# Reports of Delegates

This report will show who delegates are for a traveler. Reports can only be generated by CBO's and supervisors they assign. Note: The shaded rows (below) are for Expense reports and the non-shaded rows are Requests.

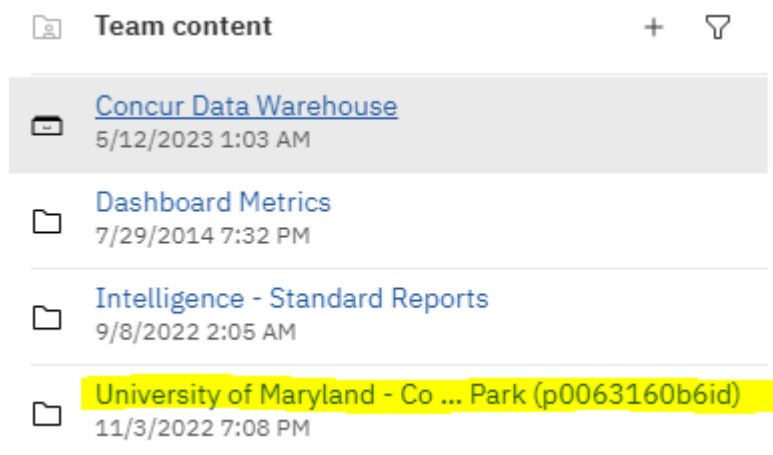**Sign in to Concur. On the top ribbon, select Reporting:**

1 - On the top ribbon, select Reporting. Click the <u>down arrow</u> and select <u>Intelligence</u>.
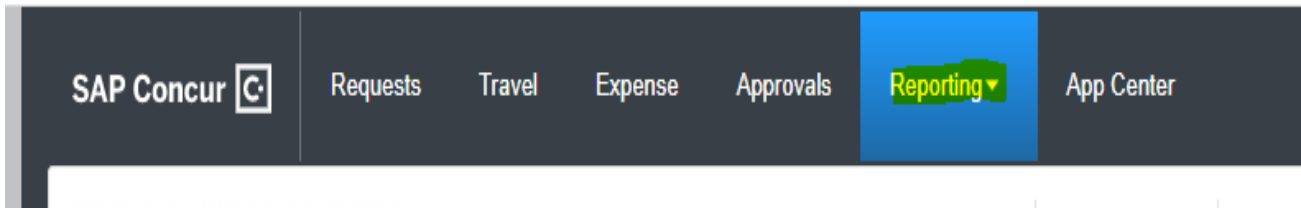
2 - Select Team Content
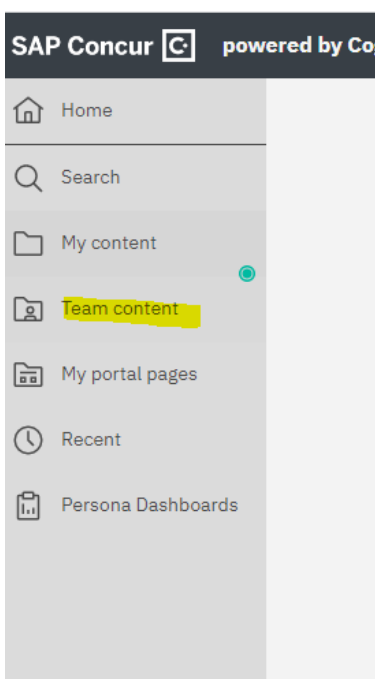
3 - On the next screen, you will select University of Maryland – College Park

4 - Now select Employee Information

> University of ... 0063160b6id)

📁 Carbon Footprint
11/3/2022 7:16 PM

📁 Credit Card
12/15/2022 5:42 PM

📁 Employee Information
1/27/2023 5:39 PM

📁 Expense Information
1/27/2023 8:32 PM

📁 Request Information
3/3/2023 6:24 PM

📁 System Admin
4/28/2023 8:43 PM

5 - Then select Employee Delegates

> U ... id > Employ ... formation

Employee Delegates
5/26/2023 4:35 PM

Employee Details
2/13/2023 10:03 PM

Employee Roles
5/17/2023 7:48 PM

6a - Supervisors can just hit the <u>Finish button</u> at the bottom and pull up their unit.

Those with divisional access can filter data for a particular unit by taking the following steps:

6b-You can search for specific delegates by choosing Division, Department, or Unit and selecting the dropdown that says "Contains any of these keywords."
6c-Then enter keywords in the field, and click the magnifying glass to see the results.In the results panel, select your choice,
6d-click the <u>Finish button at the bottom</u> to generate the report for your hierarchy.

7 – A list of employee delegates will appear.

To download the list, click the down arrow to the right of the PLAY button and select the type of output you prefer, the report will generate.