The My Inbox\(^1\) tab displays the home page. From the My Inbox tab, you can create a new Expense Report (ER) or Travel Plan (TP). This is also the location for the:

- Refresh Inbox\(^2\), Receipts\(^3\), and Start Proxy\(^4\) buttons;
- Inbox,\(^5\) Review,\(^6\) and Credit Card\(^7\) tabs;
- Search My Documents\(^8\) and Filter Documents\(^9\) buttons;
- Web Links\(^10\) section; and
- Sign Out\(^11\) link.

The Inbox\(^5\) tab has 12 columns (Activity, Title, and so on) providing ER and TP details.

The Review\(^6\) tab allows you to review documents for review and approval.

The Credit Card\(^7\) tab displays outstanding T-Card charges.
System Navigation—My Info

The My Info tab displays your profile information. Here you'll find the:

- **Basic Information**, 
- **Creator Proxy**, 
- **Reviewer Proxy**, 
- **Set Default Project** tabs.