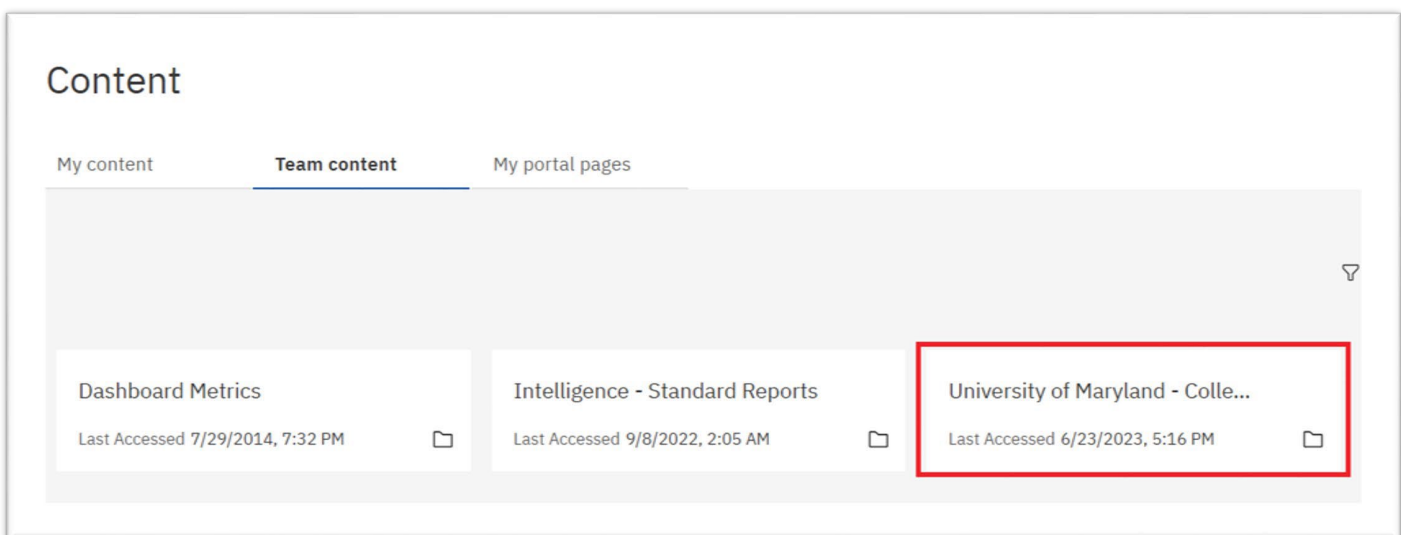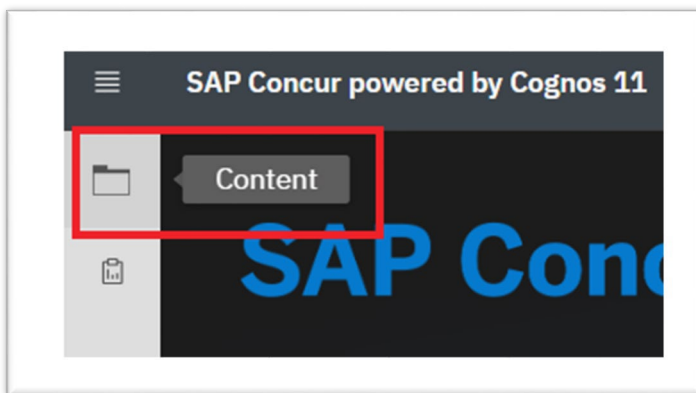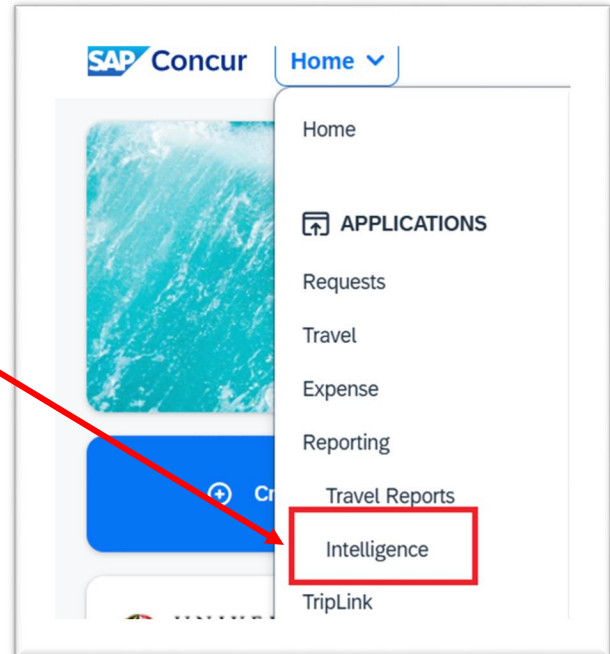# Reports of Delegates

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.

1. Log into Concur and click the navigation button. Select **Intelligence.**

2. Select the folder icon called **Content**

3. You will be under the Team Content tab. Select **University of Maryland – College Park.**

4. Select **Employee Information**

5. Select **Employee Delegates**

6. Supervisors can just hit the **Finish** button at the bottom and pull up their unit. Those with divisional access can filter data for a particular unit by taking the following steps

    a. Enter a keyword to narrow your search

    b. Select **Contains any of these keywords** underneath the category

    c. Click the magnifying glass to search, and make your selections from the results by clicking the radio button square and using the rightward facing arrow to move it to the "Choices" column.

    d. At the bottom of the page, click **Finish**
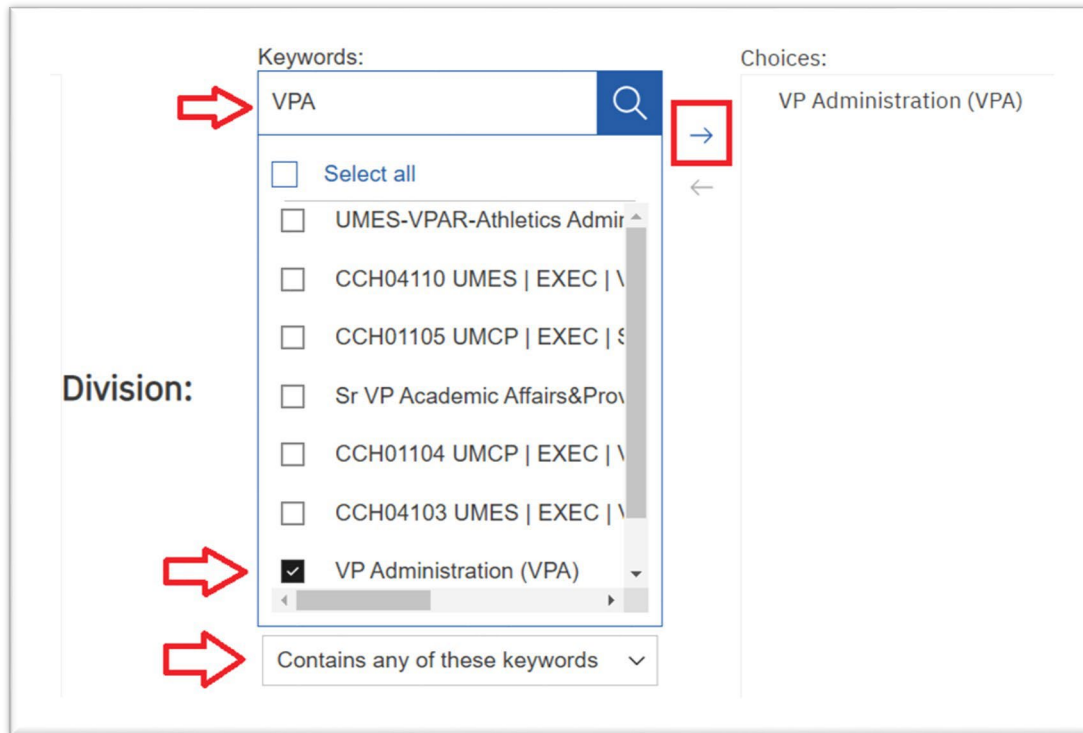
7. To download a copy of the report, click on the **HTML** button and choose a file type from the drop-down menu.