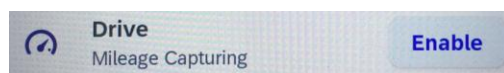


## How to record journeys using SAP Concur Drive

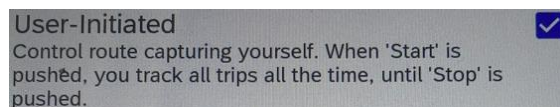
**Note:** There may be some small differences in appearance depending on the type of device you are using, however the general process will be the same.

1. In the **Home Page** on the Drive section select the **Enable** button.



2. In the next page there are two options for using Drive, **User Initiated** (the user manually starts and stops recording the journey) & **Scheduled** (journeys at set days and times are scheduled in advance).

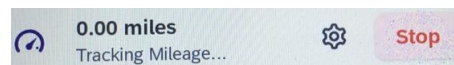
3. To use **User Initiated** click on the tickbox as below then return to the Home screen.




4. To record a Journey select the **Start** button.



5. Concur Drive will record the journey (it will only start recording once the vehicle is moving at more than 7mph). To stop recording select the **Stop** button.



6. To use **Scheduled** select the **Enable** button or if User Initiated is active select the  icon.

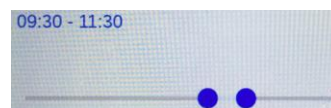
7. In the next screen select the **Scheduled** tickbox to display the Scheduling settings.



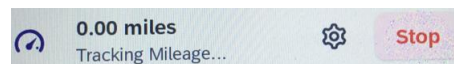
8. Scheduling for each day can be switched on or off using the Toggle button.




9. Use the Sliding Scale for the day to adjust the start and end times of the journey. Once the journeys have been scheduled go back to the homepage.



10. Concur Drive will record the scheduled journeys (it will only start recording once the vehicle is moving at more than 7mph). To stop recording select the **Stop** button.



11. If you wish to switch to **User Initiated** select the  icon.

12. Recorded journeys will be saved to the homepage on the Concur App on your mobile device or tablet locally, they can then be uploaded to SAP Concur to be used as Expenses and added to the appropriate Claim as required.



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