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** and **myUFL**

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

LOGGING IN

1. Enter gatorlink@ufl.edu and click **Next**
2. Click **Sign in with University of Florida SSO**
3. Enter **UF gatorlink** and **password**

   Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip

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**
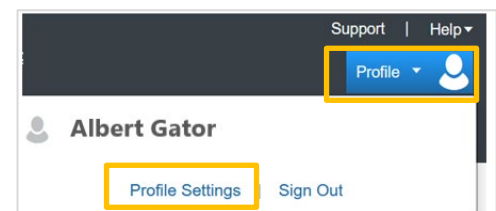
OPTIONS

Boxes with a check mean the notification is turned on. Boxes without a check mean the notification is turned off.

- Click on **Request Preferences**
    - o 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
    - o Select the options that best suit your preference and click **Save**

> Send email when...
> ☐ The status of a request changes
> ☐ A request is submitted for approval

- Click on **Expense Preferences**
    - o 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
    - o Select the options that best suit your preference and click **Save**

> Send email when...
> ☐ The status of an expense report changes
> ☐ New company card transactions arrive
> ☐ Faxed receipts are successfully received
> ☐ An expense report is submitted for approval

Request Settings
Request Information
Request Delegates
Request Preferences
Request Approvers
Favorite Attendees

Expense Settings
Expense Information
Expense Delegates
Expense Preferences
Expense Approvers
Favorite Attendees

Other Settings
E-Receipt Activation
System Settings
Concur Connect
Travel Vacation Reassignment
Concur Mobile Registration
I'm Assisting...

- Click on **System Settings**
    - o 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.)
    - o Select the options that best suit your preference and click **Save**

> **Email Notifications**
> ☑ Send an email every time something is put in or removed from my approval queue
> ☐ Send a daily summary of items in my queue
> ☑ Let me know when one of my requests is approved or denied
> ☑ Send Confirmation Emails ❓
> ☐ Send Trip-on-Hold Reminder Emails ❓
> ☑ Send Ticketed Travel Reminder Email ❓
> ☑ Send Cancellation Emails ❓

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.

FOR ADDITIONAL ASSISTANCE

Technical Issues	Travel Policies and Directives	PCard Policies & Questions
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-392-1241	352-392-1331
helpdesk.ufl.edu	travel@ufl.edu	pcard@ufl.edu