



Step	Action
1	In April 2024, Concur will launch a new visual theme (SAP Fiori with Horizon) and the legacy theme of Concur will be retired. The new theme displays a refreshed, modern look and feel, improved consistency, and a more inclusive and accessible design for all users.
2	The SAP Fiori with Horizon visual theme will not change any features of Concur. It is primarily a change in the look and feel of Concur — for example, fonts, font sizes, icons, colors, and rounded corners. The navigation menus will also be slightly modified on the SAP Concur mobile app and the web, to make it easier for you to find what you are looking for.
3	<p>To change your theme setting on the web, <u>after</u> the new theme is launched in April 2024, follow these steps:</p> <ol style="list-style-type: none"> 1. After signing into Concur Solutions, go to Profile Settings. 2. Under Profile Options, click System Settings. 3. You will see a section labeled Appearance Settings. 4. Using the drop-down, select your preferred theme and click Save.
4	<p>You can choose between Morning Horizon, Evening Horizon, and high contrast themes.</p> <p>Note: Morning Horizon will automatically become the default for all users.</p>
5	<p>To change your theme setting on the app, <u>after</u> the new theme is launched in April 2024, follow these steps:</p> <ol style="list-style-type: none"> 1. After signing into the app, go to your Profile and then click Settings. 2. Scroll down to Appearance and choose your preferred setting. <ol style="list-style-type: none"> a. Note: Accessibility options, like high contrast fonts, are accessed via the Accessibility menu found under the iOS or Android device Settings.
6	<p>With the SAP Fiori with Horizon visual theme there are some navigation changes on the web:</p> <ol style="list-style-type: none"> 1. SAP Concur solutions (for example, Concur Expense and Concur Travel) are organized under the Home drop-down menu. 2. The help section is no longer titled Help, but rather is represented with a question mark symbol. 3. The profile section is no longer titled Profile, but rather is represented with a symbol of a person.
7	<p>Navigation changes on the SAP Concur mobile app:</p> <ol style="list-style-type: none"> 1. The home screen has been redesigned, providing the important information you need at your fingertips. 2. The bottom tabs give quick access to the home screen and your core SAP Concur solutions (for example, Concur Expense and Concur Travel). 3. A new action button (camera icon) allows users to quickly capture images of receipts and use Expenselt®, depending on your specific products and configurations



8	<p>Training materials are currently being updated but, in the meantime, please refer to the videos linked below for a visual demonstration of the upcoming visual design theme change.</p> <ol style="list-style-type: none">1. Web Experience<ol style="list-style-type: none">a. https://dam.sap.com/mac/app/e/video/embed/zY5kL5j?!tr=a&rc=10&includeSapBrandedWraper=true2. App Experience<ol style="list-style-type: none">a. https://dam.sap.com/mac/app/e/video/embed/NmTqptU?!tr=a&rc=10&includeSapBrandedWraper=true
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