

Workflow

- [Workflow](#)

Workflow

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.

The screenshot displays the 'Workflow' section of the Drakos - JaniWeb application. The interface is divided into two main panels. The left panel shows a table of workflow requests, and the right panel shows the details of a selected request.

Submitter	Absence	From	To	Status	Series
Darius Dietrich	Holiday	10/16/2025	10/16/2025	Pending	<input type="checkbox"/>
Darius Dietrich	Holiday	10/06/2025	10/10/2025	Approved	<input type="checkbox"/>
Darius Dietrich	Home Office	09/29/2025	09/30/2025	Approved	<input type="checkbox"/>
Darius Dietrich	Holiday	09/25/2025	09/28/2025	Pending	<input type="checkbox"/>
Davide Melligrini	Holiday	05/07/2025	05/07/2025	Approved	<input type="checkbox"/>
Liam Keilers	Home Office	02/25/2025	03/11/2025	Pending	<input checked="" type="checkbox"/>
Felix Kollet	Home Office	02/25/2025	02/27/2025	Pending	<input checked="" type="checkbox"/>
Andreas Höppner	Gleitzeitausgleich	02/21/2025 13:3...	02/26/2025 13:3...	Approved	<input type="checkbox"/>
Felix Kollet	Home Office	02/18/2025	02/20/2025	Pending	<input type="checkbox"/>
Liam Keilers	Illness	02/10/2025	02/10/2025	Approved deleted	<input type="checkbox"/>
Davide Melligrini	Illness	02/08/2025	02/08/2025	Approved	<input type="checkbox"/>
Liam Keilers	Holiday	02/03/2025	02/07/2025	Approved	<input type="checkbox"/>
Liam Keilers	Holiday	11/18/2024	11/18/2024	Approved	<input type="checkbox"/>
Darius Dietrich	Gleitzeitausgleich	11/04/2024	11/08/2024	Approved	<input type="checkbox"/>
Wanda Alterer	Home Office	07/29/2024	07/29/2024	Rejected	<input type="checkbox"/>
Wanda Alterer	Home Office	07/22/2024	07/26/2024	Approved	<input type="checkbox"/>
Nikolai Paplik	Home Office	04/01/2024	04/01/2024	Approved	<input type="checkbox"/>
Wanda Alterer	Home Office	04/01/2024	04/01/2024	Pending	<input type="checkbox"/>
Nikolai Paplik	Home Office	03/29/2024	03/29/2024	Pending	<input type="checkbox"/>
Wanda Alterer	Holiday	03/18/2024	03/22/2024	Approved	<input type="checkbox"/>
Davide Melligrini	Holiday	03/04/2024	03/08/2024	Approved	<input type="checkbox"/>
Davide Melligrini	Holiday	12/11/2023	12/15/2023	Approved	<input type="checkbox"/>
Wanda Alterer	Holiday	11/29/2023	11/29/2023	Pending	<input type="checkbox"/>
Wanda Alterer	Illness	11/27/2023	11/27/2023	Approved	<input type="checkbox"/>

The right panel shows the details of a selected request: 'Holiday - Approved' by Davide Melligrini. It includes fields for 'Submitted' (02/27/2024 10:37:04), 'Valid from' (03/04/2024), 'Valid to' (03/08/2024), 'Approval' (Acun Bülow), and 'Approval time' (02/27/2024 10:38:29). There are also fields for 'Info. field_1' through 'Info. field_4' and a 'Comment Approver' section with 'Approve' and 'Reject' buttons.

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.