Search My Documents

When Expense Reports (ER) and Travel Plans (TP) have been approved, the documents will move out of My Inbox. However, you can see a history of documents by clicking the "Search My Documents" button. If you are a proxy for others, you can see a history of their documents. If you are a Charge Code Reviewer or Manager Approver, you can see a history for all documents sent to your queue.

Search My Documents

Step	Task
1.	Log in with your ID and password.
2.	Click the **Search My Documents** button located under the **Inbox** tab.
3.	Click the **Search** button to see all documents (note the filter criteria).
4.	Click the **Cancel** button to return to **My Inbox.**

Search Documents as a Proxy

Step	Task
1.	Log in with your ID and password.
2.	Click the **Start Proxy** button.
3.	Select the **Available Proxy User** from the menu.
4.	Click the **Start Proxy** button **NOTE:** *You are proxying for…*
5.	Click the **Search My Documents** button located under the **Inbox** tab.
6.	Click the **Search** button to see all documents (note the filter criteria).
7.	Click the **Cancel** button to return to **My Inbox.**
8.	Click the **End Proxy** button.

Search Documents as a Charge Code Reviewer or Manager Approver

Step	Task
1.	Log in with your ID and password.
2.	Click the **Review** tab.
3.	Click the **Search Documents I Have Reviewed** button located under the **Review** tab.
4.	Click the **Search** button to see all documents (note the filter criteria).
5.	Click the **Cancel** button to return to **My Inbox.**