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)

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   - Travel Requests have been Finalised, Rejected or Withdrawn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

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   **Withdrawn**
   - Travel request has been withdrawn due to travel no longer taking place as submitted.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](http://www.uq.edu.au/travel) for User Guides, Workflows and Templates