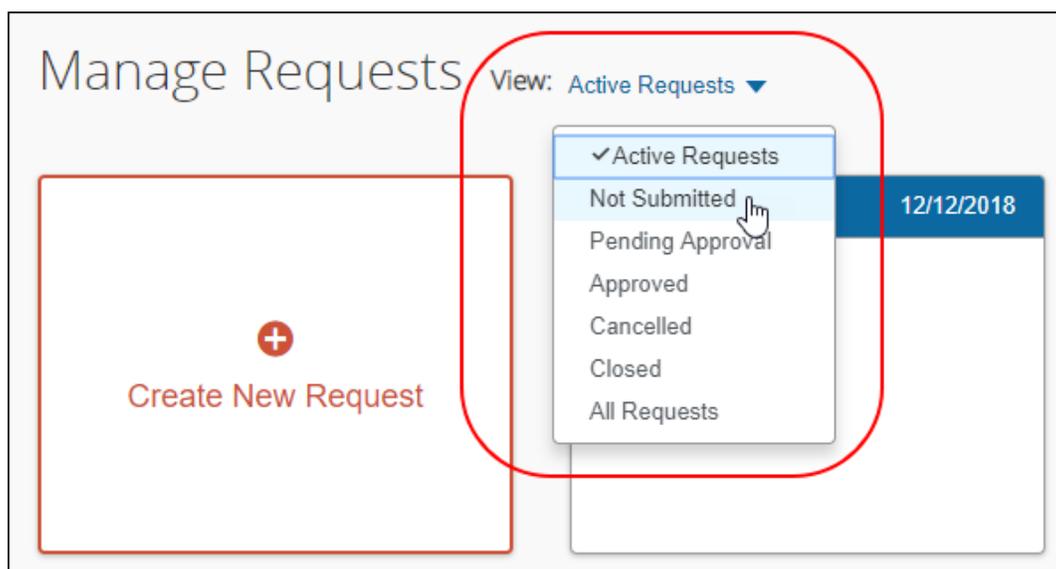# REQUEST: VIEWING A REQUEST

Viewing a Request

Concur defaults to Active Requests on your Request Home Page, but you can easily view other requests:
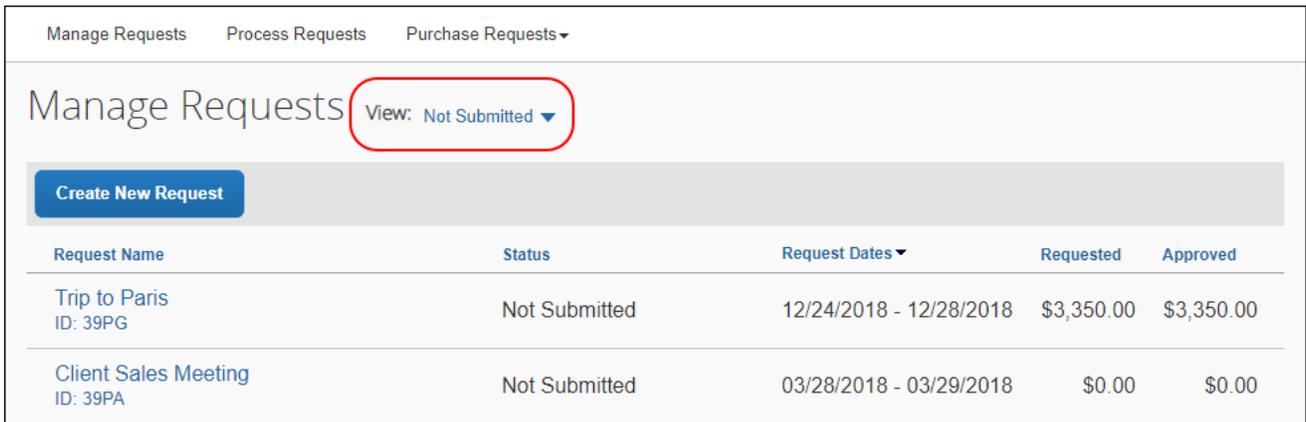
1. To View a Request, Click the arrow next to Active Requests on your Request Home Page.
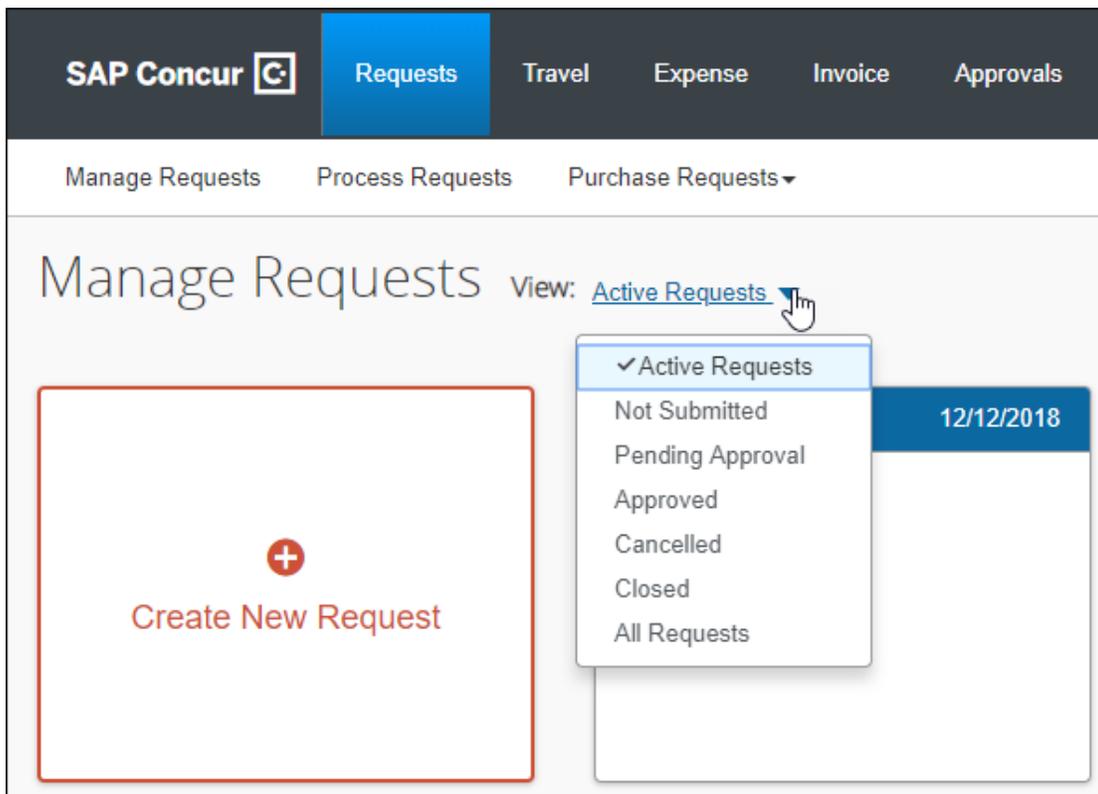
2. From the **VIEW** list, select one of the request statuses or *All Requests*.

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

4. To sort, click the column headings.
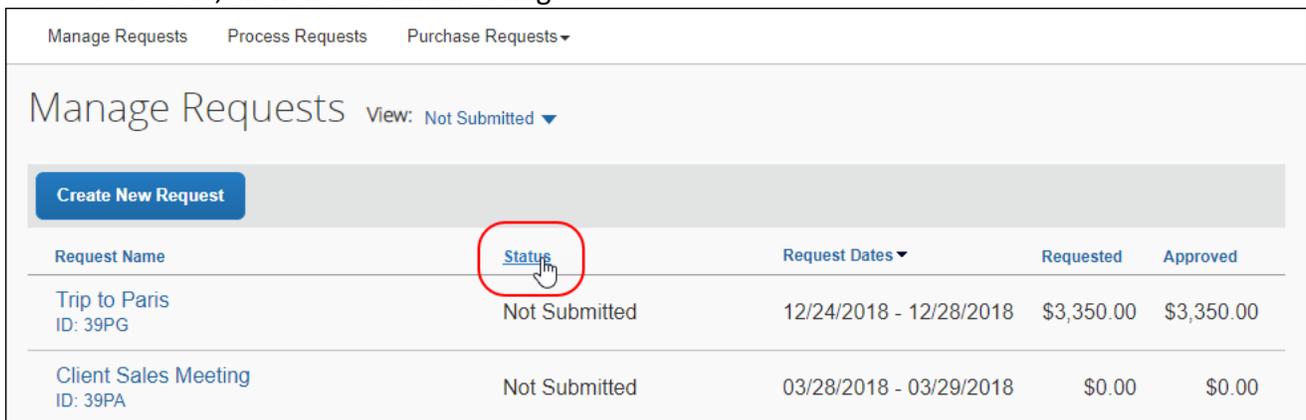
5. To return to the active requests, select Active Requests in the **View** list.
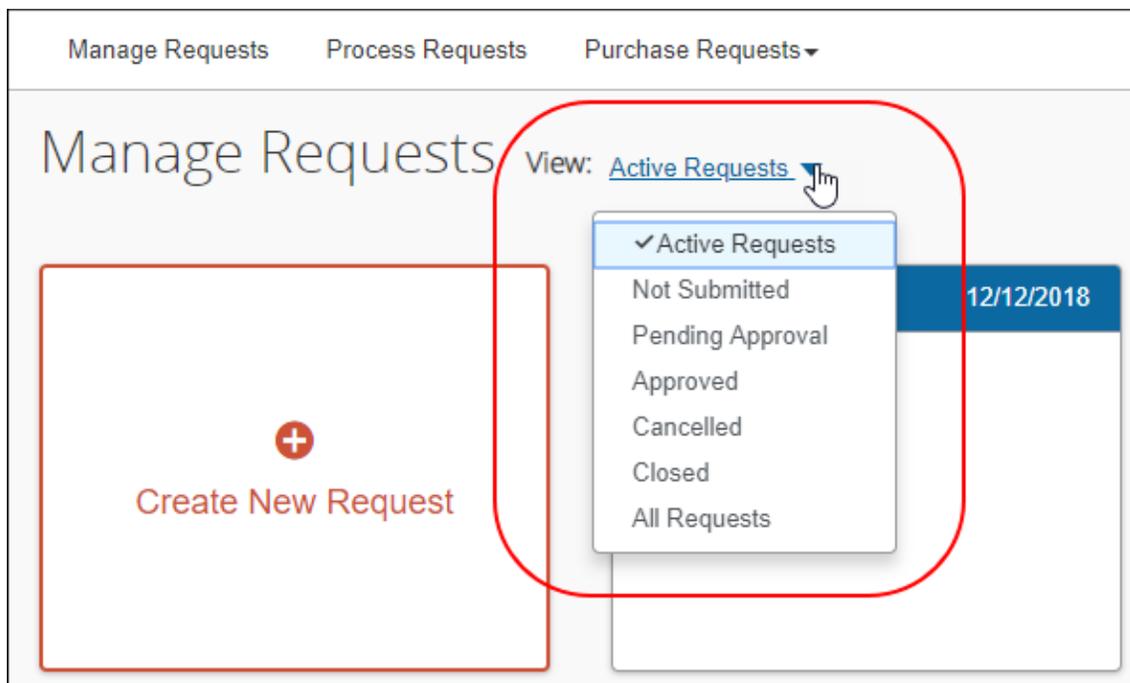
Questions? Please contact Stephanie Albright at polytravel@calpoly.edu