

To create an Attendee Group when using the NextGen UI for Concur Expense, you can choose one of the options below:

Option 1

1. Open the expense report
2. Select the expense entry line which has attendees added and click **Edit**
3. Click on the **Attendees** link

Business Meals (Attendees) \$9.99

Details | Itemizations

Attendees (3) | Allocate

* Required field

Expense Type *

Business Meals (Attendees)

4. Using the checkboxes next to the attendees' names, select all the attendees you wish to create a group for
5. Click **Create Group**

Add Remove **Create Group** Copy from Request

Attendee Name	Attendee Title
<input type="checkbox"/>	Controller
<input checked="" type="checkbox"/>	Tax Director
<input checked="" type="checkbox"/>	General Manager

6. In the Create Group window, enter a group name
7. Click **Save**

Create Group ✕

Group Name *

My Directors

Cancel Save

Option 2

1. Navigate to **Profile > Profile Settings > Favorite Attendees** (left side menu) > **Attendee Groups** tab
2. Click **Add New**
3. Select the attendees from your Favorite Attendees list you wish to add to the group using the checkboxes
4. Enter the name of the new group in the **Group Name** box and click **Save Group**

Favorite Attendees

Attendees | Attendee Groups

Find every attendee where: Last Name Begins With *

Group Name:

<input type="checkbox"/>	Attendee Name ▲	Attendee Title	Company	Attendee Type
<input checked="" type="checkbox"/>		Controller		Employees
<input type="checkbox"/>		Tax Director		Employees
<input checked="" type="checkbox"/>				Business Guest
<input type="checkbox"/>		Tax Director		Employees
<input checked="" type="checkbox"/>		Survey		Employees