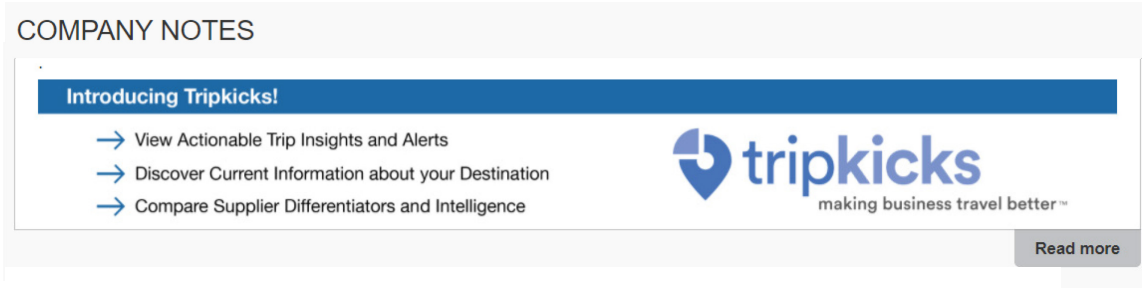




Tripkicks – Set Up the Banner Ad in Concur

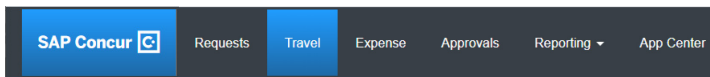
Overview

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



Concur Company Notes

“Company Notes” is displayed on multiple Concur homepages. The Tripkicks banner should be added to the 1) “SAP Concur” (via Expense Admin) and “Travel” pages. *Expense Admin* and *Company Admin* permissions are required in Concur.



Banner Set Up

Access the configuration screens, and open the URLs/links to copy & paste from your browser:

A. Accessing the SAP Concur homepage

Administration → Expense → Expense Admin → Company Info

1 Create a New item

Showing	Info	Start Date	End Date	Applies To
⚠	Introducing Tripkicks!	04/02/2020	04/02/2020	*Global, Group 1

Language: English

Headline: Introducing Tripkicks!

Company Info:

Select *Insert/Edit Link*:
Input the following information.
Open the URL and copy and paste from your browser.

Select *Insert/Edit Image*:
Source: <https://s3.amazonaws.com/tripkicks-website/wp-content/uploads/2020/07/19140115/NewTripkicksBanner-1.png>
Image Description: Tripkicks
Dimensions: 899 x 110

Insert/Edit Link

URL: <https://www.tripkicks.com/travelerlaunchportal/>

Title: Traveler Launch Portal

Open link in...: New window

Cancel Save

B. Accessing the Travel Admin homepage

Administration → Travel Admin → Custom Text

4 Repeat Steps in the Company Notes Section of the Travel Admin