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.
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.
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 BronchoTravell!
Contact the UCO Travel Compliance Office at travel@uco.edu or 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.
**My Tasks**

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

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<tr>
<th></th>
<th>Required Approvals</th>
<th>Available Expenses</th>
<th>Open Reports</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Traveler1 T.</td>
<td>Test $62.00 — Expense</td>
<td>You currently have no available expenses.</td>
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