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.

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.

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

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

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

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

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

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