

# 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' interface in a web browser. The main area is divided into two tabs: 'Time and Attendance' and 'Permissions'. The 'Time and Attendance' tab is active, showing a table of workflow requests. The table has columns for Submitter, Absence, From, To, Status, and Series. A search bar is located above the table. The 'Permissions' tab is also visible, showing a detailed view of a selected request: 'Holiday - Approved' by Davide Melligrini. This view includes fields for Submitter, Requested time, Valid from, Valid to, Approval, Approval time, and several info fields. There are also sections for 'Comment Submitter' and 'Comment Approver' with 'Approve' and 'Reject' buttons.

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

## 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.
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