On February 1, 2015 Concur is adopting a new look that will enhance your experience with your expense management and on-line travel booking needs.

Periodically our software suppliers transform systems to increase overall functionality for all their customers. This update provides us with new features including:

- Your Home & Expense tabs have been updated to provide a more natural flow in navigation & an updated look.
- Your travel summary & booking process has been streamlined.
- Terminology & icons throughout the system are more consistent.
- There are fewer pages to visit to complete a specific task.
- Your actions, alerts, & notifications are easier to find with easy access from your Quick Task bar & My Tasks sections.

Check out some of the key changes and new features below

1. The New Home Tab

   One of the first things to note is that “My Concur” is now called the Home Tab.

   Here is a snapshot of what you will see when you log into Concur
As you navigate through the system, the Home Tab option is replaced by the Concur logo.

To return to the Home Tab from any screen in Concur, simply click the logo.

2. The New Profile Account Hub

Everything related to your account and the roles you fill are now in one hub.

To access your profile information and to act as a delegate or a travel assistant, you will use the new Profile Account Hub located in the top right corner.

You can also assign yourself as a travel arranger from the same place.

Simply select the “I am a self-assigning travel arranger” option, and then search for the employee that needs travel booked.

Once you have found the correct person, click Apply to begin the process of booking the travel requirements.
3. **New Profile Icons**

To make it easier to know when you are in your own profile and when you are administering for someone else, there are now single and double user icons that will display for you in the upper right corner of your screen.

**The double user icon is also red to be more noticeable.**

When you are finished administrating for someone else you can stop by simply selecting the "*End admin session*" button in your Profile Account Hub.

4. **The New Quick Task Bar**

Another new feature is the *Quick Task Bar*, located at the top of your Home Tab. This has been created for a quick & easy view of what is waiting for you to do.
5. Starting New Tasks

You will access all new actions using the Quick Task Bar.

Simply select the “New” tile and a menu containing any new task you may need will appear; including the option to upload new receipts!

You can also start new tasks from the appropriate tabs, just like before.

6. The New My Tasks Section

To go along with the Quick Task Bar is the My Tasks Section on your Home Tab. This new feature summarizes all of your pending approvals, available expenses, and open reports.

With this new view, you can see what you have waiting for you before getting started.

If you have multiple tasks waiting for you other than those displayed on the screen, you can select the task title to view all.

The first several tasks listed are links that you can select, so you can get right to work in one click.
7. The New My Trips Section

My Trips is a new feature that lets you access your upcoming trips directly from the Home Tab.

Select My Trips or the arrow to access the trip library.

Select the trip name for a printable itinerary.

Click the airplane icon for an interactive version of the itinerary.

Select More to access additional options such as Expense this trip or Cancel this trip.

8. Updated Tabs

Along with the Home Tab, there are many tabs that you can access from the top of your screen:

- The Travel tab
- The Expense tab
- The Approvals tab
- The Reporting tab
- The App Center

Each tab has been redesigned to help you navigate the system easier & faster. Let’s take a closer look at what’s new in the Expense and Travel Tabs.
**The Expense Tab**

When you select the *Expense Tab*, your active reports will show at the top of the page in a tile format.

Start a new report with one click

The status of each report is easily viewable and colour-coded.

Titles, amounts, & comments are visible

Available expenses are waiting for you here along with your reports.

**The Travel Tab**

The *Travel Tab* has also been enhanced to make things easier for you.

The Travel map has been removed and the Travel policy is now located at the bottom of the page next to the Concur logo for easy reference.

**Company Policy**

**Travel Policy**
When booking travel, your flight and search information has moved from the right side of your screen to the left in an updated view.

You will also notice that the “Reserve” button has been replaced with “Select”.

When processing a trip booking, you have some additional pages that allow you to see, review, and change any segment of the trip you’ve booked.
This includes flights, rental cars, hotels, traveler information, the method of payment, and your hotel room preferences. Previously this was called the “message to vendor”.

The Approvals Tab

The Approvals Tab contains all items that require your approval, such as expense reports and cash advances. You can select a tile to quickly view items that require approval and from there select an individual item to open it for review and approval.

You can view past approvals by selecting the appropriate option near the top of the page.

9. Reporting

Once you go into the Reporting Tab from the enhanced Concur, the page that loads will look the same as it did before. The reporting functions for Concur have not changed – you can run and download your reports the same way you always have.
10. Logging out

Ready to log out of Concur? The log out option has moved into your Profile Account Hub.
Select the Profile option in the upper right hand corner and click on Sign Out to end your session in Concur.

Need Help?

Contact Aurora Finance Customer Service at 204.480.1001 or email us at travelassistance@umanitoba.ca