

User Guide – Exploring the Redesigned Home Page

This guide is intended to assist an employee navigate the redesigned SAP Concur home page.

The SAP Concur home page provides quick access to the tools and information you need.

1. The **Home Button** will always return you to the Home Page.
2. The **Home** dropdown menu provides quick access to your SAP Concur tools.
 - a. Travel, Expense, Approvals, App Center.
3. The **Profile Button** allows access to the Profile Settings link and the Sign Out link.
4. To quickly view and act on tasks, use the quick task bar. “Work to Zero” by clicking each task until 00 remains.
 - a. + Start a Report, Required Approvals, View Trips, Available Expenses, Open Reports
5. The trip search section provides the tools needed to book a trip.
6. The **Company Notes** sections display important alerts, links, or messages.
7. Use the tasks section to view required approvals, available expenses, and open reports.

