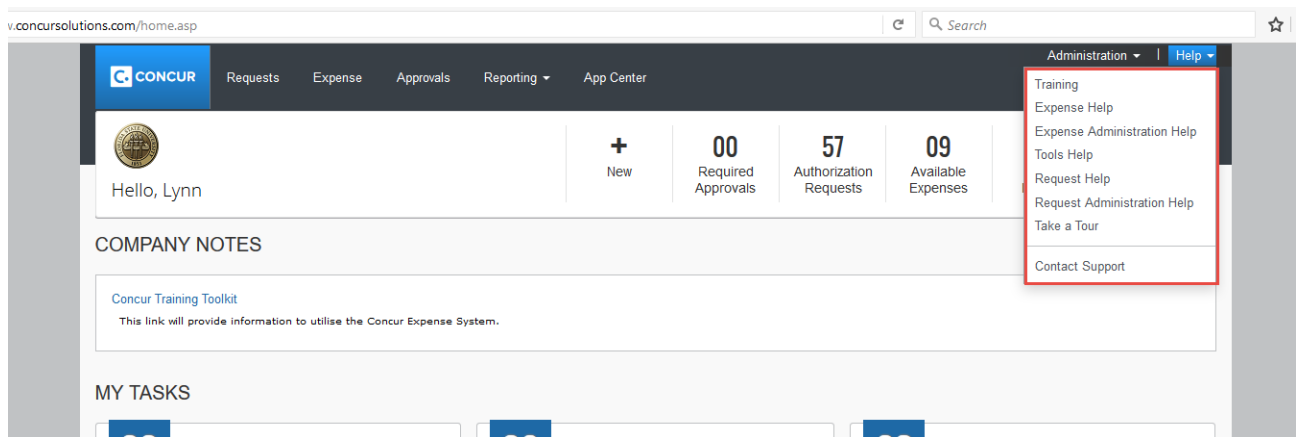




Concur Online Help

Purpose: Users will encounter non-routine issues from time to time. Concur provides easily accessible online help. Although the online help is generic, and not tailored specifically to FSU business processes, it is a useful tool for learning the different features of the application.



To access online help:

From the Concur home page, click the Help link in the upper right corner. You will see a menu of help categories

- **Training** provides short training videos on a variety of Request, Travel, and Expense topics, and provides generic Quick Start Guides.
- **Help** topics are written instructions on Request, Travel, and Expense topics
- **Take a Tour** provides quick tips for navigating Concur.