



Locate & Alert

Ensure effective communication with employees during routine or unplanned circumstances

Does your company have a plan for communicating with all employees should a natural disaster, severe weather or other unexpected event occur? Could you quickly determine the location of employees, knowing which ones could potentially be affected or in harm's way? Increasingly, companies have a responsibility – both legal and moral – to the safety, security and health of their employees whether they are travelling or at home. To help companies better address the duty of care to their employees, it's critical to include reliable communication in their overall risk management plan. Whether at home or on the road, it is more important than ever for organisations to stay in contact with employees and understand where they are.

What is Locate & Alert?

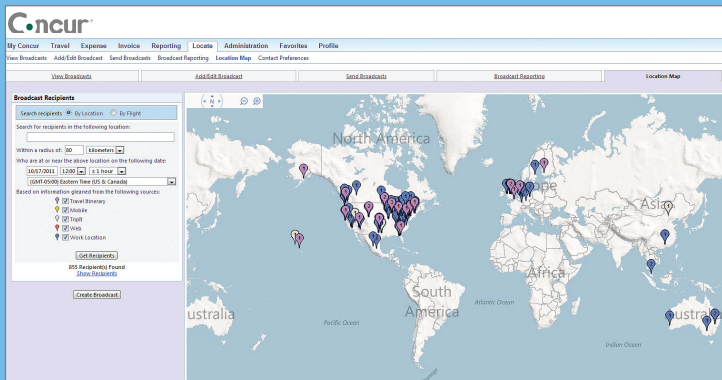
To improve the means of connecting with employees during unplanned circumstances or events in progress that will affect an employee on an upcoming trip, Concur's Locate & Alert service enables companies to identify and confirm the location of all employees and then effectively communicate with them wherever they may be. The service helps protect a company's most valuable asset, their people, by increasing operational efficiency, helping meet regulatory requirements and enhancing trust between employer and employee.

How it Works

Locate & Alert helps companies determine the location of all employees and communicate with them effectively through two-way communications. The employee's default location is considered their primary work location and is updated to reflect current travel plans booked through Concur® or shared with Triplt® Pro. Employees can also check-in with Concur's mobile application to transmit their current GPS location to their employer and request assistance if needed.

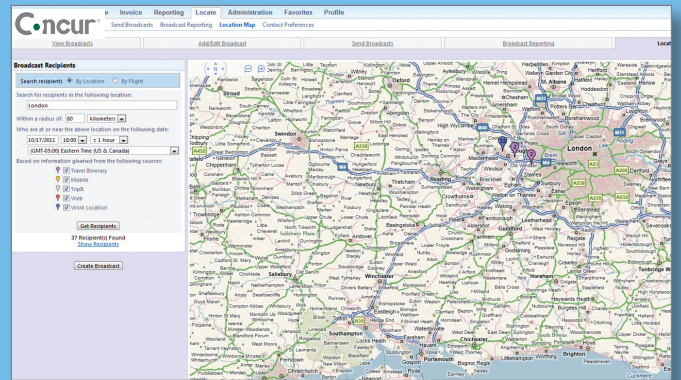
LOCATE & ALERT FEATURES

- Global map showing the current, past or future location of all employees with the ability to pinpoint employees within a specific mile/kilometer radius.
- Two-way communication via outbound voice, text message, email and twitter direct message allowing employees to respond back to an employer's message.
- Restricted access to location information for executives and other employees with sensitive travel schedules.
- A way for employees to provide their GPS coordinates and request assistance when needed via their mobile device.
- Ability to monitor outgoing messages, messages in process and response rates in real-time so you know where to focus your attention.



Complete View

See employee locations throughout the globe in one complete view.



View Specific Locations

Pinpoint and view employee locations within a designated radius.

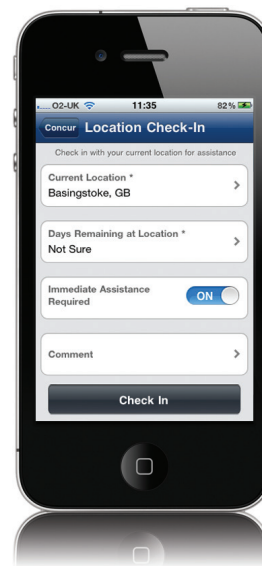
A communication can be sent to employees based on their past, present, or future physical location. Communications can be sent during unplanned events such as a natural disaster or political unrest, or they can be sent to alert employees of potential travel disruptions or employee safety and security issues like health alerts or office closures.

The Benefits

Leveraging Concur's unique set of data, companies can track the location of all their employees – not just business travellers – and communicate with them through multiple channels.

With Locate & Alert, organisations can:

- Locate all employees, whether working in a home location, traveling on a corporate booked trip or during other travel.
- Help meet regulatory and ethical obligations with regard to duty of care of their employees.
- Improve employee safety and comfort.
- Increase operational efficiency by communicating rapidly and securely with employees – eliminating ineffective or redundant communication to employees.
- Achieve time savings by increasing the accuracy and efficiency of confirming employee locations in both routine and emergency situations.



Mobile Access

Within Concur's mobile app, employees can check-in and indicate if they need assistance.

About Concur

Concur is a leading provider of integrated travel and expense management solutions. Concur's adaptable Web-based and mobile solutions help companies and their employees control costs and save time.

Learn more at www.concur.co.uk

