



# Xerox<sup>®</sup> Connect for Concur App

## Quick Start Guide

702P07009

For Use with Xerox<sup>®</sup> Connect for Concur App

The Xerox Connect for Concur App is a Xerox Gallery App that allows customers to connect to their Concur account from the Xerox device or the Concur website, and load scanned receipt(s) from the platen or the feeder into their selected Concur Expense Report.

The Xerox Connect for Concur App is available to the customer who purchases the App, and can be downloaded using Xerox App gallery account. The App is also available to try during the trial period defined.

The Xerox Connect for Concur App is for use with Xerox<sup>®</sup> ConnectKey<sup>®</sup> Technology enabled Multifunction Printers, AltaLink<sup>®</sup>, and VersaLink<sup>®</sup> devices.

## Device Requirements

Throughout this guide, the word “device” is used synonymously and interchangeably with Multifunction Printer and Printer.

All devices require the following:

- Xerox Extensible Interface Platform (EIP) must be enabled to allow the App to be installed.
  - o Devices must support EIP 3.5 or higher.
- ConnectKey App Installation (Weblet Install Policy) must be enabled to allow installation of the App.
- Ensure the device is able to communicate with the internet.

### Note

Some networks require a proxy to communicate with the internet.

- If Verification of SSL is enabled on the device, ensure the security certificates are loaded on the device.

### Note

By default, the Xerox Solutions Certificates are preloaded on all 2016 Xerox ConnectKey Technology-enabled i-series, AltaLink and VersaLink devices.

There are several ways to connect a user of Connect for Concur App to his Concur account based on different grant types he has chosen. For detailed instructions on connecting to Concur account will be covered in a later section.

For more information on the settings above, refer to the Xerox App Gallery Online Support at <http://www.support.xerox.com/support/xerox-app-gallery>.

# Installing the Connect for Concur App

The following procedure assumes you have created a Xerox App Gallery account. If you do not have access to a Xerox App Gallery account, refer to the Xerox App Gallery Quick Start Guide for instructions on creating an account.

## Note

For detailed instructions on adding a device, and adding or installing Apps to your Xerox App Gallery account, see the documentation links at the end of this guide.

## 1. Install Gallery Apps from the Xerox App Gallery Web Portal (Subscription-Usage App)

- a. Go to the Xerox App Gallery URL: <https://appgallery.services.xerox.com>.
- b. Select Log In.
- c. Enter a valid Email and Password.
- d. On the Devices tab, add a Multifunction Printer, if necessary.
- e. On the All Apps tab, select the Connect for Concur App.
- f. Select the **Subscribe** button and accept the App End User License Agreement (EULA).
- g. Select the amount of usage for the subscription and select **Checkout**.
- h. Fill out the billing information and select **Place order**. Select **Done**.

**Note:** Even though the “Thank you for your order” page displays, the order has not completed yet. The App will install on selected devices after you select Done but the App will not run on the device until the Order Completes.

## 2. Install the Concur App from the Xerox App Gallery Web Portal (Trial App)

- a. Go to the Xerox App Gallery URL: <https://appgallery.services.xerox.com>
- b. Select Log In.
- c. Enter a valid Email and Password.
- d. On the Devices tab, add a Multifunction Printer, if necessary.
- e. On the All Apps tab, select the Connect for Concur app.
- f. Select the **Try It** button and accept the App EULA.
- g. Select the devices that you would like to install the App on and then select **Install**.

# App Configuration and Scan Receipt to Concur Server Account

## 1. Connect the user of Xerox Concur App to Concur Server Account via Concur App Center

Once the App is registered with Concur, the user will be given a username, a password, and a base URI. The user will be authenticated using its username and password. When making the call, the user will use the Xerox App's URI as the base URI.

- a. Log in to the Concur App Server with user credentials that was provided by Concur.
- b. In the App Center page of Concur server website, navigate to Xerox Concur App's URI provided.
- c. Click **Connect**. Check **Shared Information** and accept the Terms & Conditions.
- d. On the Create Account page, enter an email and password and then click **Create my account**.

Now the user of the Connect to Concur app is connected to Concur App Server account.

- e. From the device home screen, select the Connect for Concur App.

The login page for Connect for Concur displays.

- f. Log in with Concur username and password that were created in step d. Select **OK**.
- g. Place receipt(s) in the feeder or on the platen glass.

### Note

Place the receipt at the left-top corner of the platen. Also place the longer side of the receipt close to the left edge of the platen to cover the scan bar passage, if possible.

- h. Select the desired scanning options and click **Scan**.
- i. Once the scan is completed, verify that the scanned receipt shows up in the Available Expenses section in Manage Expenses page within the Concur server URI.

## 2. Connect the user of Xerox Concur App to Concur App Server Account from the device (Send Link to Email Address)

The user account for the Concur App needs to be created to connect to a Concur server after the App is installed on the device. Once the user is granted with the authentication to Concur, the user can obtain an access token using Concur account username and password.

- a. From the device home screen, select the Connect for Concur App. Now the log-in page for Connect for Concur window displays.
- b. Select **Create Account** if the Xerox Concur App account does not exist. Otherwise, log in you're your Concur account username and password.
- c. On the Sign In with SAP Concur page, enter the email address or username for your Concur Server account and then select Continue.

- d. If you selected to have a link sent to your email, open the Log In to SAP Concur email and select the link in the email.

A Create Account screen is displayed in a web browser.

- e. Fill in the required information to create your Xerox Concur App account and then select **Create My Account**.

**Note**

The Connect for Concur App account can use the same email and password as your Concur server account.

You are now ready to use the App.

- f. From the device, select the Connect for Concur App and login using the email and password for your Connect for Concur App account.
- g. Place your receipt(s) in the feeder or on the platen glass.
- h. Select the desired scanning options and click **Scan**.
- i. Once the scan is completed, review the preview to verify all of your receipts were found and then select **OK**.
- j. Verify that the scanned receipt(s) show up in the Available Expenses section in Manage Expenses page within the Concur server URI.

### 3. Connect the user of Xerox Concur App to Concur App Server Account from the device (Username)

The user account for Concur App needs to be created to connect to a Concur server after the App is installed on the device. Once the App is registered with Concur, the user can obtain an access token through One-Time Password grant. Once users are authenticated, the application presents this one-time token to the End User Authentication with OAuth 2.0 service via the token endpoint.

- a. From the device home screen, select the Connect for Concur App. The login page for Connect for Concur displays.
- b. Select **Create Account** if the Xerox Concur App account does not exist.
- k. On the Sign In with SAP Concur page, select the Username radio button, enter the email address or username for your Concur Server account and then select Continue.
- c. Enter the password associated with your Concur Account and then select **Sign In**.
- d. Place the receipt(s) in the feeder or on the platen glass.
- e. Select the desired scanning options and click **Scan**.
- f. Once the scan is completed, verify that the scanned receipt shows up in the Available Expenses section in Manage Expenses page within the Concur server URI.



## Support

### Online Help and Documentation

Xerox App Gallery knowledge base <http://www.support.xerox.com/support/xerox-app-gallery/support>

Xerox App Gallery documentation <http://www.support.xerox.com/support/xerox-appgallery/documentation/>

### Customer Support Forum

The customer support forum can be found at <http://forum.support.xerox.com/>.

### Supported Multifunction Printers (MFPs) and Printers

The list of supported Multifunction Printers and Printers can be found at the following location:

<https://www.xerox.com/en-us/connectkey/apps>

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