

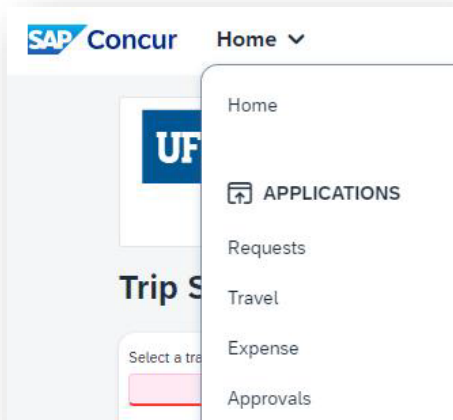
HOMEPAGE DASHBOARD

The screenshot shows the homepage dashboard with the following components and callouts:

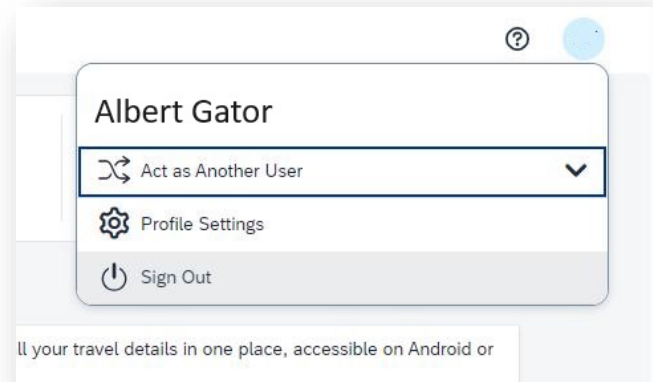
- 1**: Home Drop-Down Menu (top left)
- 2**: Profile Drop-Down Menu (top right)
- 3**: Quick Task Bar (top center, containing: Start a Request, Start a Report, 05 Authorization Requests, 00 Available Expenses, 04 Open Reports)
- 4**: Alerts (middle right)
- 5**: Company Notes (middle right)
- 6**: Trip Search (left side)
- 7**: My Trips (0) (bottom left)
- 8**: My Tasks (bottom right)

1. **Home Drop-Down Menu** – Contains all modules available to the user (see 1a. below for drop-down view)
2. **Profile Drop-Down Menu** – Contains access to Profile Settings, Sign Out, and “Acting as myself/another user” (see 2a. below for drop-down view)
3. **Quick Task Bar** – Snapshot of Requests, Available Expenses, Reports, Approvals and Cash Advances (if applicable)
4. **Alerts** – Provides tips, UF GO alerts, and unused ticket credit information
5. **Company Notes** – Contains UF specific alerts and World Travel Service (WTS) contact information
6. **Trip Search** – Portal to the Travel module (booking tool)
7. **My Trips** – Reservations for upcoming trips
8. **My Tasks**
 - a. Required Approvals – Pending Requests, Reports, and Cash Advances
 - b. Available Expenses – Unassigned card charges and expenses
 - c. Open Reports – Active Reports

1a. Home Drop-Down Menu View



2a. Profile Drop-Down Menu View



FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives

Travel Office
352-392-1241
[Contact Form](#)

PCard Policies & Questions

PCard Team
(352) 392-1331
[Contact Form](#)