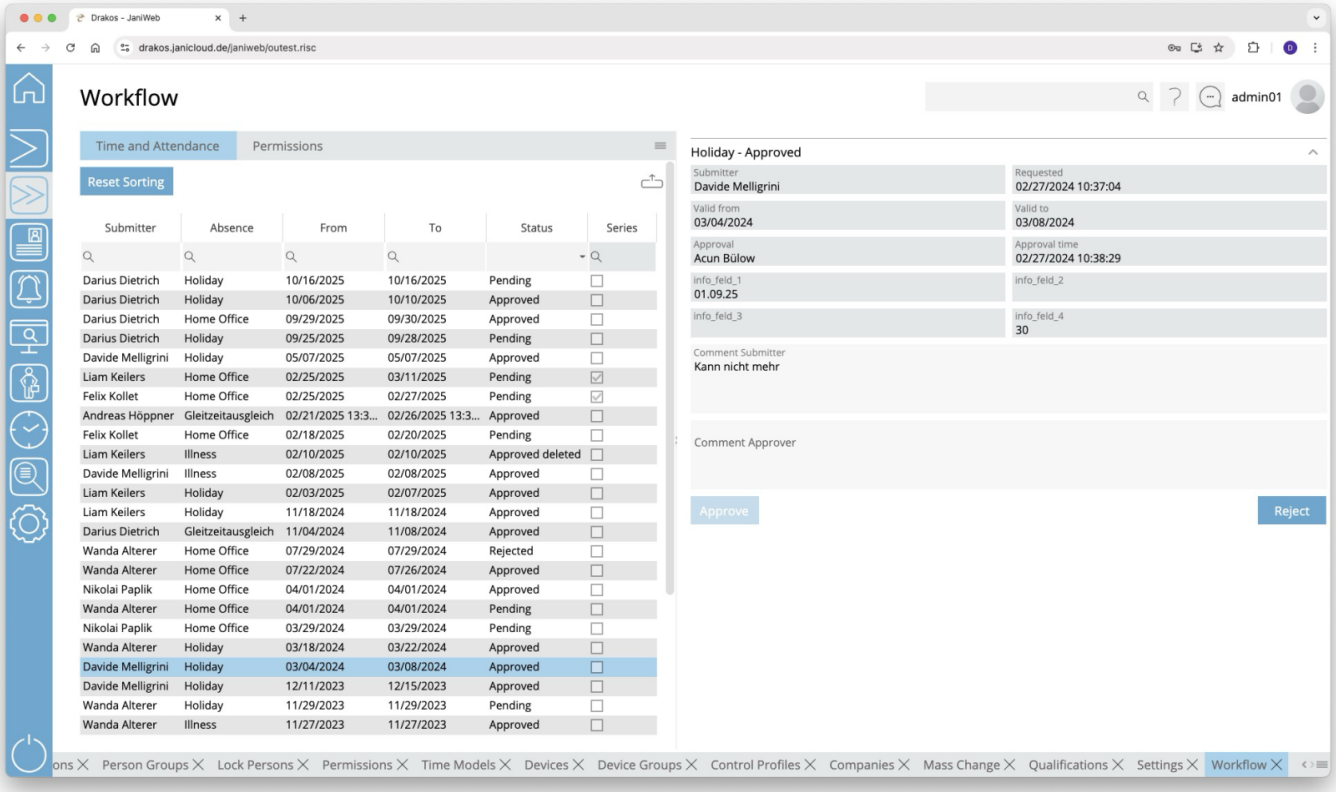
Workflow

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.



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.

Revision #4
Created 2024-11-27 09:55:18 UTC by DRAKOS
Updated 2025-10-06 09:55:45 UTC by DRAKOS