

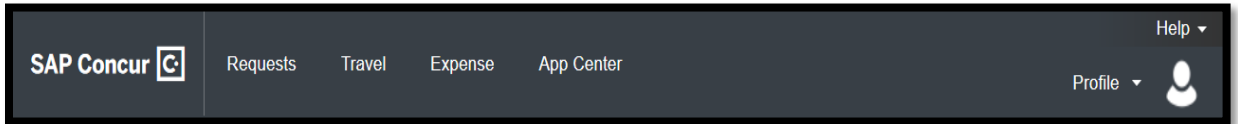
Navigation

This guide will take you through the basic steps for **Navigation** in Concur.

Accessing Concur

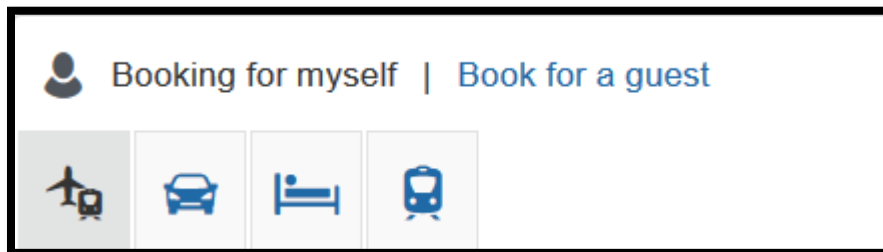
1. Go to **Travel.ou.edu** and login with your 4x4 or username.

Main Menu



- 2.
3. The **Main Menu** across the top of the page will allow you to access:
 - a. **Requests**. This option allows you to create a **New Request** or manage previously submitted **Requests**.
 - b. **Travel**. This option allows you to access the **Travel Wizard** or review the **Trip Library** for previously submitted trips.
 - c. **Expense**. This option allows you to create a **New Expense Report**, manage previous submitted **Expense Reports**, access **Available Expenses** or **Receipts**.
 - d. **Approvals**. This option is only available for approvers. This option allows you to access **Requests** or **Expense Reports** awaiting your approval.
 - e. **Reporting**. This option is only available to those with **Reporting** access. This option allows you to access company created reports.
 - f. **App Center**. This option allows you to access **Apps** from third-party partners with Concur.
 - g. **Help**. This option allows you to access the **Accounts Payable** site for Concur training materials.
 - h. **Profile**. This option allows you to access your **Profile** and manage your information and preferences.

Travel Wizard



Navigation

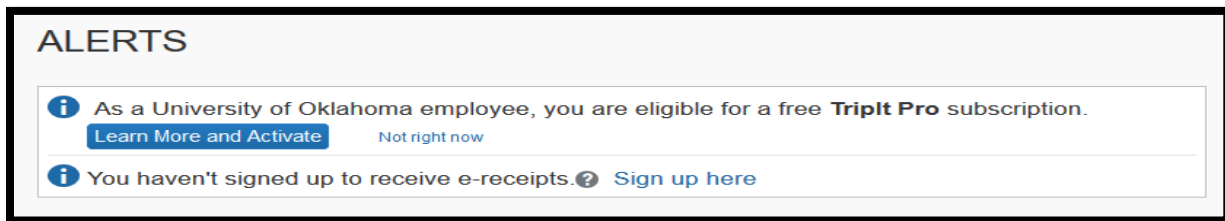
- The **Travel Wizard** on the left side of the page will allow you to search for flights, rental cars and hotels as well as view the details on any upcoming trips that you have previously booked.

Quick Task Bar



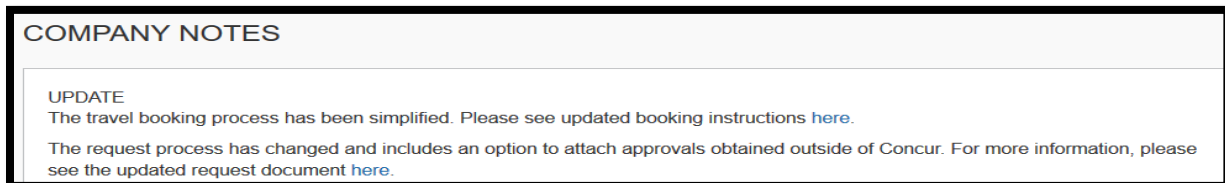
- The **Quick Task Bar**, located at the top of the page underneath the **Main Menu**, will allow you to quickly access your most commonly used features and outstanding tasks.

Alerts



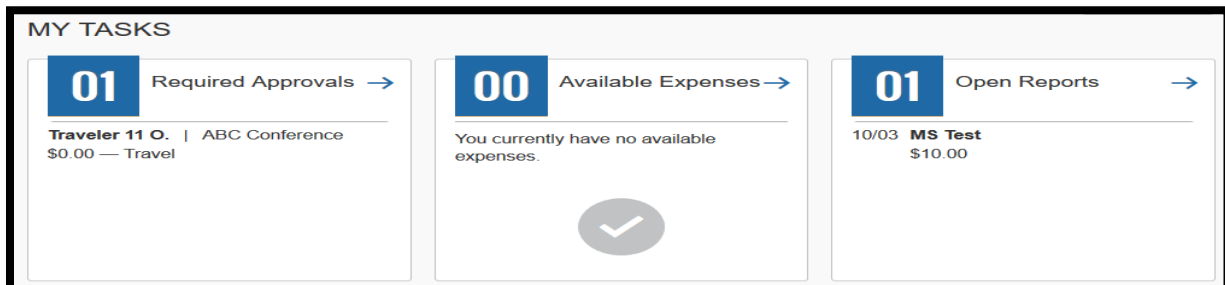
- The **Alerts** section will notify you of any commonly used features available with Concur that you have not activated or declined.

Company Notes



- The **Company Notes** section will advise you of any important OU related information.

My Tasks



- The **My Tasks** section will quickly take you to any outstanding tasks requiring your attention.