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.

  ![My Worklist](image)

  **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.