

CONCUR'S USER INTERFACE THEME CHANGING APRIL 1, 2024

A few visual changes with the new Fiori Theme coming April 1, 2024. Functionality will remain the same.

LANDING PAGE

Current:

The current SAP Concur landing page features a dark header with navigation links: Requests, Travel, Expense, Invoice, Approvals, Reporting, TripLink, App Center, Administration, and Help. The University of South Alabama logo is on the left, and a user profile icon is on the right. A central dashboard shows key metrics: New (+), Required Approvals (00), Authorization Requests (01), Invoices (00), Available Expenses (00), and Open Reports (00). Below this are sections for TRIP SEARCH (with a search form), COMPANY NOTES (with general information), and MY TASKS (with three cards for Required Approvals, Available Expenses, and Open Reports, all showing 00 and 'no' status). The footer includes the SAP logo and the ctp logo.

Fiori:

The Fiori SAP Concur landing page has a clean, light-colored design. The header includes the SAP Concur logo and a Home dropdown. The University of South Alabama logo is on the left, and a user profile icon is on the right. The dashboard metrics are: New (+), Required Approvals (00), Authorization Requests (01), Invoices (00), Available Expenses (00), and Open Reports (00). The TRIP SEARCH section is more prominent. The COMPANY NOTES section is also visible. The MY TASKS section features three cards: Required Approvals (00), Available Expenses (00), and Open Reports (00), all with 'no' status and checkmarks. The footer includes 'THE BEST RUN' with the SAP logo and the ctp logo.

LANDING PAGE CONTINUED

Fiori Theme – April 2024

This screenshot shows the SAP Concur Fiori Theme landing page. A red box highlights the 'Home' dropdown menu in the upper-left corner, which lists various applications and administration options. Another red box highlights the user profile icon in the upper-right corner. A blue arrow points from the 'Current Theme:' label below to the 'Home' dropdown. A second blue arrow points from the user profile icon to the 'Profile' dropdown in the screenshot below.

Current Theme:

This screenshot shows the SAP Concur Fiori Theme landing page with a dark header. A red box highlights the navigation bar containing 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', 'Reporting', and 'App Center'. Another red box highlights the 'Profile' dropdown menu in the upper-right corner. A blue arrow points from the 'Current Theme:' label to the navigation bar. A second blue arrow points from the 'Profile' dropdown to the user profile icon in the screenshot above.

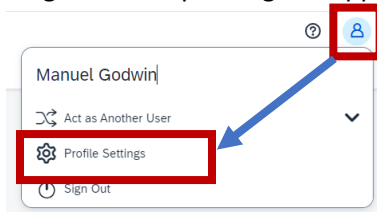
MANEUVERING BETWEEN APPLICATIONS

Use the drop-down menu in the upper-left side of the screen to maneuver between applications.

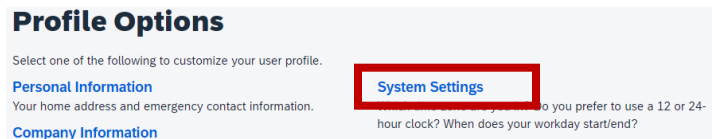
This image is a close-up of the 'Home' dropdown menu. The 'Home' text is enclosed in a red box. The menu lists various applications and administration options, including 'ADMINISTRATION', 'Company', 'Company Admin', 'Tools', 'Web Services', 'App Center Listings', 'Report Admin', 'Authentication Admin', 'Request', 'Expense', and 'Invoice'.

All Request, Report, and Invoice functions will be the same with the same options and required fields. Only the look is changing. Once the Fiori theme is active on April 1, 2024 you will have four options for your personal theme.

1. To get to the options go to upper right-hand corner and select Profile Settings.



2. Then select **System Settings**.



3. Under the Appearance Settings you will have four options. Select the one that works for you.

