

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.

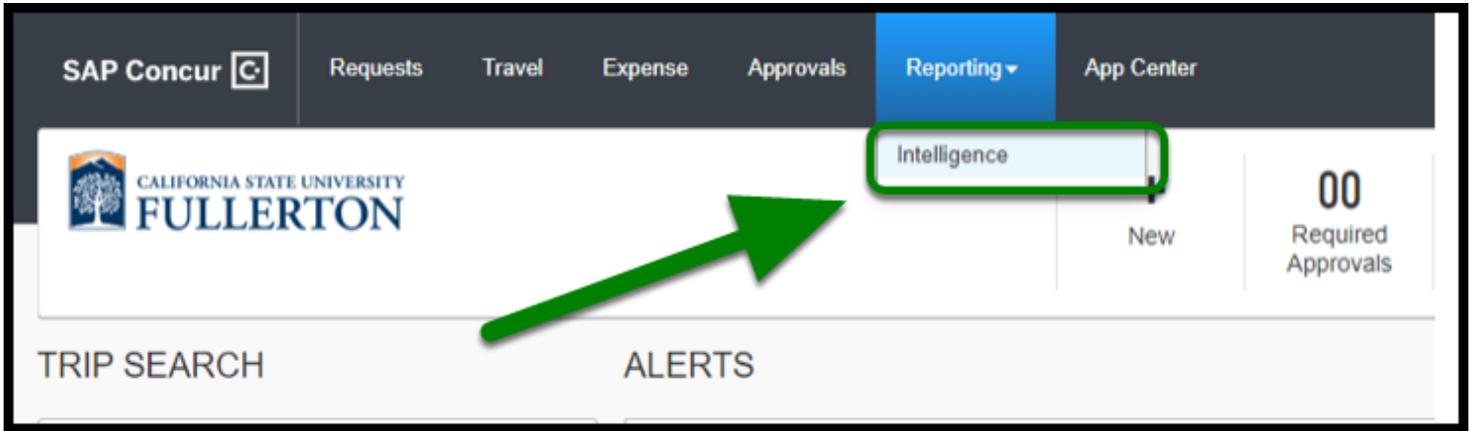
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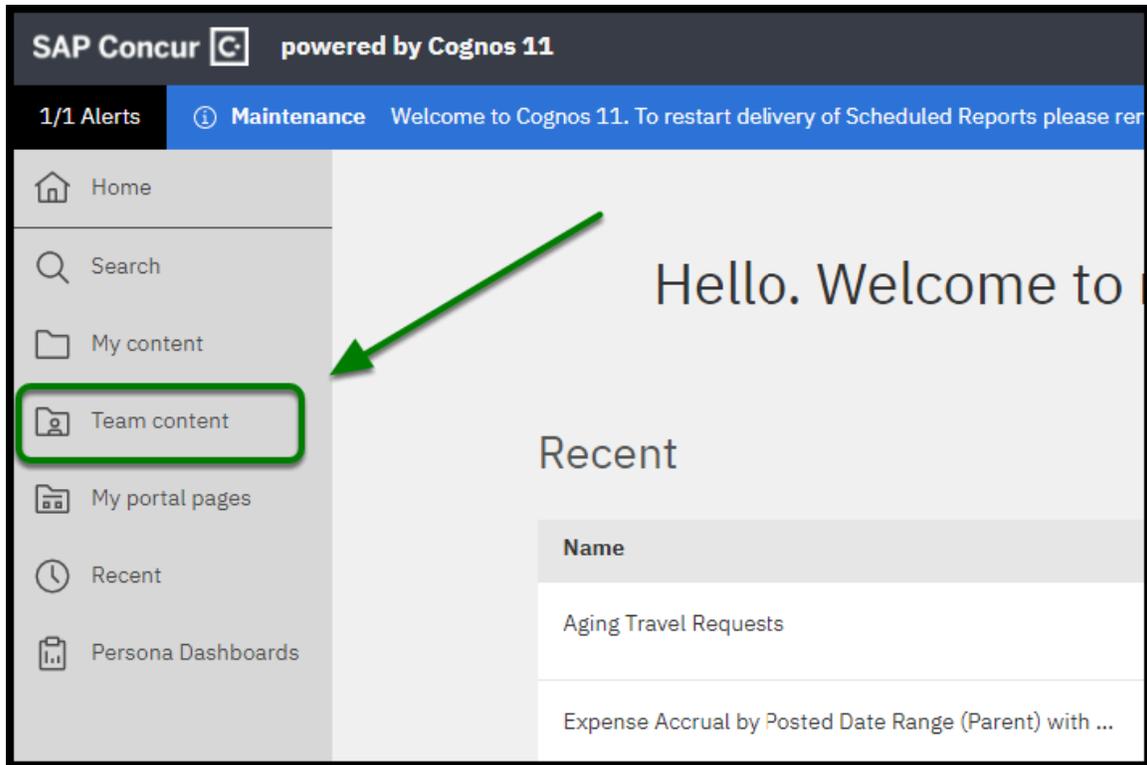
 If you need assistance with logging into Concur, please go to [Logging into Concur](#).....0.

Location Reporting

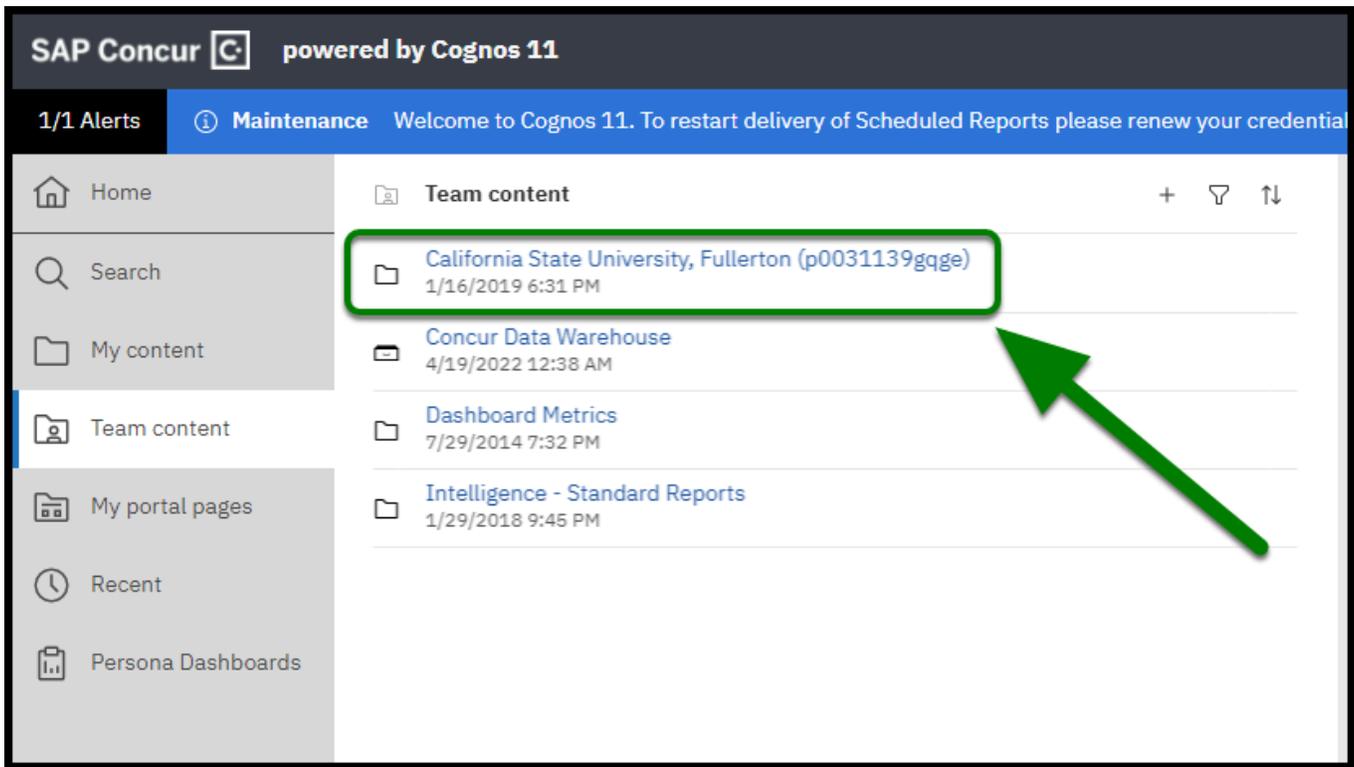
Step 1: Log into Concur and go to **Reporting**, then **Intelligence** tab.



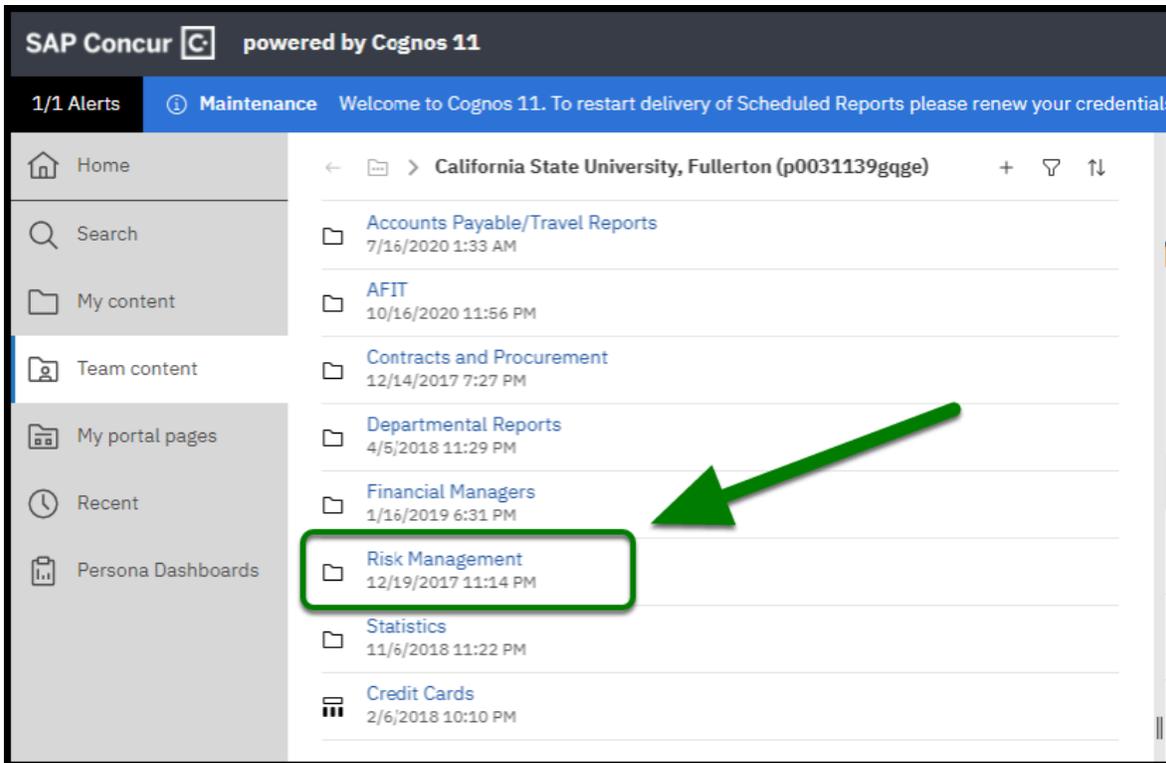
Step 2: Click on Team Content.



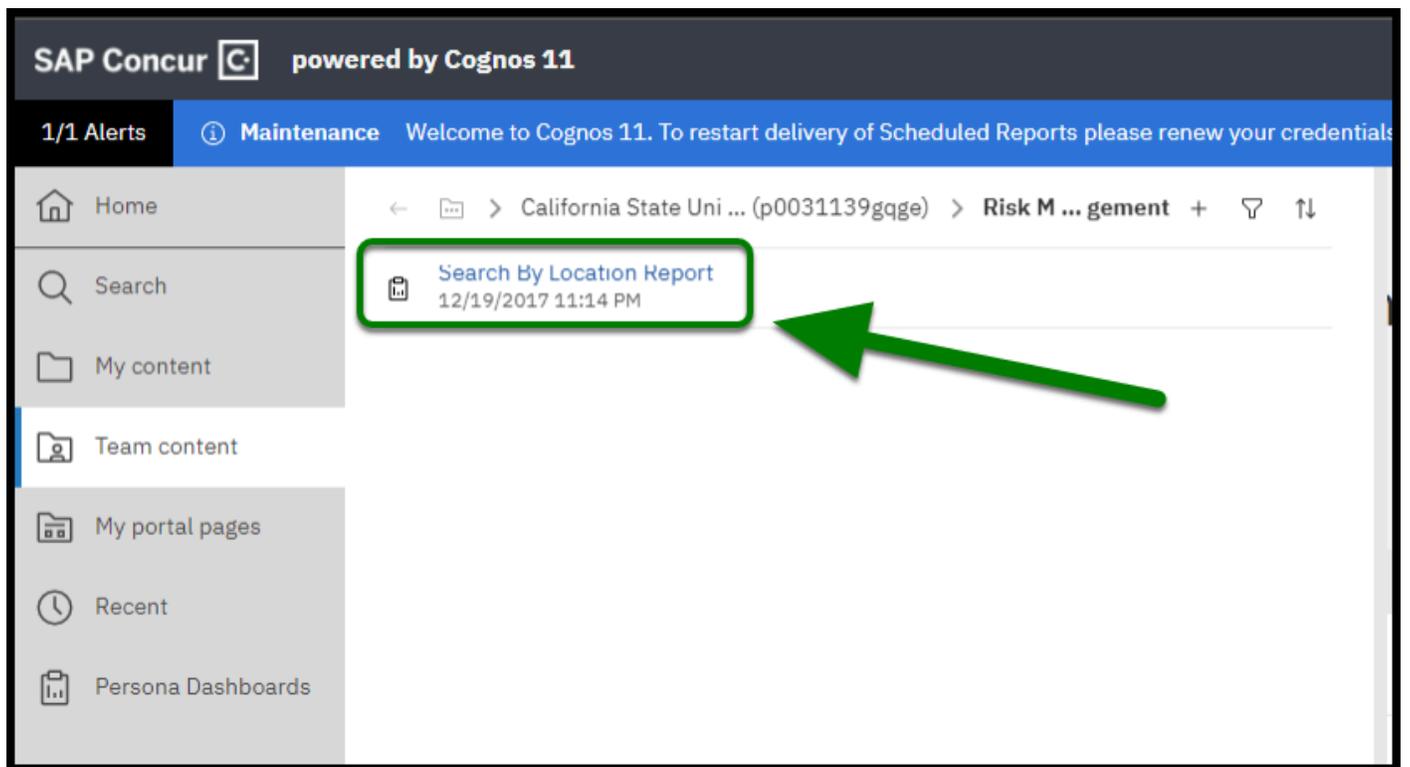
Step 3: Select **California State University, Fullerton (p0031139gqge)**.



Step 4: Select Risk Management.



Step 5: Select "Search by Location Report".



Step 6: Select your options for the report.

Country, State/Province/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. Search

Options ▾

Choice:

Deselect

Date Start: 2018

Date End: 2018

City (Optional):

Keywords: Type one or more keywords separated by spaces. Search

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:

Deselect

Cancel Finish

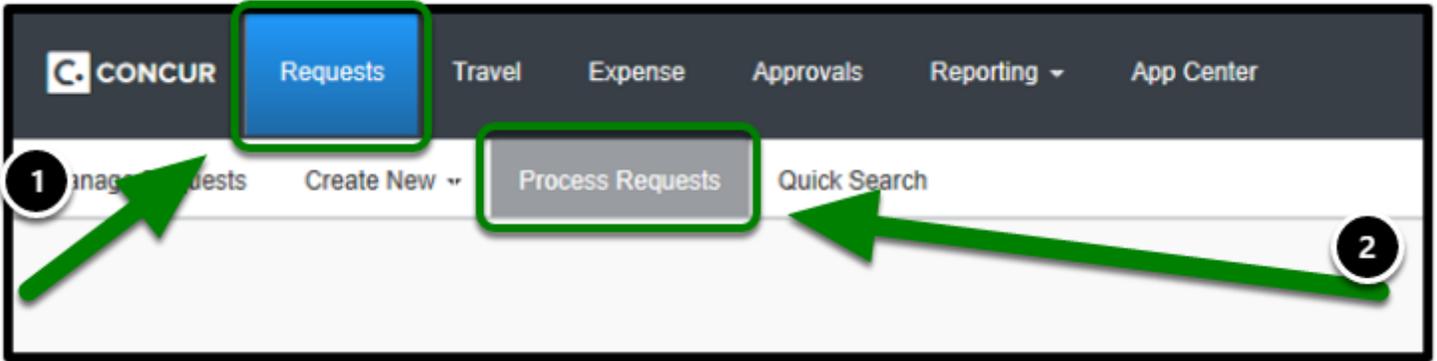
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Location Queries

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

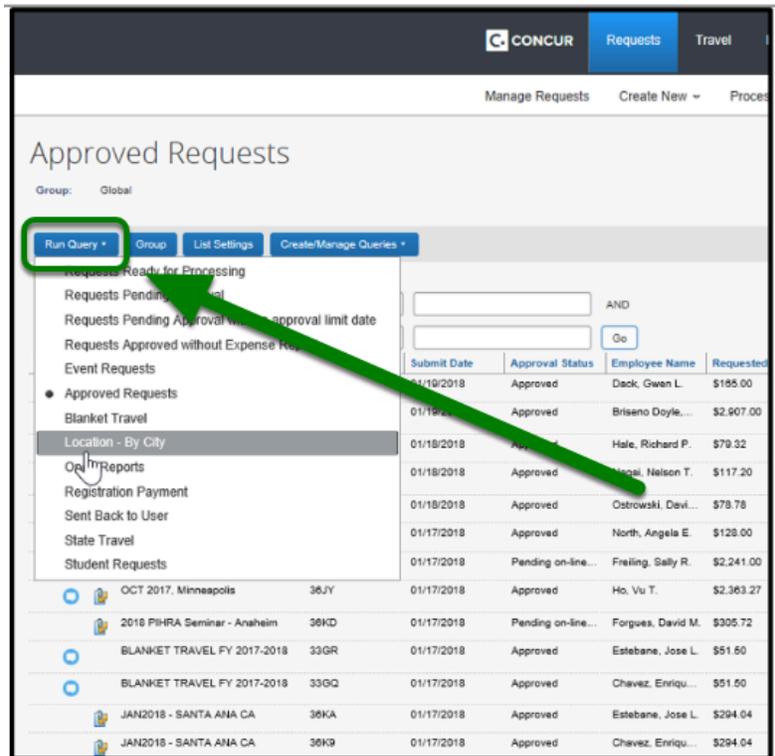
Run a Query

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



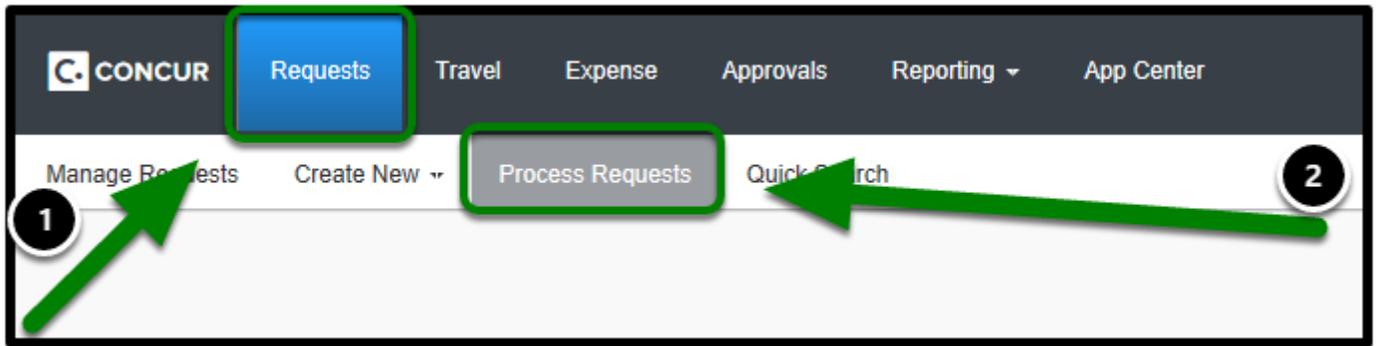
Step 2: Select **Run Query** and choose the Query you would like to run.

The results will display.

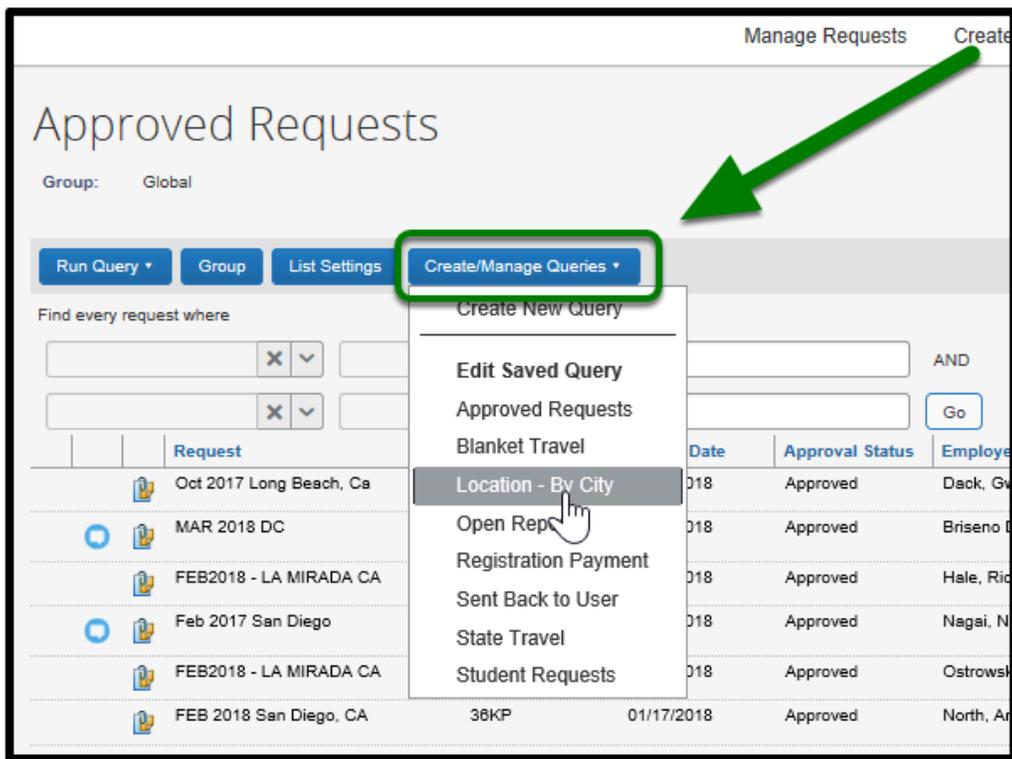


Edit a Query

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

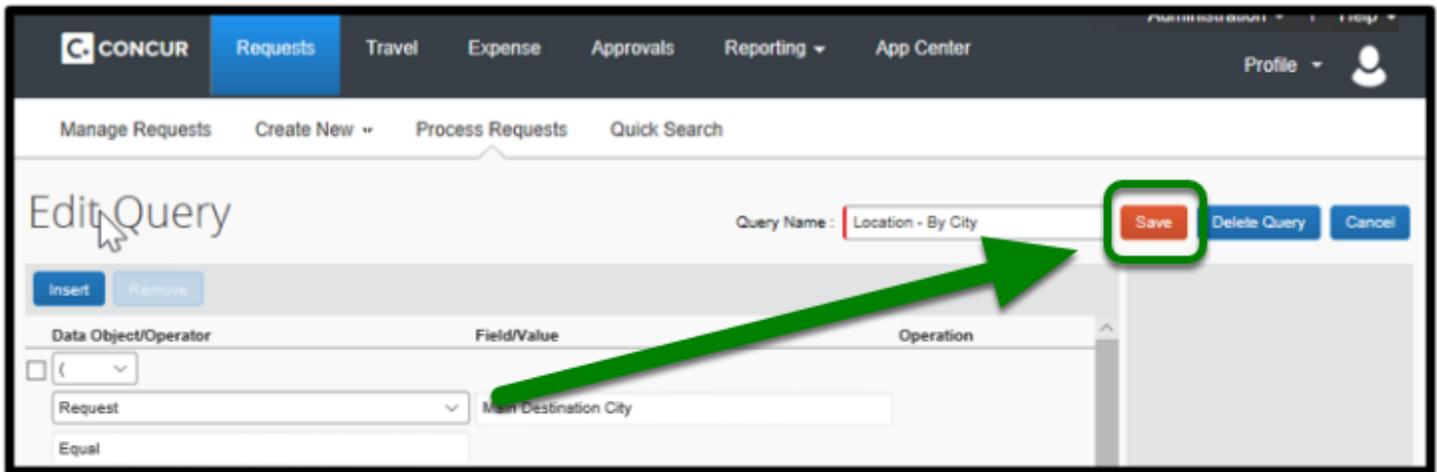


Step 2: Select **Create/Manage Queries** and select the query you want to modify.



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

Re-run your query to see updated results.



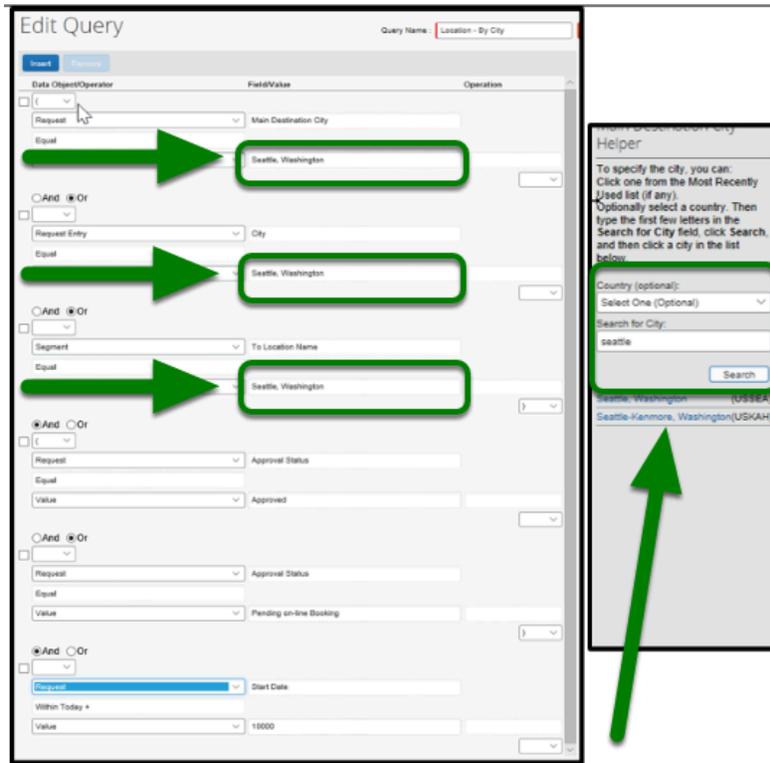
By City

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.

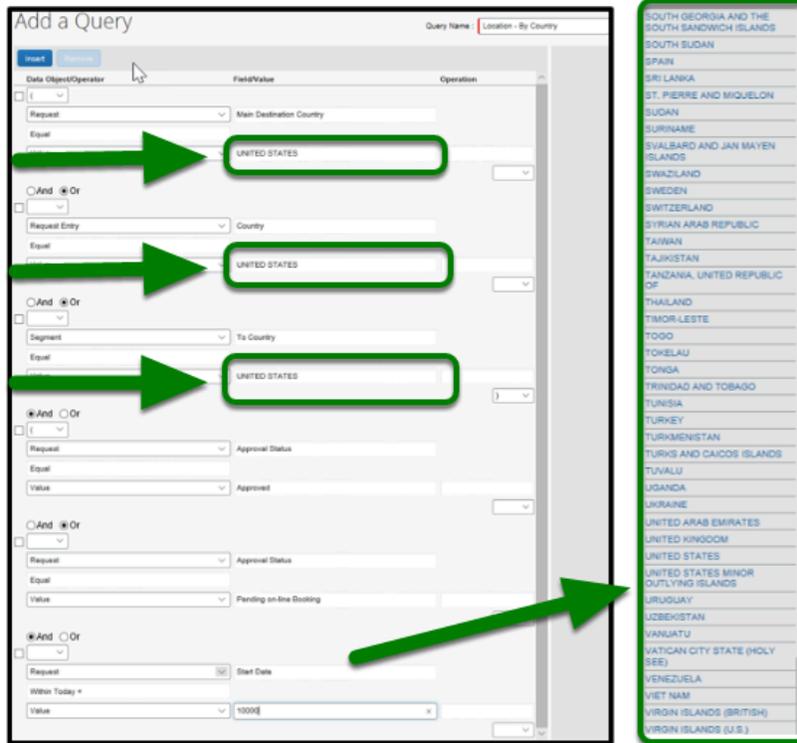


By Country

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

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

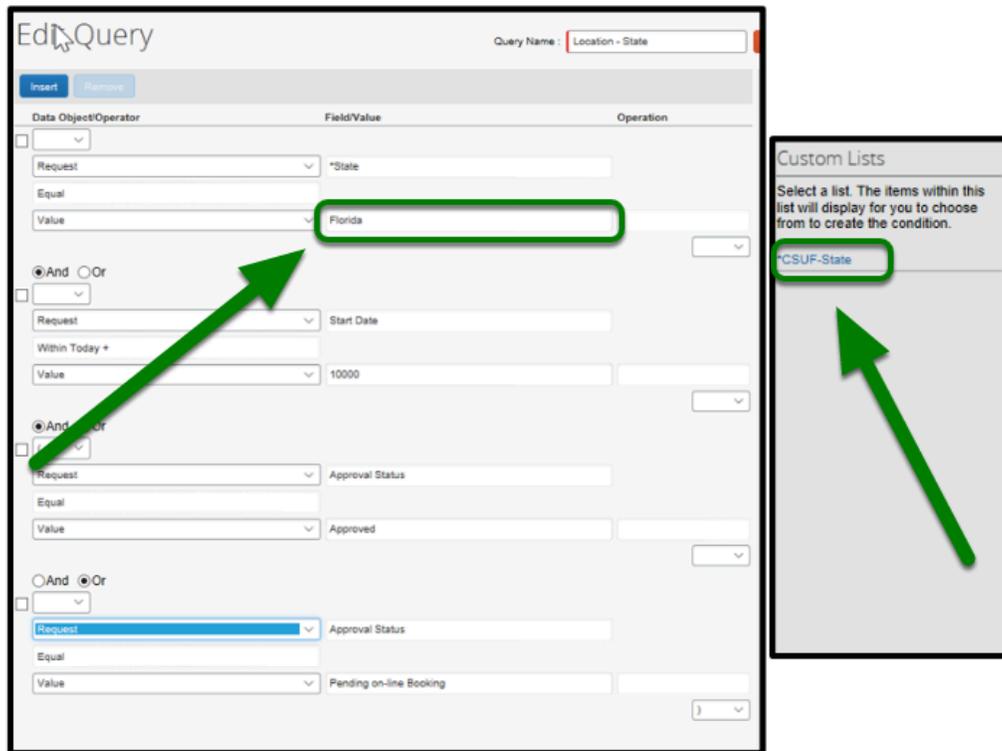
! You will need to update all 3 country fields.



By State

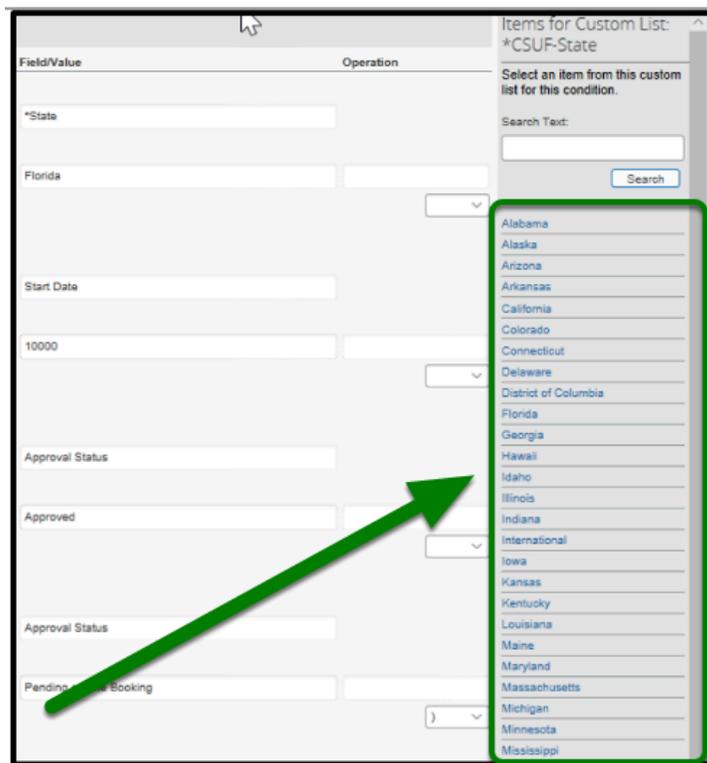
Step 1: Modify State: Select the **State** field from **Query Name**.

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



Step 2:

Select the State from the right-hand side.



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Need more help?



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