

Quick Guide: Concur Navigation

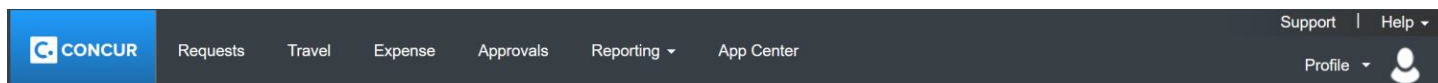
Guide Overview

This Guide will take you through the basic steps for **Navigation** in the Concur site.

Accessing Concur

Go to bronchotravel.uco.edu and login with your UCO credentials.

Main Menu



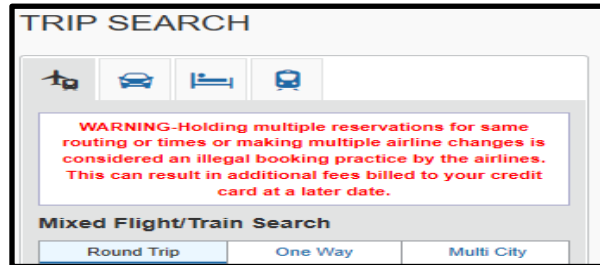
The **Main Menu** across the top of the page will allow you to access:

- a. **Requests**. This option allows you to create a **New Request** or manage previously submitted **Requests**.
- b. **Travel**. This option allows you to access the **Trip Search** or review the **My Trips** for previously submitted trips.
- c. **Expense**. This option allows you to create a **New Expense Report**, manage previous submitted **Expense Reports**, access **Available Expenses** or **Receipts**.
- d. **Approvals**. This option is only available for approvers. This option allows you to access **Requests** or **Expense Reports** awaiting your approval.
- e. **Reporting**. This option is only available to those with **Reporting** access. This option allows you to access company created reports.
- f. **App Center**. This option allows you to access **Apps** from third-party partners with Concur.
- g. **Help**. This option allows you to access the **Concur Training** site and help guides for each section. The Concur training materials may vary from UCO policies and guidelines.
- h. **Profile**. This option allows you to access your **Profile** and manage your information and preferences.

Quick Guide: Concur Navigation

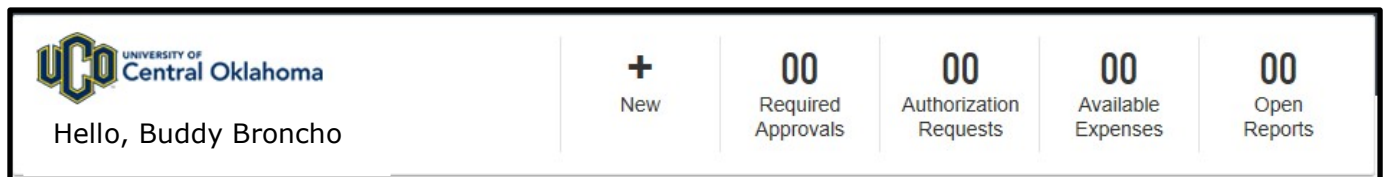
Trip Search

The **Trip Search** on the left side of the page will allow you to search for flights, rental cars and hotels as well as view the details on any upcoming trips that you have previously booked.



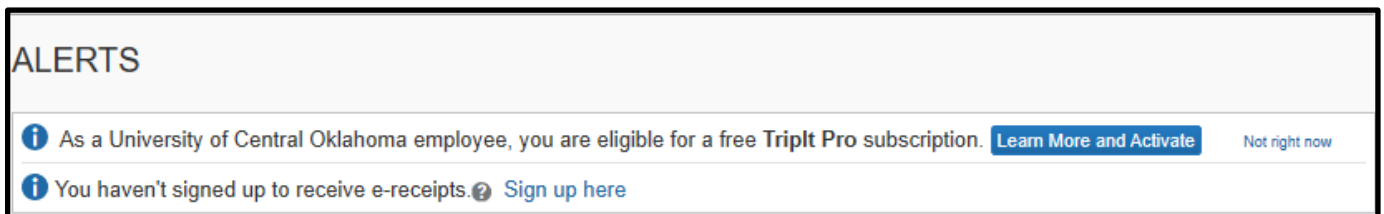
Quick Task Bar

The **Quick Task Bar**, located at the top of the page underneath the **Main Menu**, will allow you to quickly access your most commonly used features and outstanding tasks.



Alerts

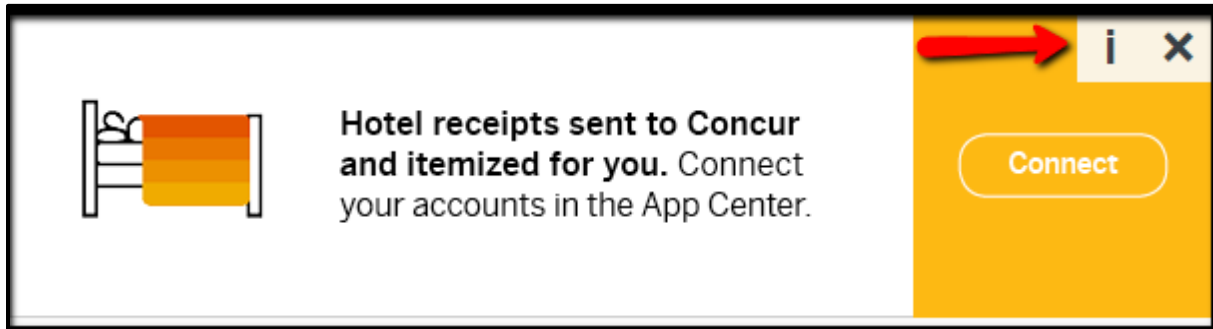
The **Alerts** section will notify you of any commonly used features available with Concur that you have not activated or declined.



Quick Guide: Concur Navigation

Concur Ads

The Concur Ads section will appear below the alerts. Click on the **i** to opt out of these notifications.



Company Notes

The **Company Notes** section will advise you of any important UCO related information.

COMPANY NOTES

WELCOME to BronchoTravel!
Contact the UCO Travel Compliance Office at travel@uco.edu or [405-974-3737](tel:405-974-3737) with any questions.

TRAINING RESOURCES

Find the training resources you need on the [UCO Travel Compliance Office website](#). Sign up for instructor-led training in the [Learning Center](#).



[Read more](#)

Quick Guide: Concur Navigation

My Tasks

The **My Tasks** section will quickly take you to any outstanding tasks requiring your attention.

MY TASKS Read more

<p>01 Required Approvals →</p> <hr/> <p>Traveler1 T. Test \$62.00 — Expense</p>	<p>00 Available Expenses →</p> <hr/> <p>You currently have no available expenses.</p> <p></p>	<p>00 Open Reports →</p> <hr/> <p>You currently have no open reports.</p> <p></p>
--	---	---