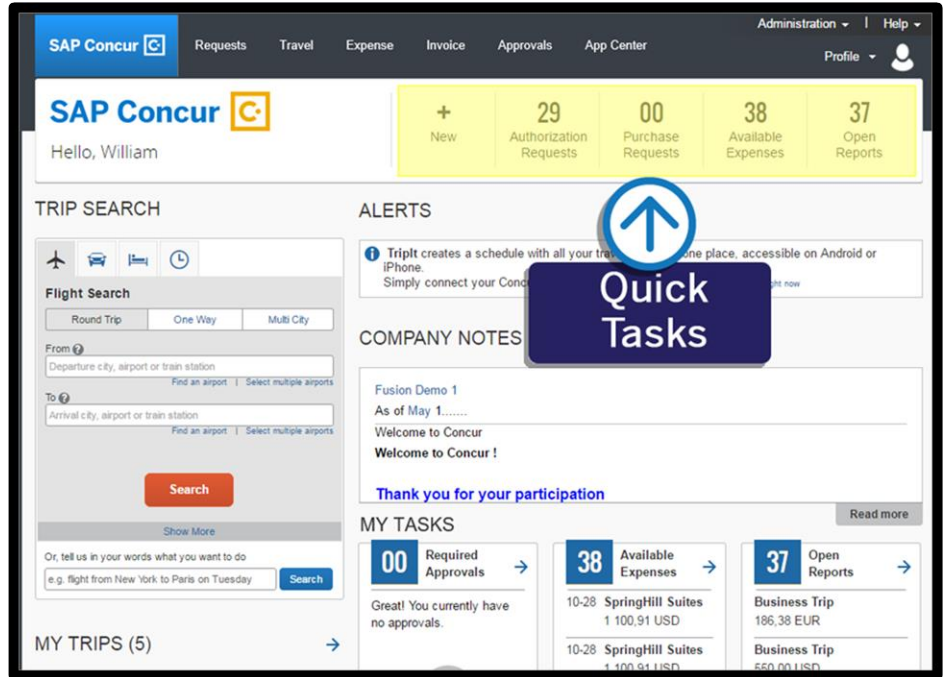


# Exploring the SAP Concur Home Page

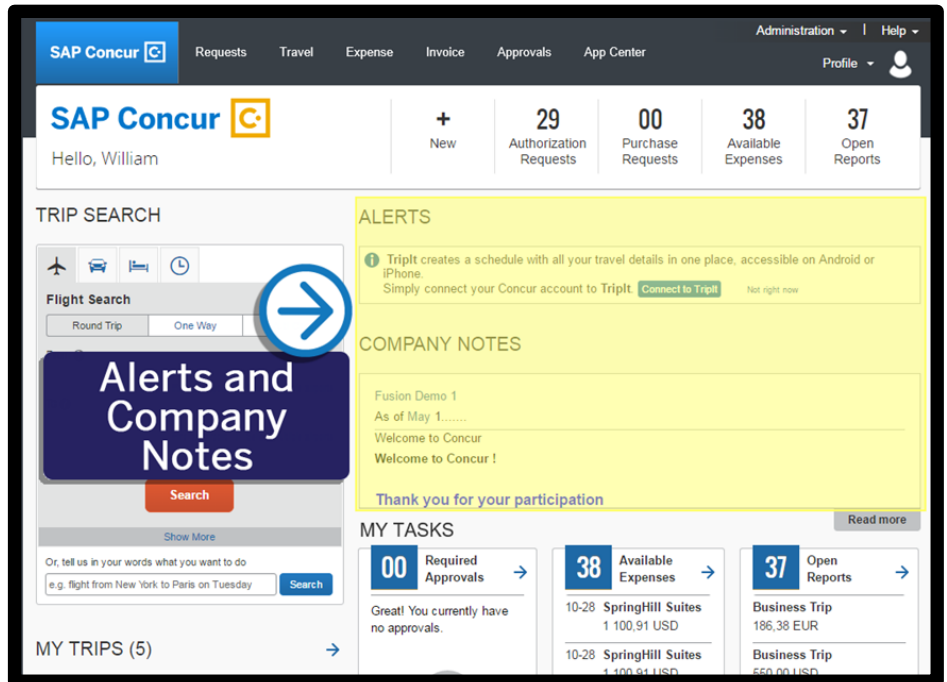
The SAP Concur home page provides quick access to the tools and information that you need to book a trip and manage your expenses.

1. To quickly view and act on tasks, use the **Quick Task** bar at the top of the screen.

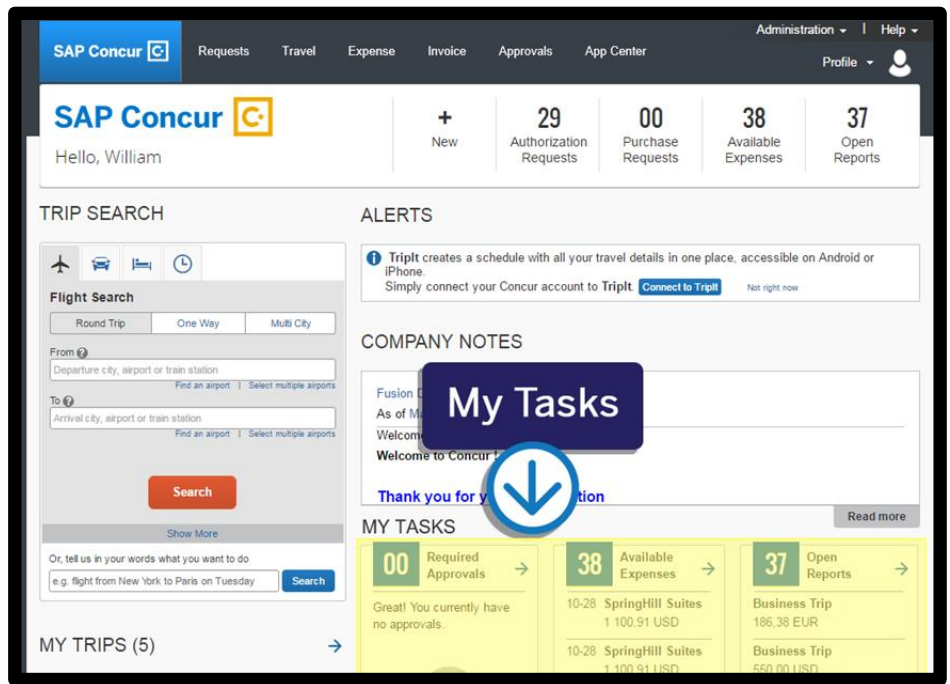
“Work to Zero” by clicking each **Quick Task** to complete your tasks until 00 remain.



2. Review important information in the **Alerts** and **Company Notes** sections to stay up-to-date as you plan trips or submit expenses.

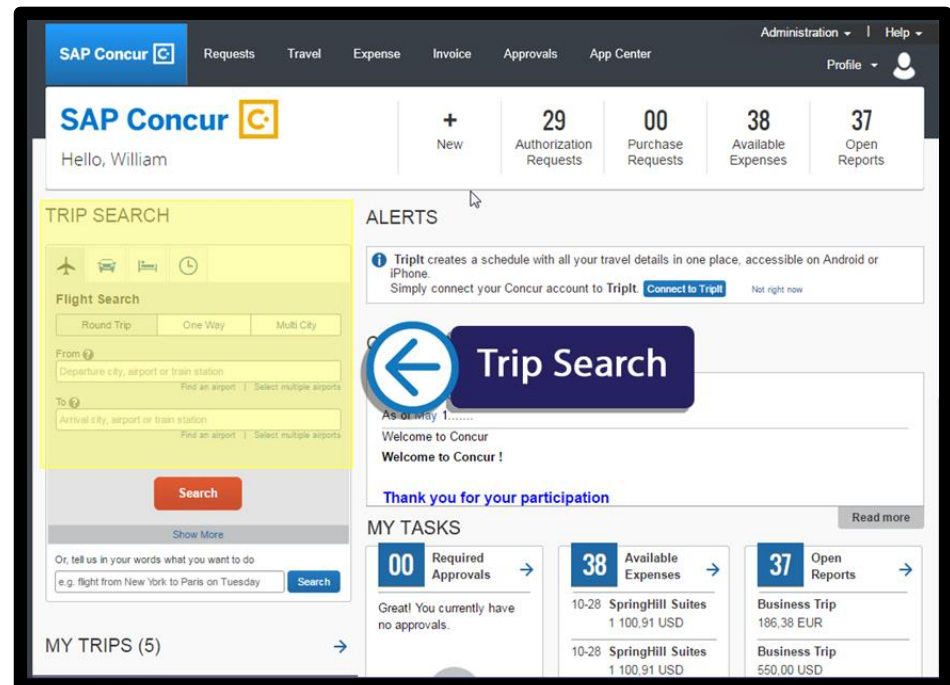


3. Use the **My Tasks** section to create new expense reports and to view open reports, available expenses, and approvals that require attention.



4. The **Trip Search** section provides the tools that you need to book a trip.

Note that this pane will only appear if your company uses Concur Travel.



- In the **My Trips** section, you can view your upcoming trips so that you always know your trip itineraries.

