

Location Reports (New UI)

This quick guide will show you how to run a **location report** and a **query**. These instructions are for Risk Management purposes.

Click on any of the links below to skip ahead to that section.

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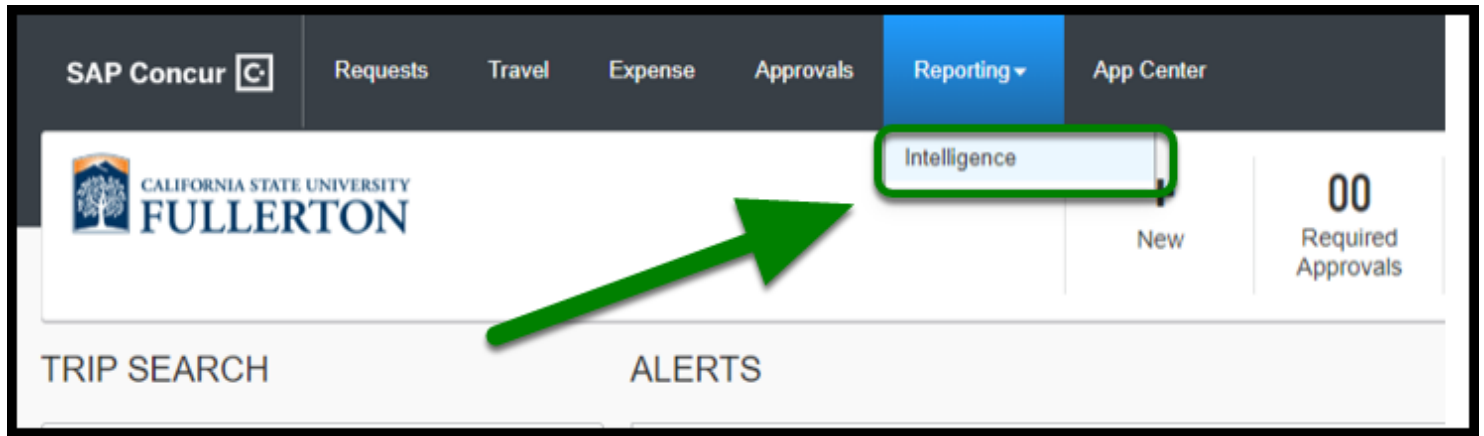
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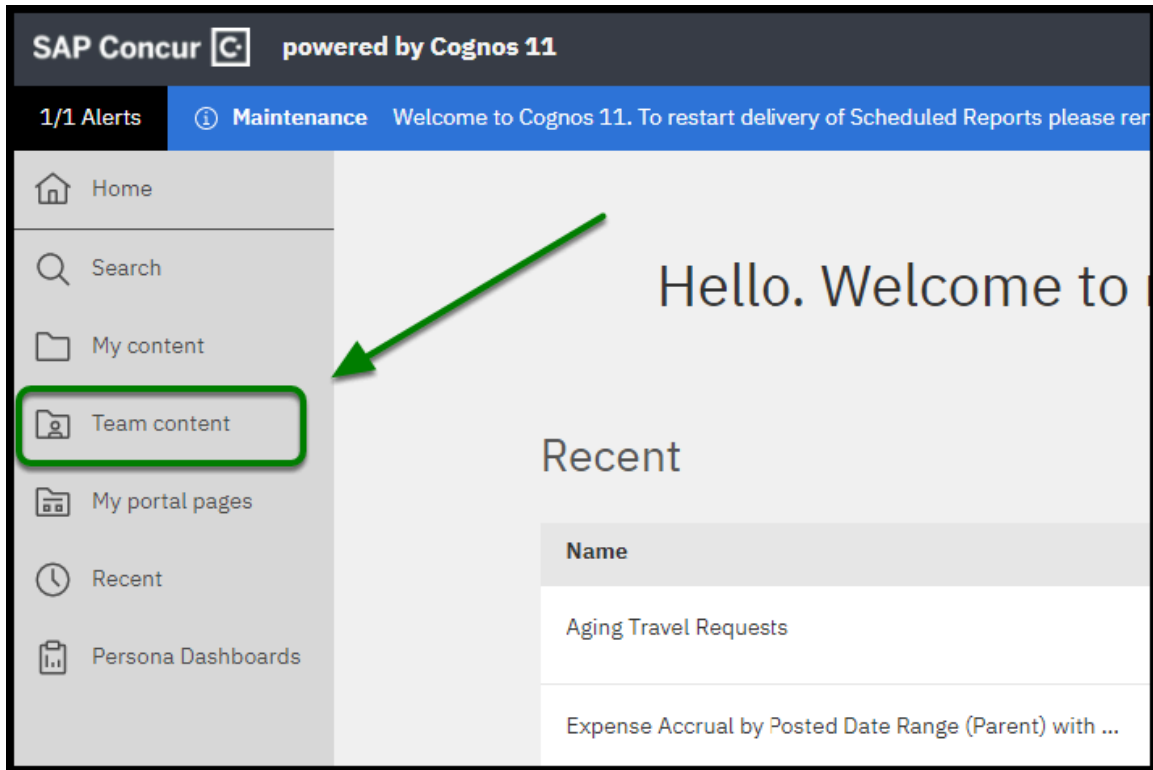
If you need assistance with logging into Concur, please go to [Logging into Concur](#).....0.

Location Reporting

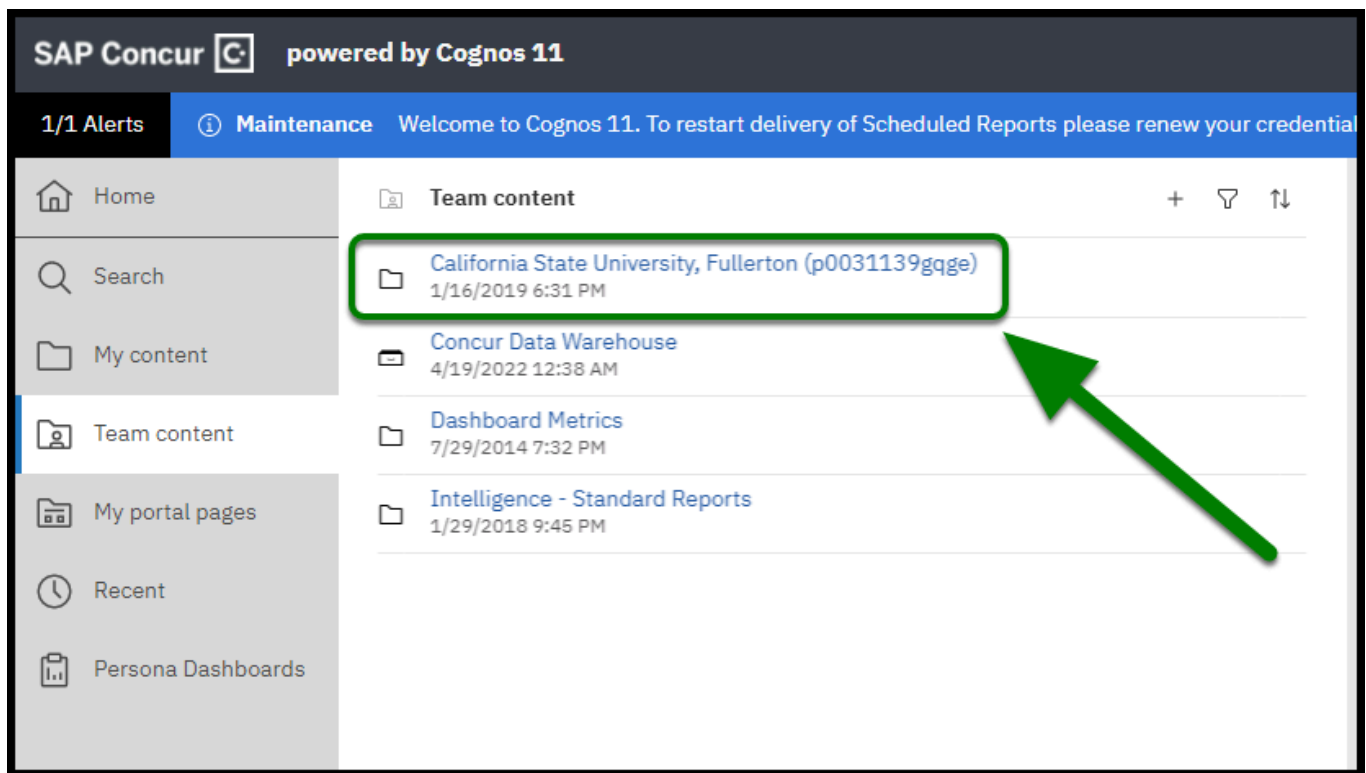
Step 1: Log into Concur and go to **Reporting**, then **Intelligence** tab.



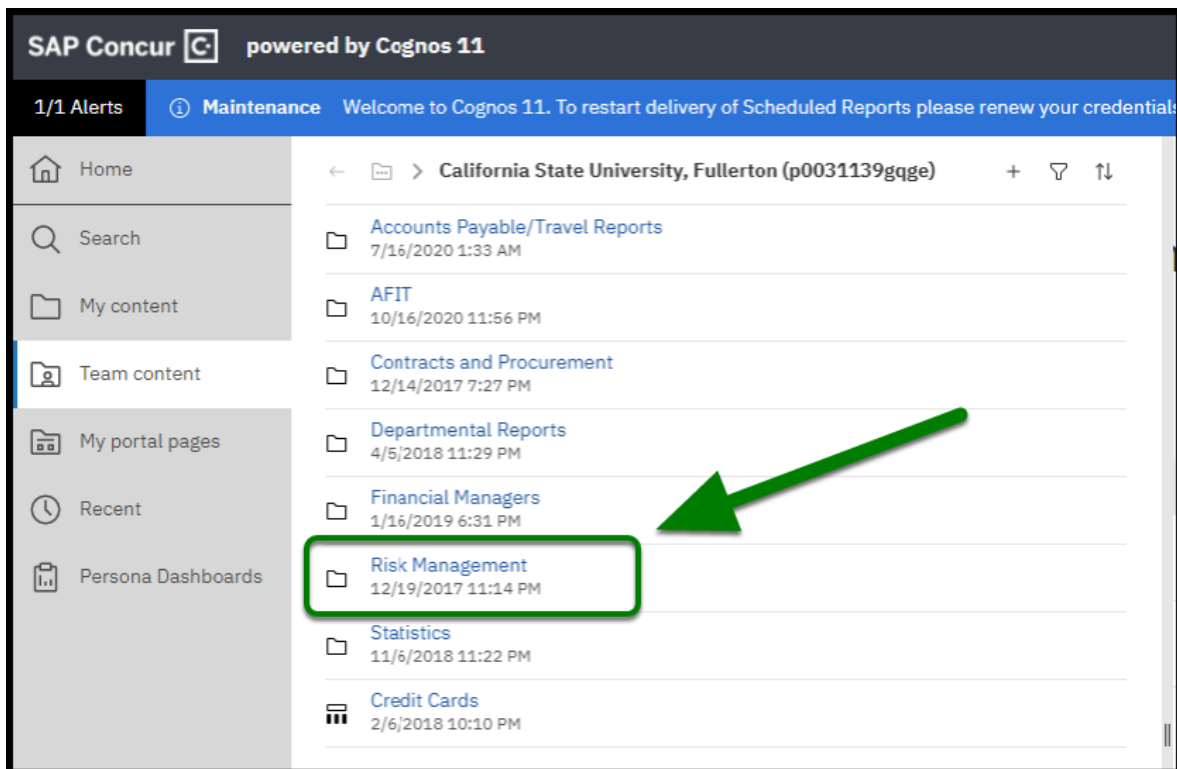
Step 2: Click on Team Content.



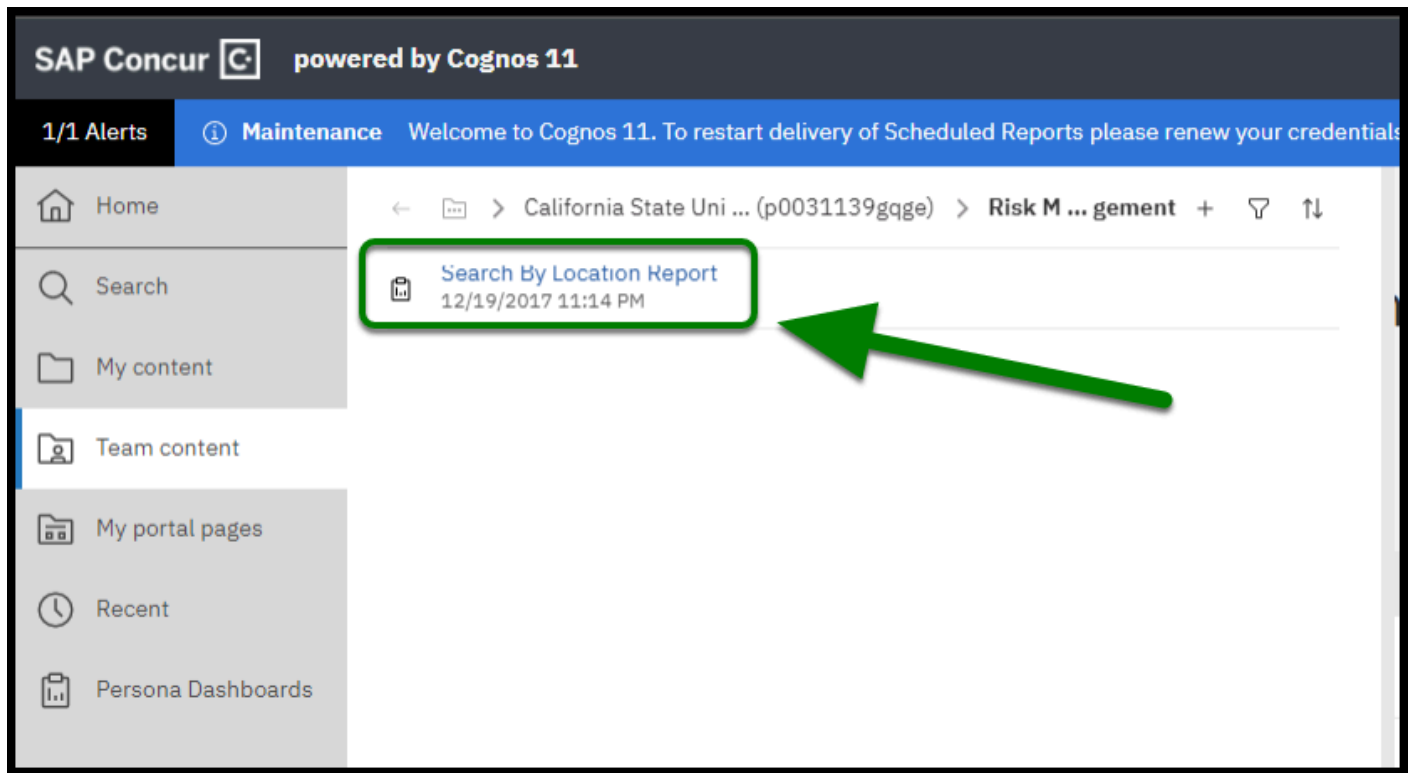
Step 3: Select **California State University, Fullerton (p0031139gqge)**.



Step 4: Select Risk Management.



Step 5: Select "Search by Location Report".



Step 6: Select your options for the report.

Country, State/Providence/Regions, and City are optional.

If you do not want to search by dates, uncheck the **Date Begin** and **Date End** options.

To get an exact match for City, click the **Options** link and select your preferred search method.

Select **Finish**.

Your report will be displayed.

Country (Optional):

State/Province/Region (Optional):

City (Optional):

Keywords: Type one or more keywords separated by spaces.

Options ▾

Choice:

Date Start: Date End:

Options ▾

Keywords: Type one or more keywords separated by spaces.

Options ▾

☒ Starts with any of these keywords

☐ Starts with the first keyword and contains all of the remaining keywords

☐ Contains any of these keywords

☐ Contains all of these keywords

☒ Case insensitive

Choice:

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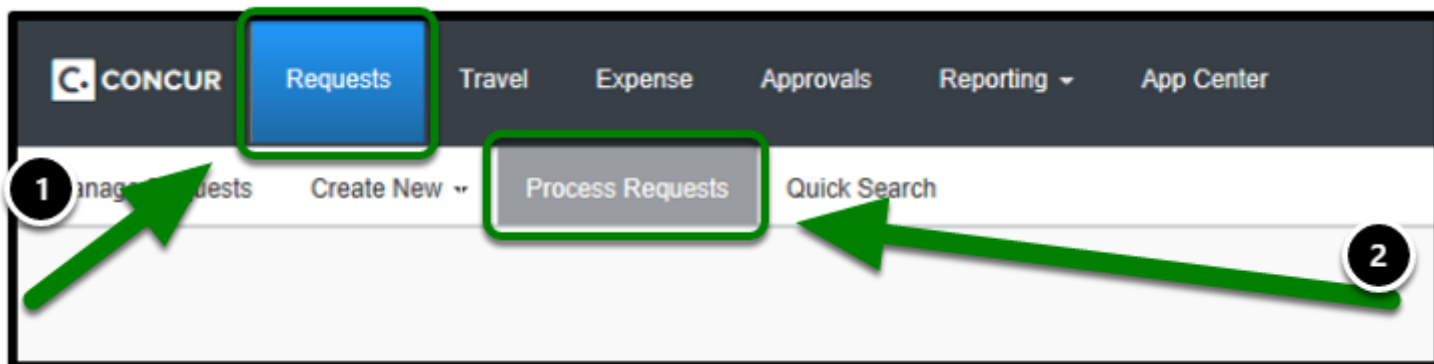
Location Queries



Go through each line item to understand the process of location queries.

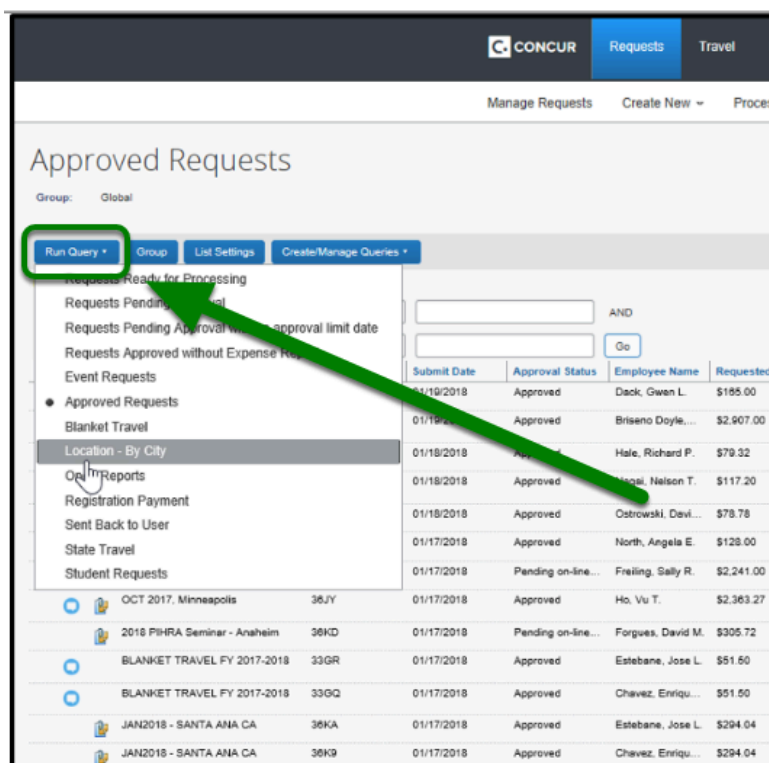
Run a Query

Step 1: Go to **Requests**, then **Process Requests**.



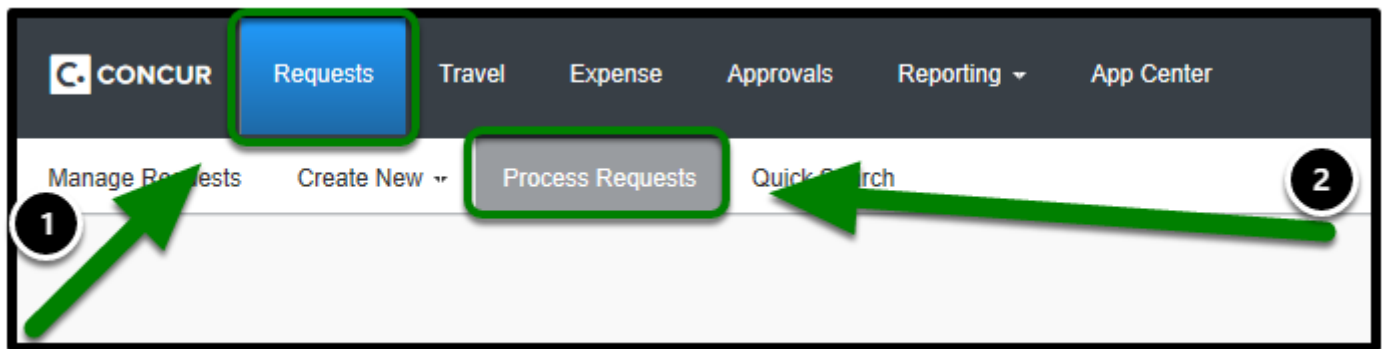
Step 2: Select **Run Query** and choose the Query you would like to run.

The results will display.

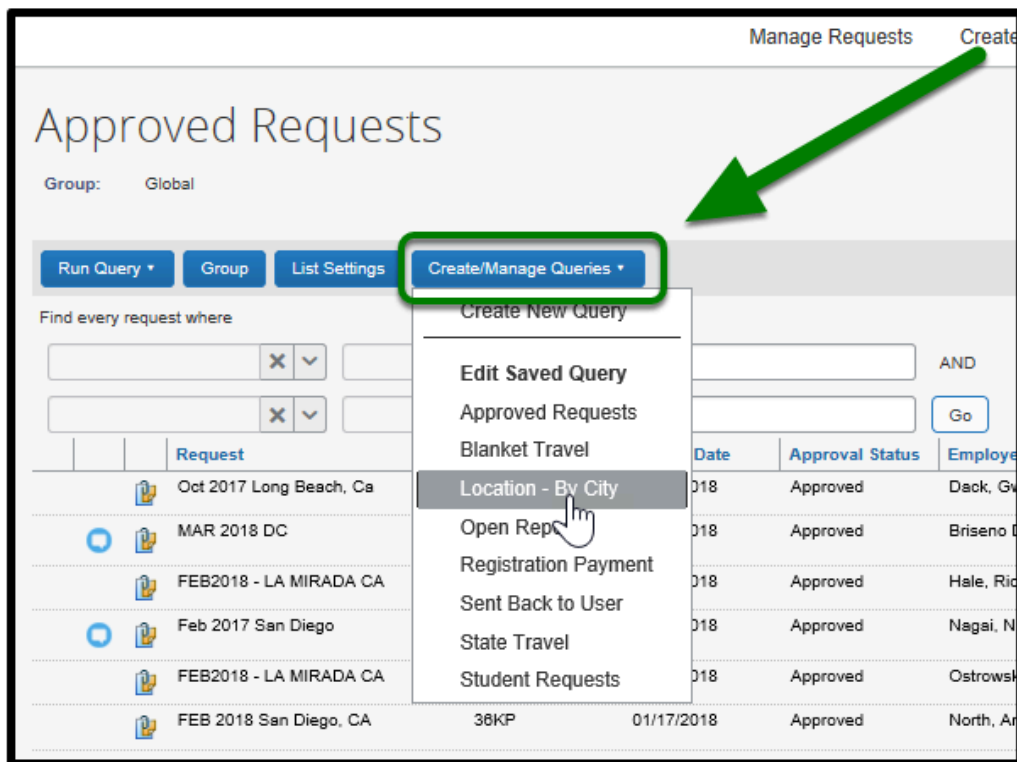


Edit a Query

Step 1: Go to **Requests, then **Process Requests**.**



Step 2: Select **Create/Manage Queries** and select the query you want to modify.



Step 3: Once modifications are complete, click **Save**.

Re-run your query to see updated results.

CONCUR Requests Travel Expense Approvals Reporting App Center Profile

Manage Requests Create New Process Requests Quick Search

Edit Query

Query Name: Location - By City Save Delete Query Cancel

Insert Remove

Data Object/Operator	Field/Value	Operation
()		
Request	Main Destination City	
Equal		

By City

Step 1: Modify Cities: Select **By City** from **Query Name**.

Use search fields on the right-hand side.

Select the updated city.

! You will need to update all 3 city fields.

Edit Query

Query Name: **Location - By City**

Data Object/Operator	Field/Value	Operation
Request	Main Destination City	Equal
Request Entry	City	Equal
Segment	To Location Name	Equal
Request	Approval Status	Value
Request	Approval Status	Value
Request	Start Date	Value

Helper

To specify the city, you can:
 Click one from the Most Recently Used list (if any).
 Optionally select a country. Then type the first few letters in the Search for City field, click Search, and then click a city in the list below.

Country (optional):
 Select One (Optional):

Search for City:
 seattle

Search

Seattle, Washington (USSEA)
 Seattle-Kanmore, Washington(USKAH)
 Seattle-Kanmore, Washington(USKAH)

By Country

Step 1: Modify Country: Select the **By Country** field from **Query Name**

Select the **Country** from the right-hand side.

! You will need to update all 3 country fields.

By State

Step 1: Modify State: Select the **State** field from **Query Name**.

Select the ***CSUF-State** from the right-hand side.

Edit Query

Query Name: Location - State

Insert Remove

Data Object/Operator	Field/Value	Operation
<input type="checkbox"/> And <input type="radio"/> Or	Request	*State
Equal	Value	Florida
<input type="checkbox"/> And <input type="radio"/> Or	Request	Start Date
Within Today +	Value	10000
<input type="checkbox"/> And <input type="radio"/> Or	Request	Approval Status
Equal	Value	Approved
<input type="checkbox"/> And <input checked="" type="radio"/> Or	Request	Approval Status
Equal	Value	Pending on-line Booking

Custom Lists

Select a list. The items within this list will display for you to choose from to create the condition.

*CSUF-State

Step 2:

Select the State from the right-hand side.

Items for Custom List: *CSUF-State

Select an item from this custom list for this condition.

Search Text:

Search

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- International
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi

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Need more help?



Contact Concur Support at concur@fullerton.edu or at 657-278-3600.