

Workflow

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The *Workflow* menu option lets you view the status of your workflow requests for time recording and permissions. As a supervisor or a supervisor's deputy, you can also edit workflow requests directly.

Antragssteller	Abwesenheit	Von	Bis	Status
Liam Keilers	Urlaub	18.11.2024	18.11.2024	genehmigt
Darius Dietrich	Gleitzzeitgleich	04.11.2024	08.11.2024	genehmigt
Wanda Alterer	Home Office	29.07.2024	29.07.2024	abgelehnt
Wanda Alterer	Home Office	22.07.2024	26.07.2024	genehmigt
Nikolai Paplik	Home Office	01.04.2024	01.04.2024	genehmigt
Wanda Alterer	Home Office	01.04.2024	01.04.2024	ausstehend
Nikolai Paplik	Home Office	29.03.2024	29.03.2024	ausstehend
Wanda Alterer	Urlaub	18.03.2024	22.03.2024	genehmigt
Davide Melligrini	Urlaub	04.03.2024	08.03.2024	genehmigt
Davide Melligrini	Urlaub	11.12.2023	15.12.2023	genehmigt
Wanda Alterer	Urlaub	29.11.2023	29.11.2023	ausstehend
Wanda Alterer	Krankheit	27.11.2023	27.11.2023	genehmigt

Home Office - ausstehend

Antragssteller: Wanda Alterer, Beantragt: 18.03.2024 16:07:14
Gültig von: 01.04.2024, Gültig bis: 01.04.2024
info_feld_1: 00.00.00, info_feld_2:
info_feld_3:
info_feld_4: 30
Kommentar: Hab kein Auto
Genehmiger Kommentar:
Genehmigen Ablehnen

Lists of workflow requests

The lists on the tabs *Time and Attendance* (for time bookings and absences) and *Permissions* contain your active workflow requests. Select an entry to view details.

- In the text field *Comment Approver*, enter a comment that will be displayed to the requester.

- Press *Approve* to approve the request.
- Press *Decline* to decline the request.

For workflow requests regarding *Permissions*, as the supervisor or decision-maker you also have the option of adjusting the requested *Time Model* and/or the *Validity* period of the permission.

The lists offer you further options:

- **Sorting by column:** Click on a column header to sort the entries in ascending or descending order by this column.
- **Search:** Enter text or numbers in the search field (magnifying glass icon) at the top to search for entries. The entries take effect immediately: the list only displays hits. The search is not case sensitive.
- **Filter by status:** Open the list field in the *Status* column. Select the criteria for which you want to display entries. A set filter is saved and remains in place even after you log out. Press *Reset Sorting* to reset the filter and sorting.
- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.