

## HOMEPAGE DASHBOARD

The screenshot shows the SAP Concur homepage dashboard. It features a top navigation bar with links for Requests, Travel, Expense, and App Center. A user profile dropdown menu is located in the top right corner. Below the navigation bar, there is a 'Quick Task Bar' displaying statistics for New, Authorization Requests, Available Expenses, Open Reports, and Cash Advances. The main content area is divided into several sections: 'TRIP SEARCH' with filters and a search button, 'ALERTS' with travel tips and sign-up information, 'COMPANY NOTES' with policy links, 'MY TASKS' with a list of pending requests, expenses, and reports, and 'MY TRIPS' showing upcoming reservations.

1. **Black Menu Bar** – Contains all modules available to the user
2. **Profile Drop-Down Menu** – Contains access to Profile Settings, Sign Out, and “Acting as myself/another user”
3. **Quick Task Bar** – Snapshot of open Approvals, Requests, Expenses, Reports, 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 – Unsubmitted Reports

## FOR ADDITIONAL ASSISTANCE

**Technical Issues**  
The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](mailto:helpdesk.ufl.edu)

**Travel Policies and Directives**  
Travel Office  
352-392-1241  
[travel@ufl.edu](mailto:travel@ufl.edu)

**PCard Policies & Questions**  
PCard Team  
(352) 392-1331  
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