

Note: If you do not manage your Concur Expense or Concur Request solution, please forward this following this <u>video</u>.

As Administrators of The Tulane Educational Fund has yet to fully transition, starting October 1, 2022, we will begin automatically transitioning your company to the NextGen UI for Concur Expense and Concur Request (if applicable).

To ensure smooth transitions, we will be moving customers onto the new user interface on a **rolling basis over a multi-day time period**. The transition will happen seamlessly, behind-the-scenes, and there will be no noticeable impact for end users at the time that the transition is made*. The next time a user logs in after the transition has occurred, the user will see a three-slide product tour. This tour will introduce the updated UI and briefly explain the most notable changes and their benefits. All messages will be displayed in the language the user has selected in their settings.

To help you ensure your employees have a positive experience, we have resources to help you plan, execute, and maintain a smooth transition.

Helpful Resources