1. Black Menu Bar – Select Requests to access the Request module
2. White Menu Bar
   a. Manage Requests to view a list of Requests with their name, ID, status, dates, and amounts
   b. Create New to generate a new Request
   c. Quick Search by Request ID
3. View drop-down menu filters Requests by status and search fields filter Requests by criteria
4. Action column on the right shows the available Action for the Request
   a. “Book” link to initiate booking
   b. “Expense” link to generate a Report

Troubleshoot

Problem: Not all Requests are listed under Manage Requests.

Solution: Approved Requests drop off the “Active Requests” list once the travel has commenced (as indicated by the business travel dates). Select an option other than “Active Requests” from the View drop-down menu or use the search fields to find a specific Request.