From: Travel on behalf of Tipton, Emily Lynnette
To: TRAVEL@LISTSERV.UTK.EDU
Subject: Travel Update | August 2022: New Request Module Layout Launches September 1
Date: Friday, August 19, 2022 5:02:50 PM
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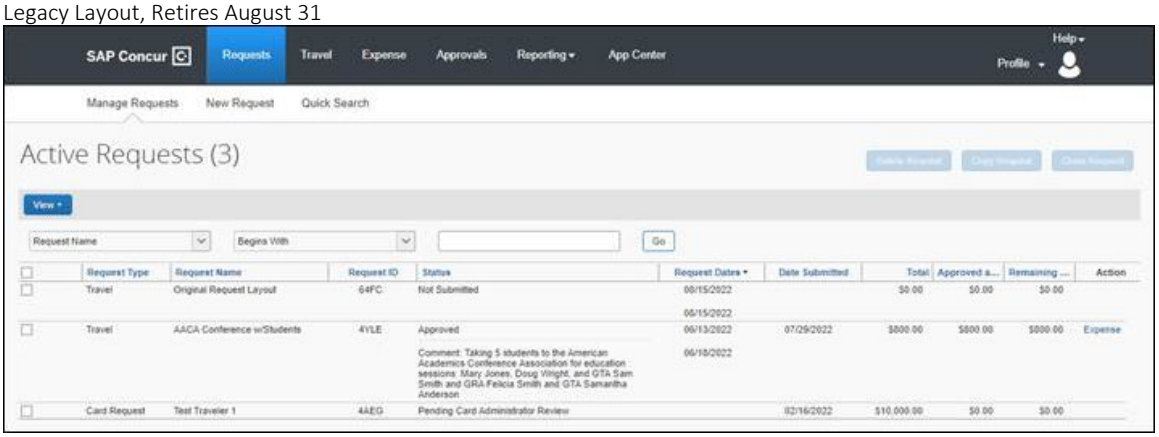
As many people prepare for back-to-school with new looks for family members or even yourself, Concur is also starting the fall with a fresh new look for the Request module beginning September 1.

While core functionality such as, requesting authorization to travel, a new travel/procurement card or even an increase to an existing card, will not change, a much needed-improvement to design and layout will be applied to mirror the Expense module. The new layout is designed to be more intuitive and accessible to all users and built for continuous innovation based on your feedback.

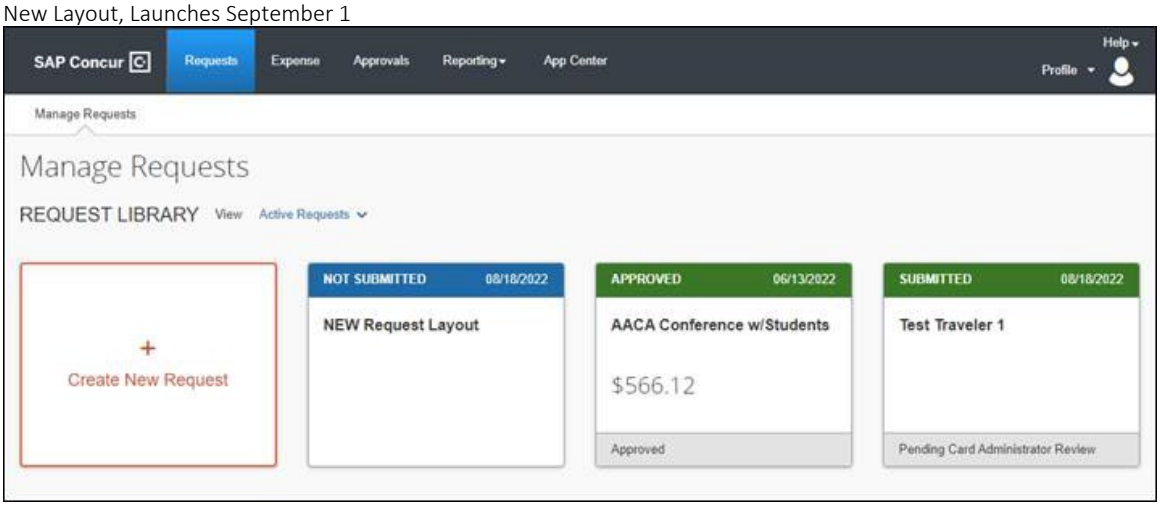
If you missed the 'What's New in Concur' session in July, you can soon watch the recording or register to join us on August 31 at 2 pm est during the Open Q&A session to meet the new Request layout.

What exactly is changing?
The new Concur Request layout improves the overall efficiency, usability, and accessibility from our previous design. The Concur Request homepage provides a new way to list all active requests. The updated user experience based on color code and bold text enhances the traveler/delegate experience and helps them to easily identify key information. Within requests, users will now see a common set of icons with the Expense module.

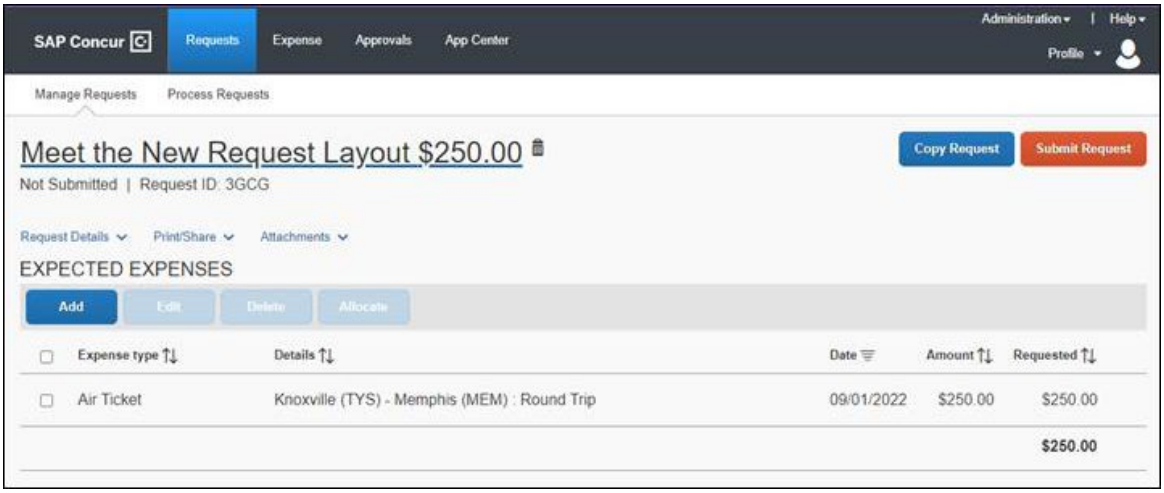
Legacy Layout, Retires August 31



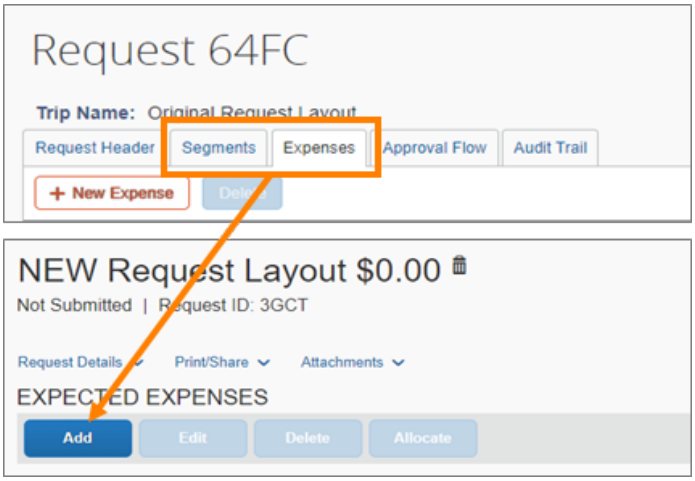
New Layout, Launches September 1



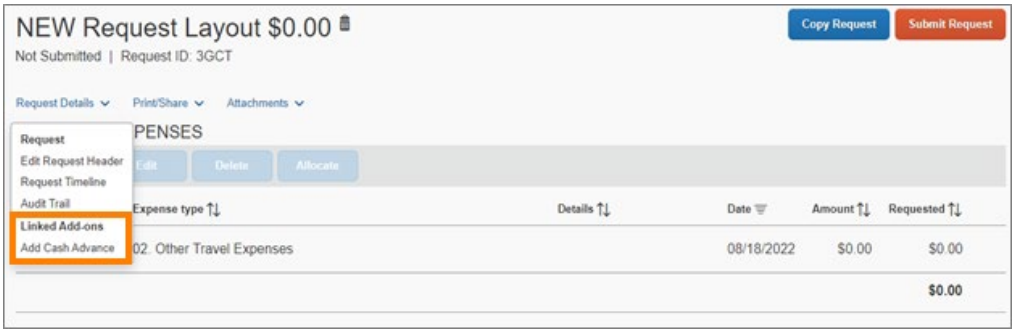
New Layout, Request View



A major improvement is the removal of the "tabbed" view that requires a user to click on each tab for different items on the request header, segments, expected expenses, approval flow, and more. Items are now combined in single, easy-to-use drop-down menus that are grouped intelligently, with clear action buttons for managing the request.

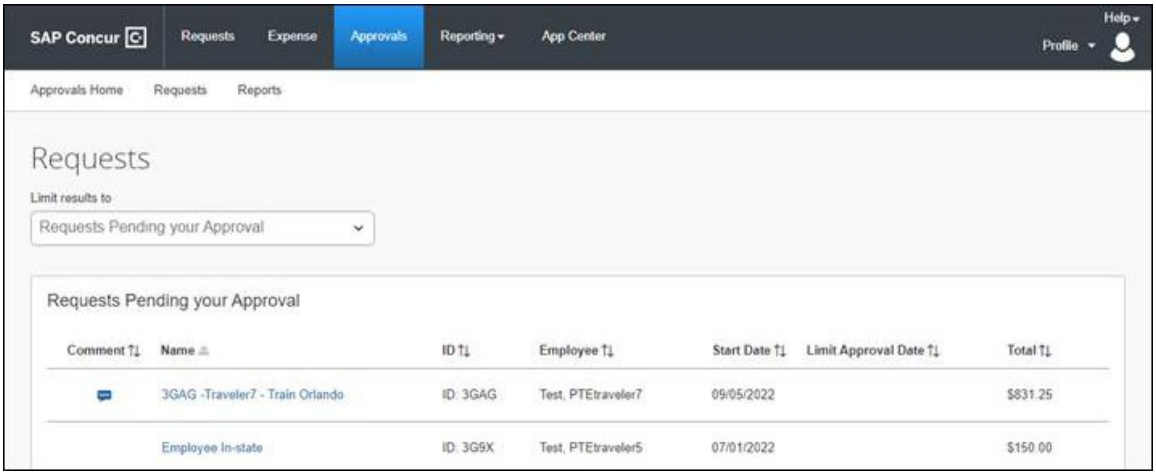


Cash advances will be managed as a Linked Add-on under the Request Details drop-down menu. This is the same approach to managing linked approved requests on expense reports.

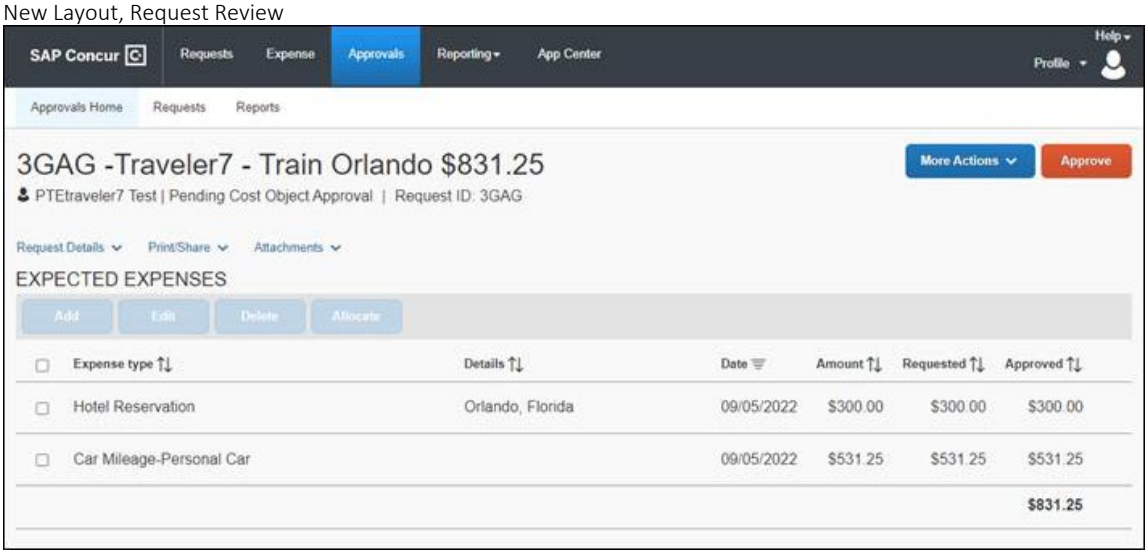


What about approvers?
Preview, authorized and named approvers will also benefit from this layout upgrade seeing a vast improvement when reviewing submissions via the Approval module. Requests pending approval are listed providing one-click entry into the submission details via a full-screen format with clear and easy access to request and expense details.

New Layout, Requests Pending Approval Listing



New Layout, Request Review



The UT Travel Team is pleased to see this change implemented to bring the delegate and traveler experience between Request and Expense modules together. However, if you have any questions about the new layout or using the Concur travel system, please contact the UT Travel Team at travel@tennessee.edu.

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