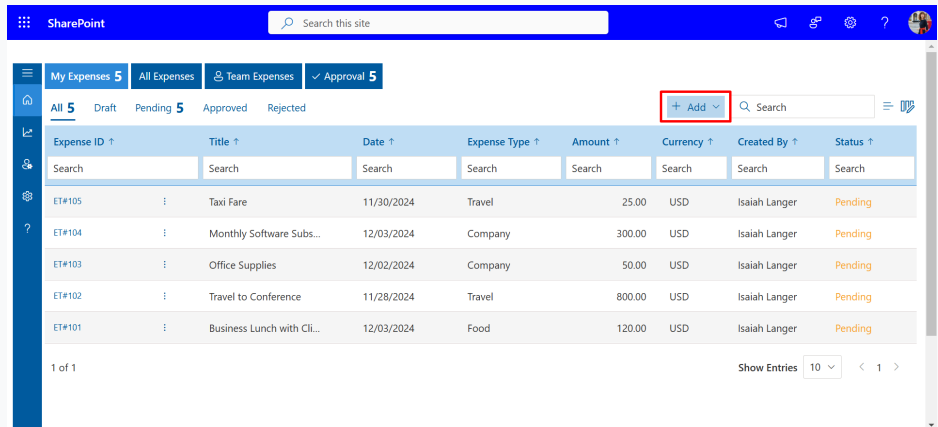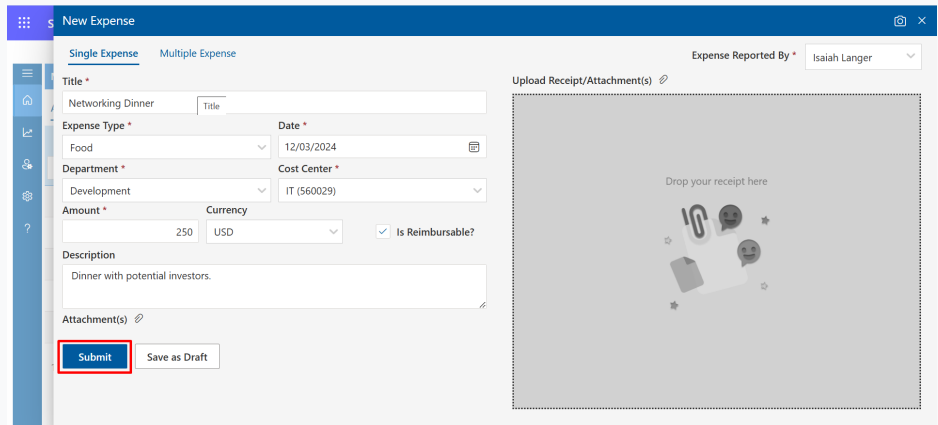# Home Page

On the homepage, you can see four tabs: **My Expense**, **All Expenses**, **Team Expense**, and **Approval**.

My Expense: In the My Expense tab, you can view your expenses and add new ones by clicking on the Add button.

1. Click on Add button to Add your expense.

2. After clicking on the Add button in the My Expense tab, a new panel will open. Fill in the details and click on the Submit button to submit your expense.

If you upload a receipt or attachment, the file will immediately be displayed.

All Expenses: In the All Expenses tab, you can view Others expenses and add new ones by clicking on the Add button.

1. Click on Add button to Add your expense.

2. After clicking on the Add button in the All Expense tab, a new panel will open. Fill in the details and click on the Submit button to submit your expense.

Team Expense: In the Team Expense tab, only managers can view team expenses and add new ones by clicking on the Add button.

1. Click on Add button to Add your expense.

2. After clicking on the Add button in the Team Expense tab, a new panel will open. Fill in the details and click on the Submit button to submit your expense.

Approval

In the Approval tab, there are three sub-tabs: Pending, Approved, and Rejected.

1. In the Approved tab, all approved expenses are shown.

2. In the Pending tab, all pending expenses are shown.

3.   In the Approved tab, all Approved expenses are shown.

4.   In the Rejected tab, all rejected expenses are shown.

5.   If the user has multiple expenses, downloading them one by one would take more time. To simplify this, a **Download** button is provided, allowing the user to download multiple expenses with a single click.

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