



Travel Management System (TMS)

JOB AID # 5.10

Date: 03/29/2012

Job Aid Description: Setting up Email Notifications

From the My Concur page click on the **Profile** option. Select the **System Settings** link.

1. Set or change your email notifications as follows:

- Email Notifications
 - For approvals, select the desired check boxes:
 - Send an email every time something is put in or removed from my approval queue
 - Send a daily summary of items in my queue
 - Let me know when one of my requests is approved or denied
 - For other emails, select the desired check boxes:

NOTE: Unchecking (clearing) any of these check boxes will not stop emails to your assistant or arranger if you use one.

- Send Confirmation Emails (any time you book travel)
- Send Trip-on Hold Reminder Emails (any time you place a trip on hold)
- Send Ticketed Travel Reminder Email (when a trip you have booked is ticketed)

2. After all email preferences are set, Click **Save**.