

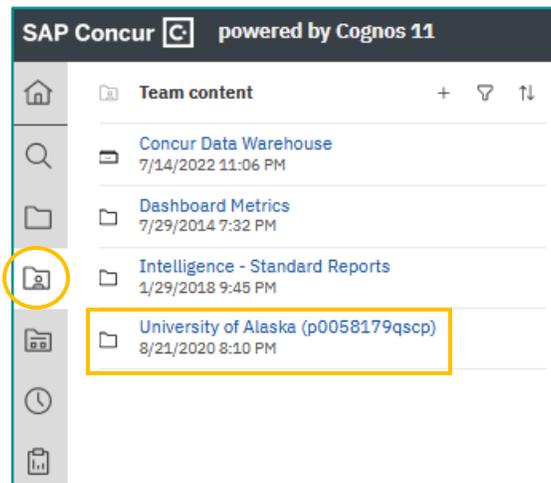


## Team Content

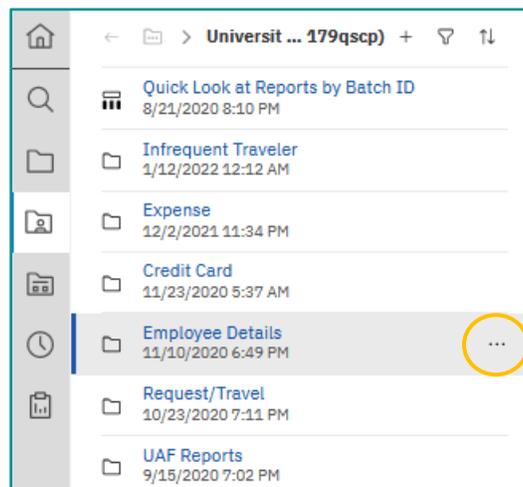
The main copies of all reports are housed in the Team Content folder. Team Content contains general reports for all Concur clients (“Intelligence – Standard Reports”) and reports written specifically for UA (“University of Alaska”). Any changes to these reports are reflected in all users’ Team Content.

Users can run reports from Team Content but should never set schedules or make changes to them. Instead, users should copy the report to their My Content folder. Once in My Content, users can make changes and set schedules as they see fit.

1. From the Team Content panel, open the desired folder

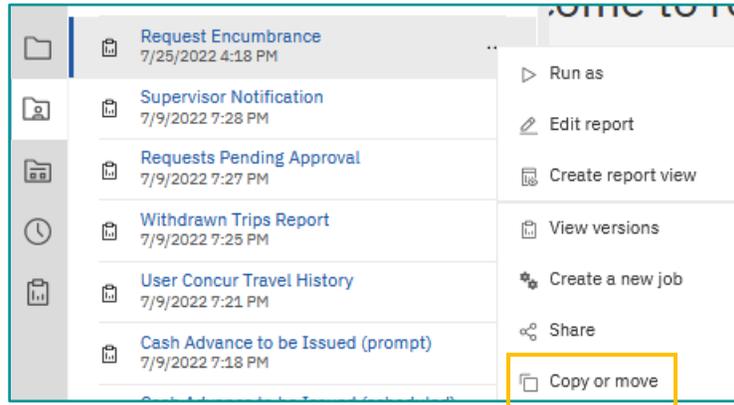


2. Find the desired report
  - a. The “Request Encumbrance” report is in the “Request/Travel” folder
  - b. Reports in the “UAF Reports” folder were written by the UAF Processor
  - c. Hover over a folder or report to see the three-ellipses More option





3. Select "Copy or move" from More options for the desired report



4. Choose My Content (and a specific folder if needed) as the destination and "Copy to"

