Enabling and Disabling 'Enterprise Application' Solutions from the Concur App Center
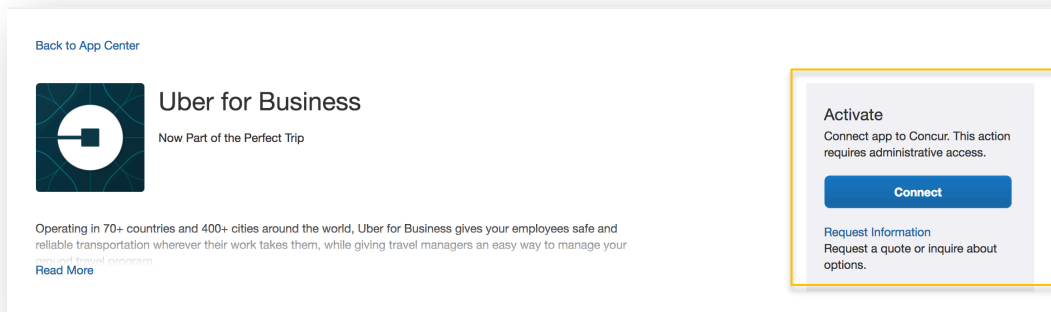
Basic Configurations

Enabling an App

This guide will provide the steps to enable an Enterprise application. Enabling an Enterprise application does require administrative permissions. This guide will provide information on the permission required, adding the permissions for existing users, and enabling the application.

Depending on the application, there are two methods to enable:

- **Connect from the App Center.** Note: Apps eligible for this type of connection utilize OAuth2.0 Company-Level Authorization and will have a "Connect" button displayed within the app listing.

- **Username and password.** All other apps utilize this connection method. *Skip to instructions*

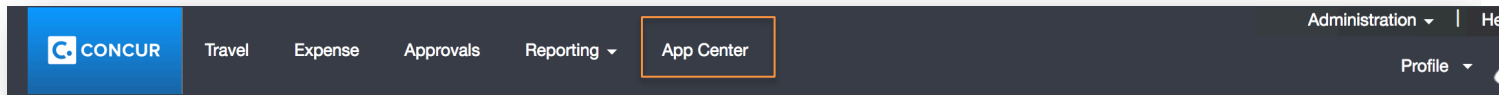# Connecting from the App Center

To enable an app the:

- Concur App Center must be enabled for your company
- User enabling the app must have the appropriate credentials

Step 1: Confirm the App Center is enabled

Activating an Enterprise application requires that your company has enabled the App Center. If the App Center is enabled, you will see the "App Center" tab when logged into Concur.

If the App Center tab is unavailable, please log a ticket with the Concur Helpdesk.
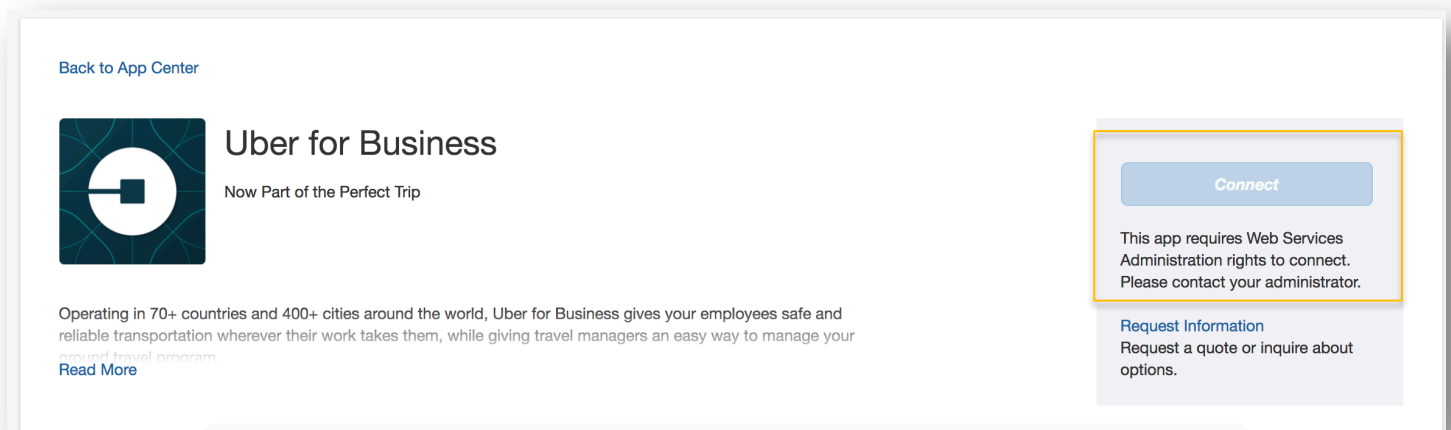

Step 2: Add or Check Permissions

Note: This step can either be completed by your own authorized Concur Administrator or you can log a ticket with the Concur Helpdesk to have this step completed for you by our support team.

If you do not have the appropriate permissions to activate the app, the "Connect" button will be disabled as shown below. If the Connect button is enabled, skip to step 3.

A user at your company with the appropriate permissions is required to activate the application. The instructions below provide information on adding the **Web Service Administrator** permissions for users that will be responsible for enabling and disabling enterprise applications.

How to assign the WS Admin User Permission in Concur Standard Edition:

Click Administration and then Setup. Select Users from the menu on the left and click select the user to provide access.

- **Permissions:** Select "Can Administer" check box

How to assign the WS Admin User Profile in Concur Professional Edition:

Click into the **Administration** tab & then click into the **Company Admin** menu. Within the **Administration** area, click **User Permissions.**

- Find the user whom will activate the application and select **Add** to grant **Web Services Administrator** Permission.

Step 3: Enable the App

The Concur administrator logs into Concur. The administrator will then navigate to the "App Center" tab and click the Connect button for the desired app. The full client guide can be found here:
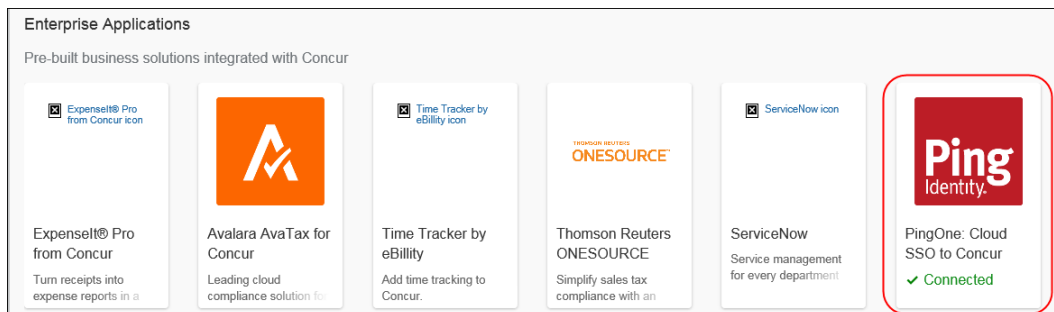
App Center Administration Guide

Disabling an app from the App Center

The administrator can disconnect from an app at any time. As soon as the app is disconnected, the integration will be stopped.
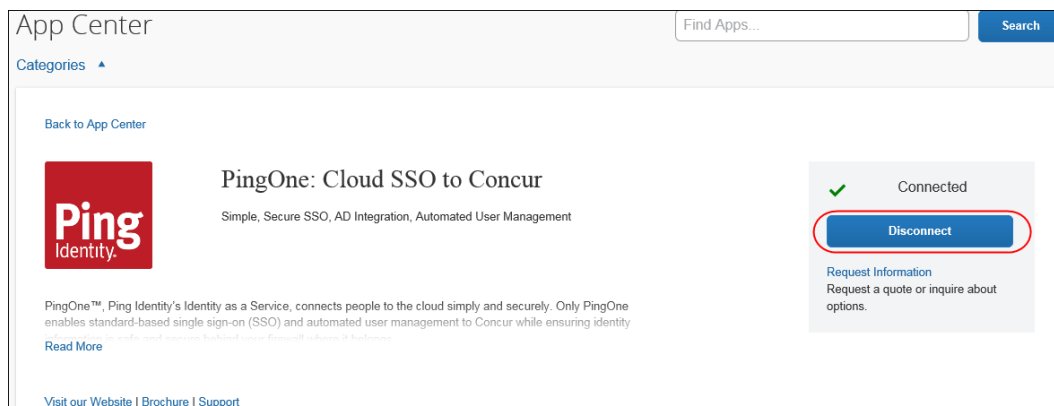
Step 1: Select the app listing in the App Center

Applications can be found utilizing search or the categories filter. Enterprise integrations will be found in the "Enterprise Applications" section of the App Center. Click on the listing you would like to disconnect.
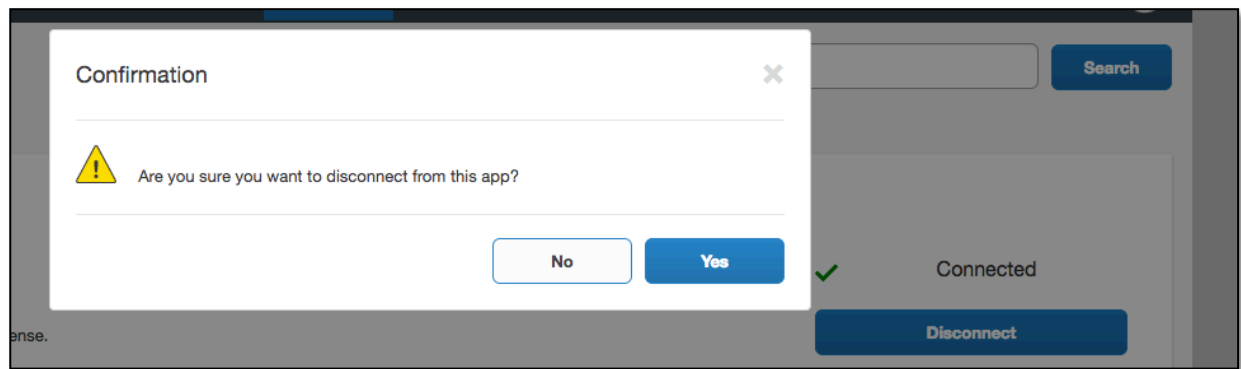

Step 2: Click Disconnect

Within the app, administrators with the appropriate credentials will see the option to "disconnect"

Step 3: Confirm Disconnect

Click "Yes" to confirm disconnect and complete the process.

The "Connected" indication will no longer appear.