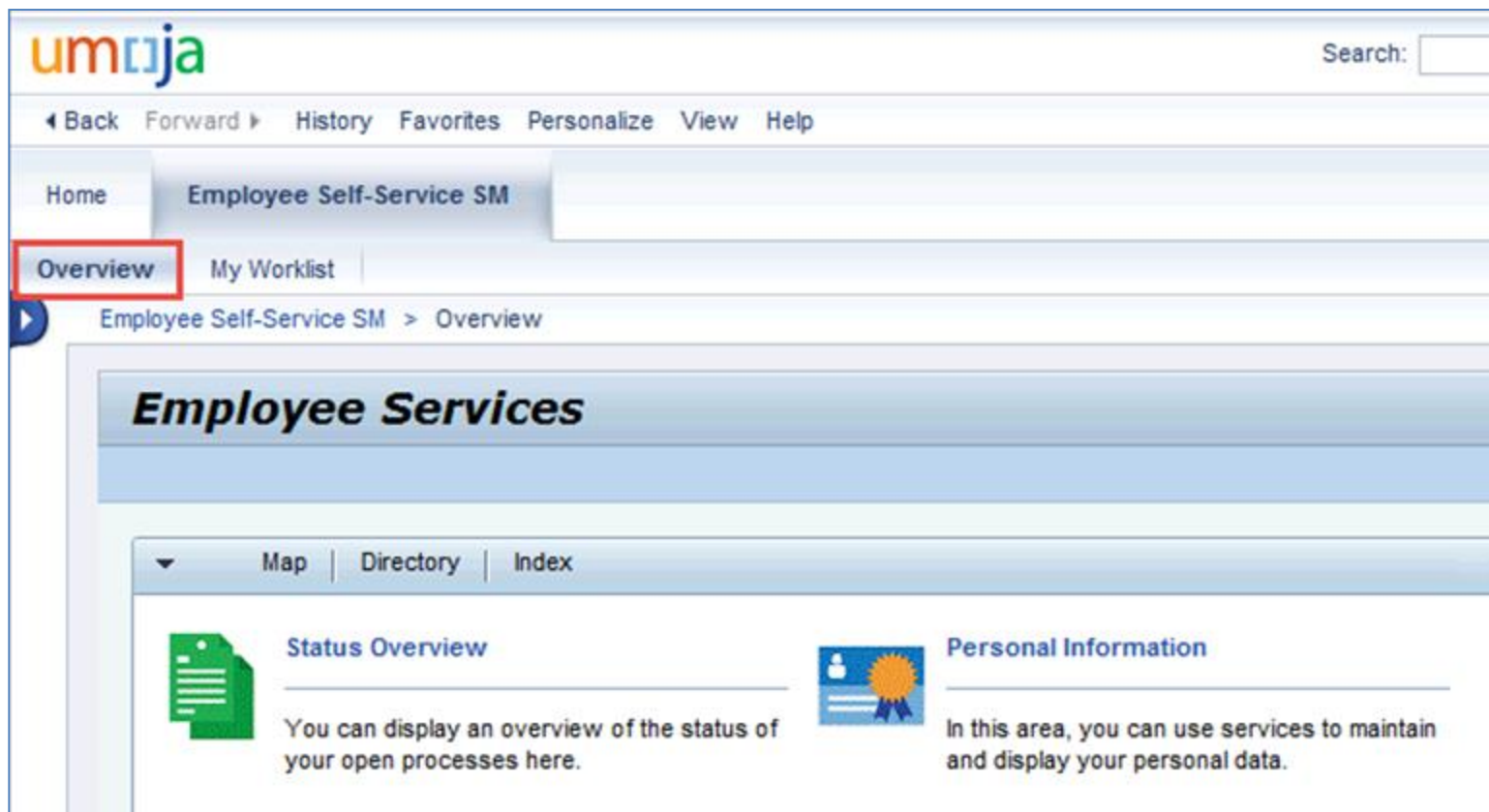


Umoja Portal Navigation Bar

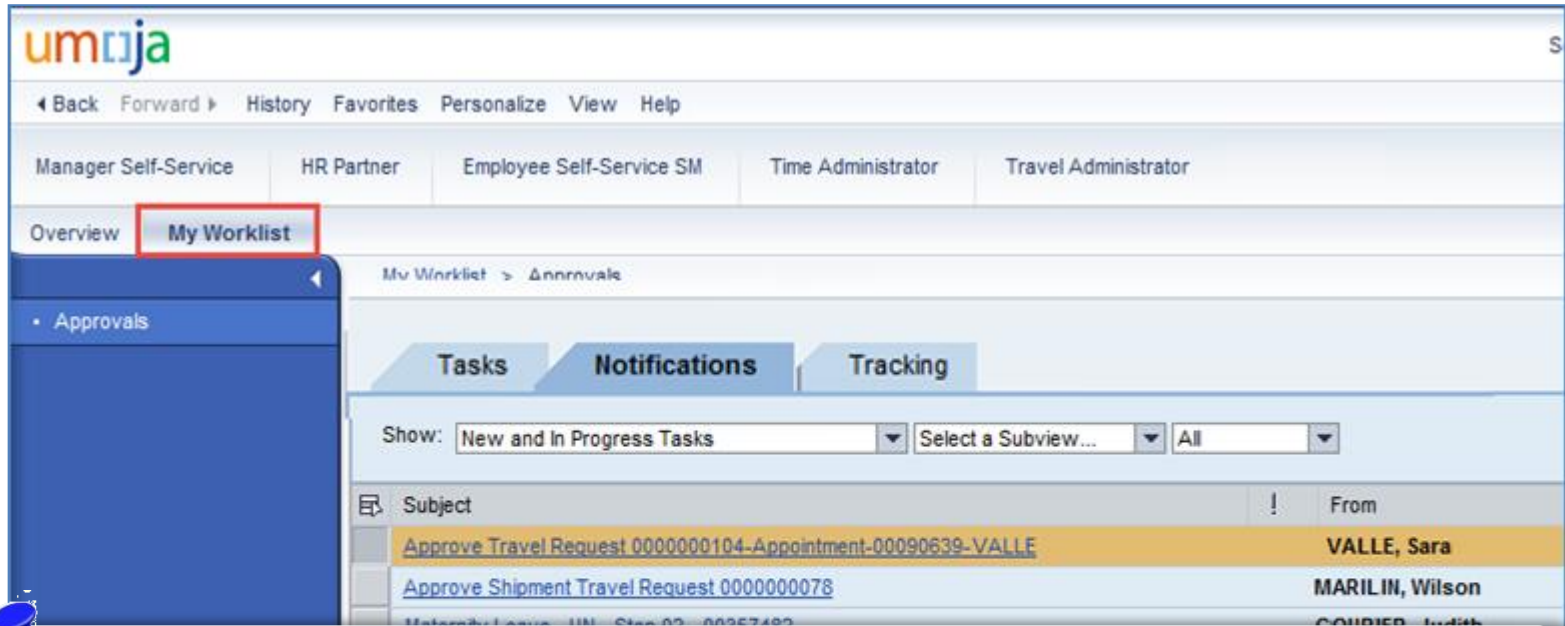
The **Navigation bar** displays two options:

- **Overview:** displays all the processes that can be initiated by the employee.



Umoja Portal Navigation Bar

- **My Worklist:** displays all the tasks that can be processed/reviewed/approved by the employee. However, a better view of the employee's tasks is available in **the Approver Work Center** under the **Home** tab



The screenshot shows the Umoja portal navigation bar. The 'My Worklist' tab is highlighted with a red box. Below the navigation bar, there are tabs for 'Tasks', 'Notifications', and 'Tracking'. The 'Tasks' tab is selected, and a list of tasks is displayed. The first task is 'Approve Travel Request 0000000104-Appointment-00090639-VALLE' by 'VALLE, Sara'. The second task is 'Approve Shipment Travel Request 0000000078' by 'MARILIN, Wilson'. The third task is 'Approve Leave Request 0000000000' by 'GONZALEZ, Judith'.

Note:

- **Tasks Tab:** displays a list of all the processes that require the user's action (e.g. approve Travel Request).
- **Notifications Tab:** displays the received notifications.
- **Tracking Tab:** displays the status of the processes in which the user is or has been involved.