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.
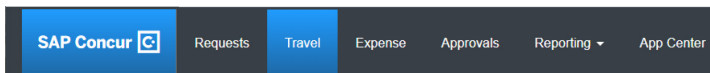
COMPANY NOTES

Activate Tripkicks   Click here to get started.
→ View Actionable Trip Insights and Alerts
→ Discover Current Information about your Destination
→ Compare Supplier Differentiators and Intelligence

tripkicks
making business travel better™

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 2) "Travel" pages. *Expense Admin* and *Company Admin* permissions are required in Concur.

SAP Concur | Requests | Travel | Expense | Approvals | Reporting ▾ | App Center

Banner Set Up

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

    A. To access the SAP Concur homepage:

        Administration → Expense → Expense Admin → Company Info

(1) *Create a New item*

New | Modify

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:

(3) **(2)**

Activate Tripkicks   Click here to get started.
→ View Actionable Trip Insights and Alerts
→ Discover Current Information about your Destination
→ Compare Supplier Differentiators and Intelligence

tripkicks
making business travel better™

Select *Insert/Edit Image:*

Source: https://tripkicks-images-tk.s3.us-east-1.amazonaws.com/ActivateTripkicks.png

Image Description: Tripkicks

Dimensions: 899 x 110

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

Insert/Edit Link ✕
URL
https://www.tripkicks.com/travelerlaunchportal/
Title
Traveler Launch Portal
Open link in...
New window ⌄

Cancel | Save

    B. To access the Travel Admin homepage

        Administration → Travel Admin → Custom Text

(4) *Repeat Steps 1-3 in the Company Notes Section of the **Travel Admin***