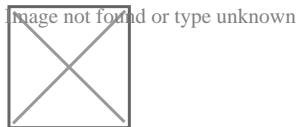


Concur Request: Viewing Requests ^[1]

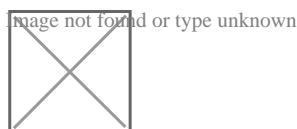
When viewing active requests on the **Manage Requests** page, requests are now displayed as individual tiles.



In the NextGen UI for Concur Request, each active request is displayed as an individual tile. The tiles are sorted by date of creation.

Each tile includes the following information:

- Request name
- ?Status
- Request date
- Total
- Alert indicator (if request contains any alerts)
- Request's workflow status, such as Submitted and Pending Approval (if applicable)
- Approver's name (if applicable)
- Tile banner color indicates request status

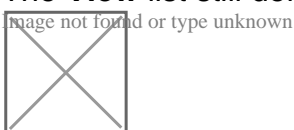


View List

The **Manage Requests** page in the NextGen UI for Concur Request still has a **View** list for viewing requests by status and for viewing all requests. The **View** list has the same selections, but the selection names have been updated to be more concise.

New User Experience

The **View** list still defaults to *Active Requests*, but you can easily view other requests.



From the **View** list, select one of the request statuses or *All Requests*

Image not found or type unknown

For example, if you select *Not Submitted*, the unsubmitted requests appear.

Image not found or type unknown

To sort, click the column headings.

Image not found or type unknown

To return to the active requests, select *Active Requests* in the **View** list.

Image not found or type unknown

Source URL:<https://www.cu.edu/psc/concur-request-viewing-requests>

Links

[1] <https://www.cu.edu/psc/concur-request-viewing-requests>