



Tripkicks – Set Up the Banner Ad in Concur

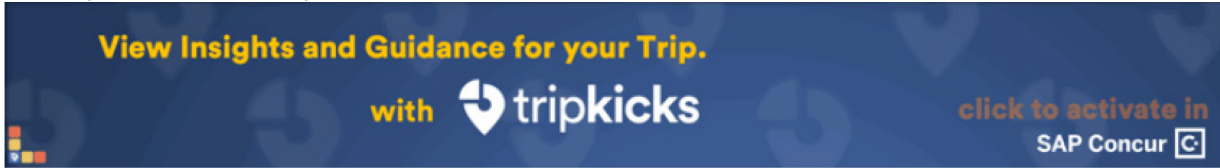
Use this banner if users need to add the extension manually.

Overview

The Tripkicks clickable banner can be displayed in Concur Company Notes to provide travelers access to the Tripkicks traveler launch page. This guide will outline the steps to set this up.

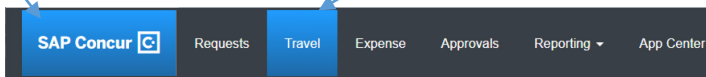
COMPANY NOTES

We've partnered with Tripkicks. Click below to activate in SAP Concur.



About Concur “Company Notes”

“Company Notes” can be displayed on multiple Concur homepages. The Tripkicks banner should be added to: “SAP Concur” (via Expense Admin) and “Travel” pages.



Concur *Expense Admin* and *Company Admin* permissions are required.

Adding the Tripkicks Banner

Access the configuration screens and open the URLs/links below to copy & paste:

- A. To configure the “SAP Concur” Company Notes page, navigate to the following pages:
Administration → Expense → Expense Admin → Company Info

1 Click “new”

2 Add Headline:
“ We’ve partnered with Tripkicks. Click below to activate in SAP Concur. ”

3 Select Insert / Edit Image:
Source: <https://tripkicks-images-tk.s3.us-east-1.amazonaws.com/ActivateTKConcur.gif>
Image Description: Tripkicks

4 Select Insert / Edit Link:
Input the following information by copying and pasting [this URL](https://www.tripkicks.com/travelerlaunchportal/) (link to the right).

5 Repeat Steps 1-4 in the Company Notes Section of the *Travel Admin*

- B. To configure the “Travel” Admin Company Notes page, navigate to the following pages:
Administration → Travel Admin → Custom Text

5 Repeat Steps 1-4 in the Company Notes Section of the *Travel Admin*