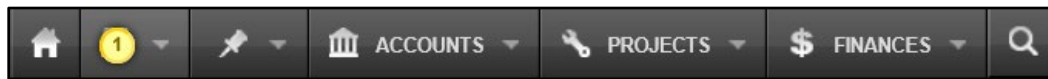


# My Inbox

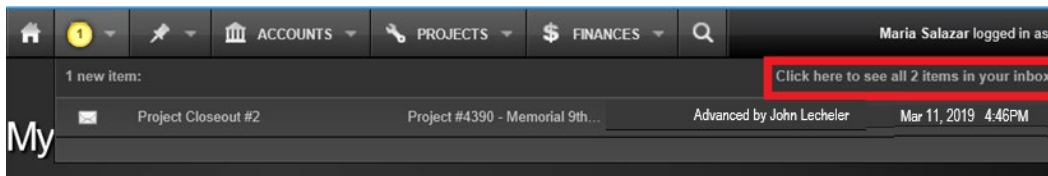
From your **Home** screen the **My Inbox** will be located at the top of your screen in the Menu Bar.



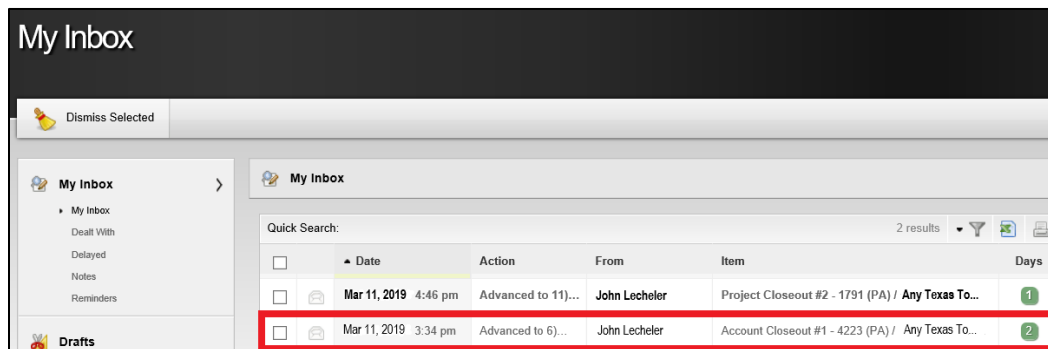
If you have mail in your **Inbox**, you will not see the icon. Instead you will see a yellow circle with a number which indicates the number of unread messages. This will give you a preview of the ten most recent messages.



To see all the items in your **Inbox** click on the area highlighted in red below **“Click here to see all 2 items in your inbox.”** This number will change depending on the number of items in your **Inbox**.



The items will display. The items are hyperlinked, so you can click anywhere on a particular line to navigate to that that item.



The selected item will display.

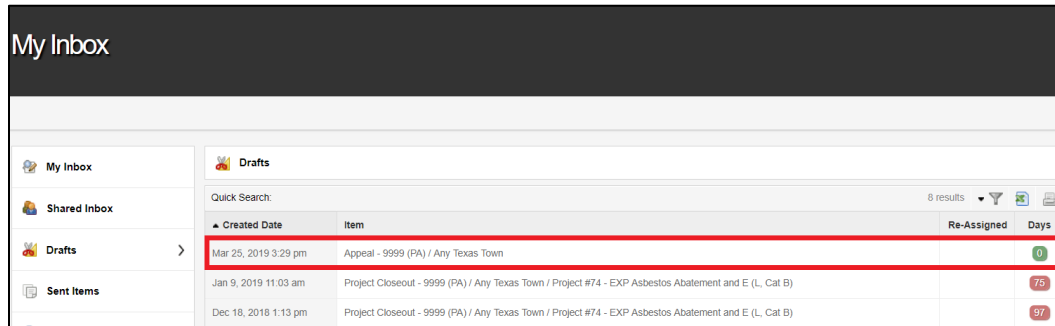
The screenshot shows a web application interface for "Account Closeout #1". The top navigation bar includes "ACCOUNTS", "PROJECTS", and "FINANCES" menus, along with a search icon and the user name "Maria Salazar logged in as". The breadcrumb trail shows the path: "4223 Severe Storms, Tornadoes, Straight-line Winds, and Flooding" > "Any Texas Town" > "Account for 4223 (PA) Any Texas Town". The main header displays "Account Closeout #1" and "Routing in Progress: Receive Notice from State (Step 6 of 14)". Below the header are "Advance" and "Return" buttons. A left sidebar menu contains "Summary", "Form", "Notes", "Documents", "Workflow", and "History". The main content area is divided into four panels: "Deliverables" with two checkboxes and a link to "View All Completed Deliverables"; "Grant" with details for "4223 Severe Storms, Tornadoes, Straight-line Winds, and Flooding Public Assistance"; "Account Closeout Details" with a description and "Approved Completion Date" (Submitted as Oct 19, 2018); and "Applicant" with details for "Any Texas Town".

## Drafts

If a form was saved for later retrieval, it will be under the **My Inbox** menu. Click **“Drafts”** on the left side menu to retrieve the form.

The screenshot shows the "My Inbox" menu in the web application. The top navigation bar is the same as in the previous screenshot. The left sidebar menu is expanded, showing "My Inbox" (with sub-items: "My Inbox", "Deal With", "Delayed", "Notes", "Reminders"), "Shared Inbox", "Drafts" (highlighted with a red box), "Sent Items", and "Support Tickets". The main content area shows a "Quick Search" bar with "0 results" and a table with columns "Date", "Action", "From", "Item", and "Days". The table is currently empty, displaying "No Results".

The **Draft** documents will display. Select the item that you wish to retrieve (*items are hyperlinked*), and the system will navigate to that item.



Once the desired item is open, changes can be made and additional documents can be added by clicking the **"Add Document"** button at the bottom of the page. Make sure to complete all of the **Deliverables** prior to submitting any form.

