

EMAIL NOTIFICATIONS

TYPES OF EMAILS

The UF GO system sends out two types of emails. Below, is a summary of these emails.

This guide will provide information on how to update notifications.

Type	Purpose	Disable?	Email Address
Notifications	Provides update on approvals, returns, payments, new PCard transactions	Yes	AutoNotification@Concursolutions.com
Reminders	Provides reminders based on compliance rules requiring action from a user and/or their delegates	No	UF GO Reminders EmailReminderService@concursolutions.com

NAVIGATION

Access UF GO via [ONE.UF](#), [myUFL](#), [Concur website](#) or the [SAP Concur mobile app](#)

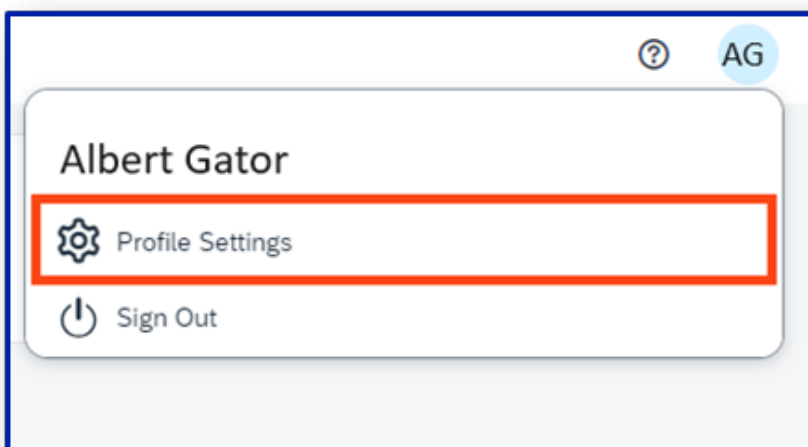
- **ONE.UF:** Log in to one.ufl.edu > Select **UF GO** under the Faculty/Staff section.
- **myUFL:** my.ufl.edu > My Self Service > Select **UF GO Travel and PCard**
- **Concur Website:** www.concursolutions.com/

NOTIFICATIONS

There are three locations under Profile Settings that will allow you to customize your notifications. As a user, you can disable all notifications that are specific about the status of a Travel Request and/or Expense Reports.

STEPS

1. In the upper right-hand corner, select Profile
2. Click on **Profile Settings**



3. Click on **Request Preferences**

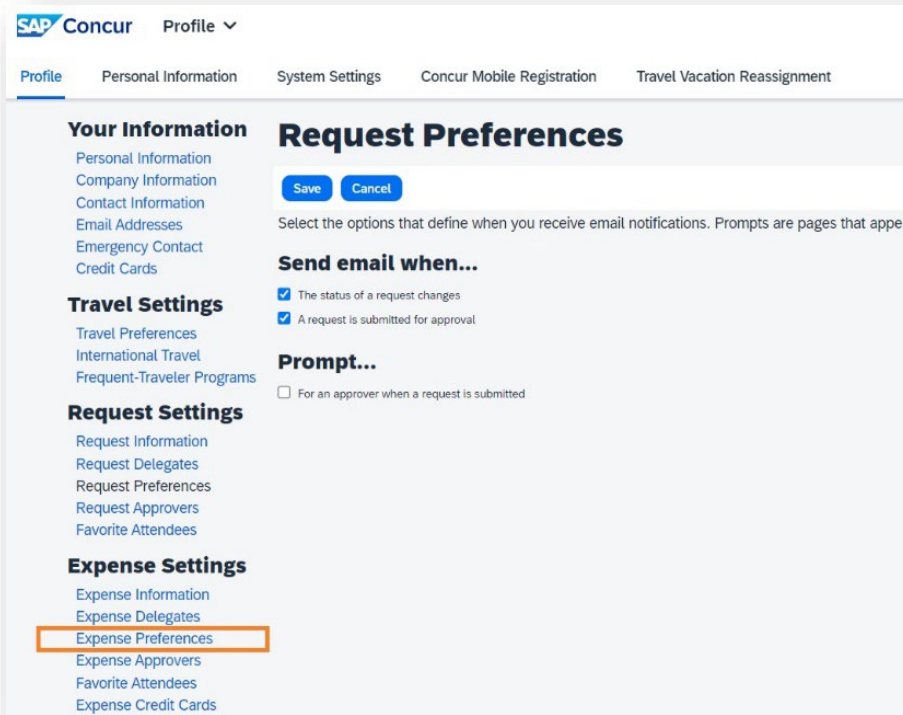
The screenshot shows the SAP Concur 'Profile Options' page. On the left sidebar, under 'Request Settings', the 'Request Preferences' link is highlighted with an orange box. In the main content area, the 'Request Preferences' section is also highlighted with an orange box. Other sections include 'Your Information', 'Travel Settings', 'Expense Settings', 'Personal Information', 'Company Information', 'Credit Card Information', 'Travel Profile Options', 'Expense Delegates', 'Expense Preferences', 'System Settings', 'Contact Information', 'E-Receipt Activation', and 'Concur Mobile Registration'.

4. Select the options that define when you receive email notifications and click **Save**

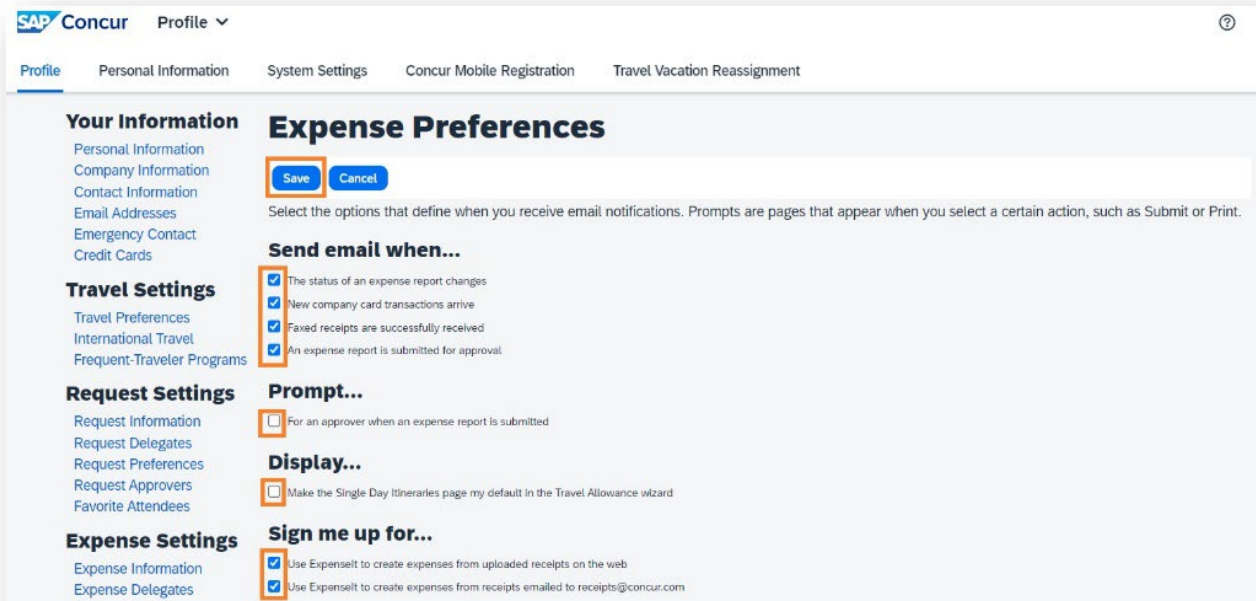
The screenshot shows the 'Request Preferences' configuration page. At the top left, the 'Save' button is highlighted with an orange box. Below it, the 'Send email when...' section is highlighted with an orange box. This section contains two checked checkboxes: 'The status of a request changes' and 'A request is submitted for approval'. Below that, the 'Prompt...' section is highlighted with an orange box, containing one unchecked checkbox: 'For an approver when a request is submitted'.

- Controls if a user would like to be notified of each step of the approval process for a Travel Request
- **Alert!** If a Request is returned and the notification is turned off, you will not receive this Request status update

5. Click **Expense Preferences**

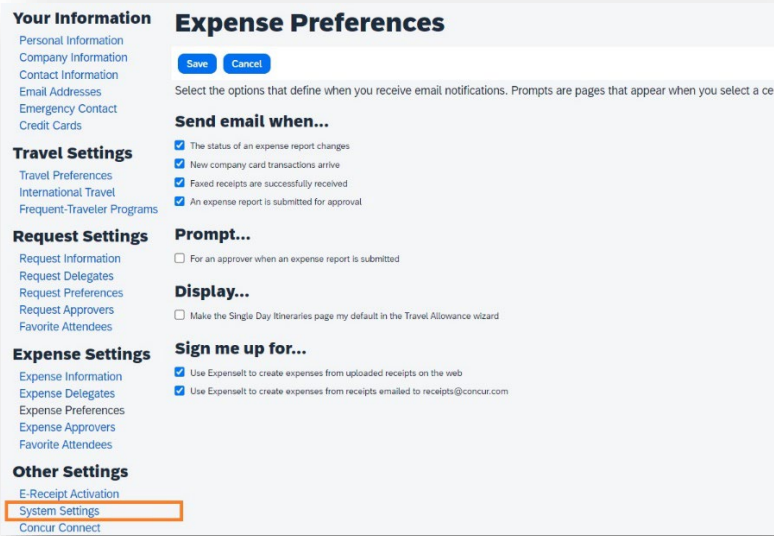


6. Select the options that best suit your preference and click **Save**

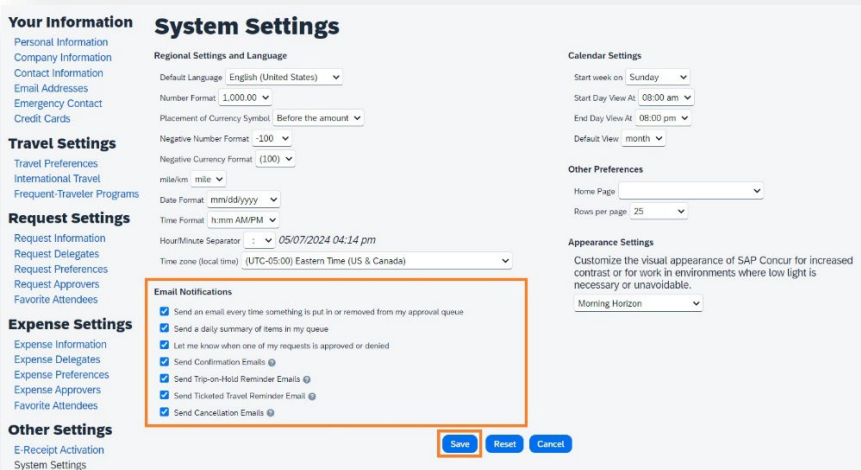


- Controls if a user would like to be notified of each step of the approval process for expense reports (travel, PCard, and general reimbursements) and when there is a new PCard charge
- **Alert!** If a Report is returned and the notification is turned off, you will not receive this Report status update

7. Click on **System Settings**



8. Select the options that best suit your preference and click **Save**



- Controls if a user is notified when a new report is submitted for approval, approval status of a Travel Request, and related to an upcoming trip (confirmation, changes to a flight, cancellation, etc.)

DELEGATE NOTIFICATIONS

Delegate notifications are not controlled by a user’s personal preference. If a delegate is assigned to receive notifications via the Expense Delegates screen, they will continue to do so regardless of the user’s selection.

To assign email notifications to a delegate, visit the Expense Delegates screen and select the email notification option.

Expense Delegates

Delegates

Delegate For

Add

Save

Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails
<input type="checkbox"/>	Gator, Alberta A gatorlink@ufl.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives

Travel Office
352-392-1241
[Contact Form](#)

PCard Policies & Questions

PCard Team
352-392-1331
[Contact Form](#)