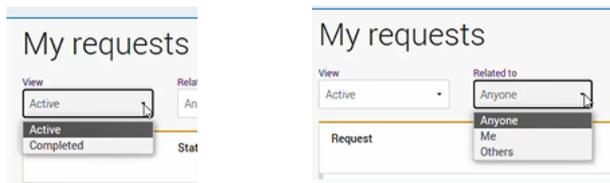


User Guide: Understanding My requests dashboard

1. Access a UniTask Travel Request

- Submitted UniTask Travel Requests will appear in the Requesters/Traveller (UQ staff) and Approvers UniTask My Request dashboard
- Requests can be viewed by Active or Completed and filtered by Related to Anyone, Me or Others



Active Requests

- Travel Requests are active with ongoing actions (see Status)

My requests

View: Active | Related to: Anyone | [New request](#)

Request	Status	Related to	Request date	Due date	ID	Assigned to	Action
Travel request	More information required	Me	14 Oct 2022	18 Oct 2022	642051	Me	Update
Travel request	In progress	Katrina Green	19 Sep 2022		641002	Approver	View
Travel request	Awaiting finalisation	Katrina Green	07 Oct 2022	19 Nov 2022	642030	Me	Update
Travel request	Submitted	Me	21 Oct 2022		642056	Approver	View
Travel request	Submitted	Vanessa Harm	14 Oct 2022		642050	Lead traveller	View

Completed Requests

- Travel Requests have been Finalised, Rejected or Withdrawn
- Completed requests cannot be changed or resubmitted for approval. They can only be viewed.

My requests

View: Completed | [New request](#)

Request	Status	Related to	Request date	Due date	ID	Assigned to	Action
Travel request	Finalised	Me	20 Oct 2022	21 Oct 2022	642055		View
Travel request	Rejected	Me	07 Oct 2022	07 Oct 2022	642031		View
Travel request	Withdrawn	Me	07 Oct 2022	07 Oct 2022	642028		View

2. Understanding the UniTask Dashboard

Status: current stage of the travel request process

Submitted

- Travel request submitted by requester, assigned to travel approver awaiting approval action

In progress

- Travel approver has assigned a request to another travel approver for action

Awaiting finalisation

- Travel request approved, assigned to requester awaiting finalisation

More information required

- Request has been re-assigned to requester to provide more information to support approval decision, requester to action and re-submit

Finalised

- Travel request has been approved and requester has finalised, no further actions can be taken

Withdrawn

- Travel request has been withdrawn due to travel no longer taking place as submitted. No further actions can be taken

Rejected

- Travel approver has declined the request. No further actions can be taken

Related to: is the lead traveller (if Related to = Me, you are the traveller)

Request date: is the date of the last action (task) to Travel Request (actions can be viewed under History tab in the Travel Request)

Due date: is the date the Travel request needs to be actioned by (see Status for action required)

ID: UniTask Trip ID

Assigned to: is the user the Travel request is assigned to in UniTask for action (see Status for action required)

Requester = UQ user who submitted Travel Request
Lead traveller = name of traveller
Approver = approver selected in Travel Request
Me = UQ user logged into My requests dashboard and can be any of the above

Action: *Update*, requires action by the Assigned to (see Status). *View*, the Travel Request is awaiting action by the Assigned to and can only be viewed (see Status).

3. Resources

- Please refer to the Resources on the [UQ Travel website](#) for User Guides, Workflows and Templates