add New” to create a new group from the user’s existing attendees list

The screenshot shows the 'Favorite Attendees' interface. At the top, there are two tabs: 'Attendees' and 'Attendee Groups', with 'Attendee Groups' selected. Below the tabs is a row of buttons: 'Add New', 'Edit', 'Send Copy', and 'Delete'. The 'Add New' button is highlighted with a yellow box. Below the buttons is a table with columns: 'Attendee Name', 'Attendee Title', 'Institution/Co...', and 'Attendee Type'. At the bottom, there is a dropdown menu showing 'Group: Team'.

2. Select the attendees to add, assign a “Group Name,” and click “Save Group”

The screenshot shows the 'Attendee Groups' interface. At the top, there are two tabs: 'Attendees' and 'Attendee Groups', with 'Attendee Groups' selected. Below the tabs is a search bar with the text 'Find every attendee where' followed by a dropdown menu set to 'Last Name', a 'Begins With' dropdown menu, and a text input field. To the right of the search bar is a 'Go' button. Below the search bar is a 'Group Name' input field containing the text 'Athletes', a 'Save Group' button, and a 'Cancel' button. The 'Save Group' button is highlighted with a yellow box. Below the search and group name fields is a table with columns: 'Attendee Name', 'Attendee Title', 'Institution/Company', and 'Attendee Type'. The table contains several rows of attendees, with checkboxes in the first column. The checkboxes for 'Test, Athlete 1' through 'Test, Athlete 9' are highlighted with a yellow oval.

3. Select the group to view, “Edit,” or “Delete” the list of attendees

The screenshot shows the 'Attendee Groups' interface. At the top, there are two tabs: 'Attendees' and 'Attendee Groups', with 'Attendee Groups' selected. Below the tabs is a row of buttons: 'Add New', 'Edit', 'Send Copy', and 'Delete'. Below the buttons is a table with columns: 'Attendee Name', 'Attendee Title', 'Institution/Co...', and 'Attendee Type'. At the bottom, there is a dropdown menu showing 'Group: Team' and 'Group: Athletes'. The 'Group: Athletes' dropdown is highlighted with a yellow circle. Below the dropdown menu is a table with columns: 'Attendee Name', 'Attendee Title', 'Institution/Company', and 'Attendee Type'. The table contains several rows of attendees, with checkboxes in the first column.