



EXPLORING THE HOME PAGE

The home page is the first page you will see after you log in. It includes the following sections that make it easy for you to access all the information you need:

The screenshot shows the CONCUR home page interface. At the top, there is a navigation bar with the CONCUR logo and links for Requests, Expense, Approvals, and App Center. On the right, there are links for Administration, Help, and a user profile. Below the navigation bar, the user is greeted with "Hello, Brandy" and the uOttawa logo. A "Quick Task Bar" displays five metrics: Required Approvals (00), Authorization Requests (08), Available Expenses (00), Open Reports (07), and Cash Advances (02). The "MY TASKS" section contains three cards: "Required Approvals" (00), "Available Expenses" (00), and "Open Reports" (07). The "FACTS & STATS" section features two "Did you know?" callouts. Callout boxes provide detailed explanations for these sections.

CONCUR Requests Expense Approvals App Center Administration | Help Profile

Hello, Brandy

Quick Task Bar
00 Required Approvals 08 Authorization Requests 00 Available Expenses 07 Open Reports 02 Cash Advances

MY TASKS

00 Required Approvals → 00 Available Expenses → 07 Open Reports

FACTS & STATS

Did you know?
To take the perfect photo of surface and have a great light camera flash.

Did you know?
Finance teams are up to 50% more efficient when they don't have to hunt down expense receipts and enter them manually.

Callout 1: You can return to the home page any time by clicking on the [CONCUR logo]

Callout 2: This section shows the following:

- Approvals that need your attention
- Your available expenses
- A list of your open reports

Callout 3: **Quick Task Bar**
Your most common tasks are available here:

- Start a new request, report or cash advance, and upload receipts.
- Manage requests and open reports.
- View cash advances.

Callout 4: This sections shows facts and stats about travel expenses.