



Request Dashboard

The screenshot shows the SAP Concur 'Manage Requests' interface. Callout 1 points to the 'Requests' dropdown menu in the top navigation bar. Callout 2 points to the 'Manage Requests' header. Callout 3 points to the 'View Active Requests' dropdown menu. Callout 4 points to the 'Create New Request' button. The main area displays a 'Request Library' with two request tiles: 'Pract Holl, S 1/1-5/25 ANC-M...' for \$1,620.00 and 'Lasinski, J 4/1 - 4/6/24 SEA' for \$2,524.00. A status filter dropdown is open, showing options like 'Active Requests', 'Not Submitted', 'Pending Approval', etc.

1. Home/Module Drop-Down Menu – Select Requests to access the Request module
2. Manage Requests provides tiles or a list of Requests with their status, business travel start date, trip name, total amount, and status
3. View drop-down menu filters Requests by status
4. Create New Request tile generates a new Request

Troubleshoot

Problem: Not all Requests are listed under Manage Requests.

Solution: Approved Requests drop off the “Active Requests” list once the travel has commenced (as indicated by the business travel dates). Select an option other than “Active Requests” from the View drop-down menu to find a specific Request.

Request Library					
Request Name ↑↓	Status ↑↓	Request Dates ↓↑	Requested ↑↓	Approved ↑↓	Remaining amount ↑↓
Lardner, K FAI-SEA 5/14-19/23 ID: 6D9W	Approved 02/02/2023	05/14/2023	\$3,082.83	\$3,082.83	\$3,082.83