



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"/>	Rose, Alexis	UCLA		Research Participant
<input type="checkbox"/>	Green, Forest	U of Oregon		School Guest
<input type="checkbox"/>	User, Test	Self		Other



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

Favorite Attendees

Attendees | Attendee Groups

Add Attendee

Attendee Type: Research Participant (dropdown) | Last Name: Smith | First Name: Stan

Affiliation: CIA

Buttons: Save, Save & Add Another, Cancel

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

Attendees | Attendee Groups

Attendee Type: Faculty/Staff (dropdown) | Last Name: Miles | First Name: [empty]

Attendee Title: [empty] | Institution/Company: [empty]

Buttons: Search, Cancel

Buttons: Add Selected Attendees to Favorite Attendees, View

<input type="checkbox"/>	Email Address	Attendee Name	Attendee Title	Institution/Company	Attendee Type ¹
<input checked="" type="checkbox"/>	approver@alaska.edu	Miles, Travis			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 (dropdown) | Begins With (dropdown) | * [input] | Go | Advanced Search

Buttons: New Attendee, Edit, Delete

<input type="checkbox"/>	Attendee Name	Attendee Title ¹	Institution/Company	Attendee Type
<input checked="" type="checkbox"/>	Rose, Alexis	UCLA		Research Participant
<input type="checkbox"/>	Green, Forest	U of Oregon		School Guest
<input type="checkbox"/>	User, Test	Self		Other
<input type="checkbox"/>	Miles, Travis			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. (See Expenses: [Attendees](#))

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

Favorite Attendees

Attendees **Attendee Groups**

Add New Edit Send Copy Delete

Attendee Name	Attendee Title	Institution/Co...	Attendee Type
+ Group: Team			

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

Attendees **Attendee Groups**

Find every attendee where Last Name Begins With * Go

Group Name: Athletes **Save Group** Cancel

<input type="checkbox"/>	Attendee Name† ^a	Attendee Title	Institution/Company	Attendee Type
<input type="checkbox"/>	Rose, Alexis	UCLA		Research Participant
<input checked="" type="checkbox"/>	Test, Athlete 1			Student
<input checked="" type="checkbox"/>	Test, Athlete 2			Student
<input checked="" type="checkbox"/>	Test, Athlete 3			Student
<input checked="" type="checkbox"/>	Test, Athlete 4			Student
<input checked="" type="checkbox"/>	Test, Athlete 5			Student
<input checked="" type="checkbox"/>	Test, Athlete 6			Student
<input checked="" type="checkbox"/>	Test, Athlete 7			Student
<input checked="" type="checkbox"/>	Test, Athlete 8			Student
<input checked="" type="checkbox"/>	Test, Athlete 9			Student
<input type="checkbox"/>	test, test			Student

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

Attendees **Attendee Groups**

Add New Edit Send Copy Delete

Attendee Name	Attendee Title	Institution/Co...	Attendee Type
+ Group: Team			
⊖ Group: Athletes			
Test, Athlete 1			Student
Test, Athlete 2			Student
Test, Athlete 3			Student
Test, Athlete 4			Student
Test, Athlete 5			Student