



## Homepage Dashboard

The screenshot shows the SAP Concur homepage dashboard. At the top, there is a navigation bar with 'SAP Concur', 'Home', and a user profile icon. Below this is a quick task bar with a 'New' button and six summary cards: '08 Required Approvals', '76 Authorization Requests', '01 Available Expenses', '14 Open Reports', and '02 Cash Advances'. The main content area is divided into several sections: 'Trip Search' (6) with a search form for flights and trains; 'Alerts' (4) with a notification about a verification email; 'Company Notes' (5) with updates on design changes and service outages; and 'My Tasks' (8) which includes three sub-sections: '08 Required Approvals' (with sub-tasks for Authorization Requests and Expense Reports), '01 Available Expenses' (with a recent expense from Noble House), and '14 Open Reports' (with a list of recent reports and their amounts).

1. Home/Module Drop-Down Menu – Contains links to all modules available to the user
2. Profile Drop-Down Menu – Contains access to Profile Settings, Sign Out, and “Acting as other user”
3. Quick Task Bar – Snapshot of open Approvals, Requests, Expenses, Reports, and Cash Advances (if applicable); New is a quick access drop-down menu for starting a Request or Report and uploading an itinerary or receipt
4. Alerts – Provides tips, SAP Concur alerts, and unused ticket credit information
5. Company Notes – Contains UA specific alerts and information including travel restrictions and CTM’s contact information
6. Trip Search – Portal to the booking tool to calculate expenses for a Request or initiate the “Travel-to-Request Integration” method
7. My Trips – Reservations for upcoming trips including bookings pending approval
8. My Tasks
  - a. Required Approvals – Pending Requests, Reports, and Cash Advances
  - b. Available Expenses – Unassigned card charges and expenses
  - c. Open Reports – Unsubmitted Reports