

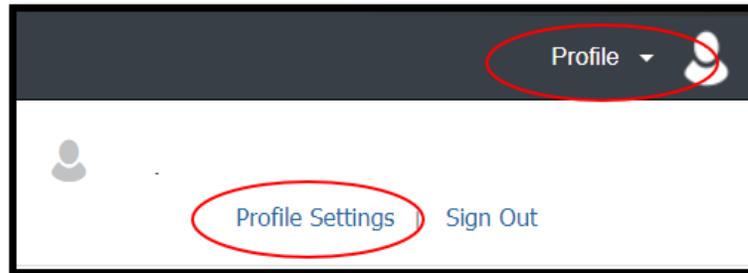
User Guide – Locate & Active Monitoring

Locate & Active Monitoring are safety features of SAP Concur allowing users to stay in the know about disruptions and safety risks that could impact them. Communications can prepare you for travel, inform you about disruptions, and help you navigate dangerous events, no matter where you are in the world.

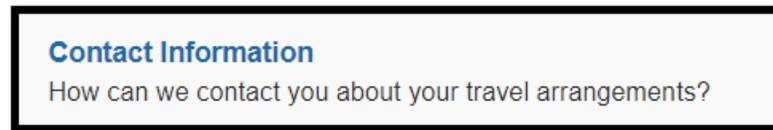
Opt In

Add your preferred mobile device to your SAP Concur profile.

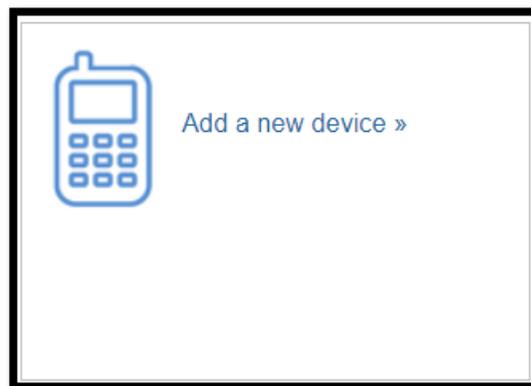
1. Log into SAP Concur [See User Guide – Signing In].
2. Select Profile, Profile Settings



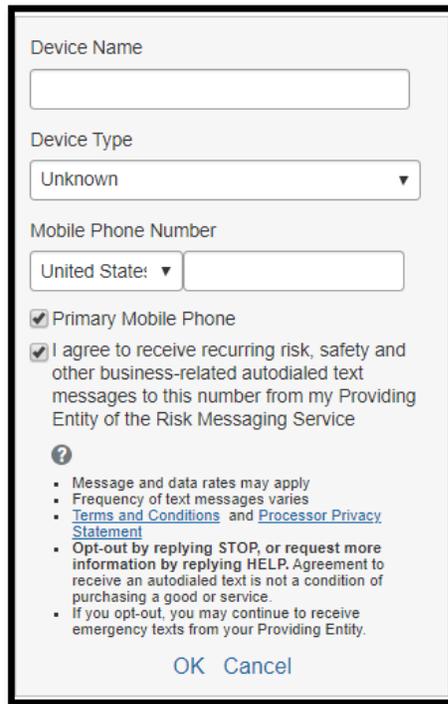
3. Select Contact Information.



4. Select Add a new device.



5. Complete the form.
 - a. Enter a name to describe the device, such as “Personal Mobile” or “Work Mobile”.
 - b. Select the Device Type from the dropdown list.
 - c. Select the country. United States is the default.
 - d. Enter the area code and phone number.
 - e. Check the Primary Mobile Phone checkbox if this is the primary device you want to receive the communications.
 - f. Check the box that you agree to allow risk, safety, and other business-related texts to be sent to you.



The image shows a registration form for a mobile phone service. It includes the following fields and options:

- Device Name:** A text input field.
- Device Type:** A dropdown menu currently set to "Unknown".
- Mobile Phone Number:** A dropdown menu for the country (set to "United State") and a text input field for the number.
- Primary Mobile Phone**
- I agree to receive recurring risk, safety and other business-related autodialed text messages to this number from my Providing Entity of the Risk Messaging Service**
- A help icon (?) followed by a list of terms and conditions:
 - Message and data rates may apply
 - Frequency of text messages varies
 - [Terms and Conditions](#) and [Processor Privacy Statement](#)
 - Opt-out by replying STOP, or request more information by replying HELP. Agreement to receive an autodialed text is not a condition of purchasing a good or service.
 - If you opt-out, you may continue to receive emergency texts from your Providing Entity.
- OK** and **Cancel** buttons at the bottom.

6. Select OK and then click the Save button.

Message Types

Registered users could receive the following types of messages:

1. **Informational** alerts come in the form of pre-travel emails that include information you need to know before you leave on a trip, such as visas and vaccinations you may need.
2. **Advisory** alerts are updates about an imminent event or present disruption that could impact you. These types of events include natural disasters, health risks, terrorist activity, crime or unrest, weather delays, flight disruptions, etc.
3. **Status Check** alerts require a response. If an event that threatens your safety is happening near you, you will receive a communication inquiring about your status. If you respond saying you need assistance, you will receive further communication to help you identify the best course of action.