

Display of the process details

By clicking on the info button or on the word "**Details**" in the "Detail" column, you will receive more extensive information on the present application or task.

The screenshot shows a table titled "uncompleted Requests". At the top, there are buttons for "Perform marked actions", "Refresh", "Show Filter", and "Hide Progress", along with a "Print" button. The table has a header with columns: "Date of application", "Performers", "Details", "Progress", and "Action(s)". The "Details" column for the first row is expanded to show a "Vacation" request. The "Progress" column shows the name of the performer, Adam Angelika, and a yellow warning message: "Please contact me concerning your substitute!". The "Action(s)" column contains "Delete" and "Print" buttons. The table footer indicates "1 Entry Lines: 10" and "1 Entry".

Date of application	Performers	Details	Progress	Action(s)
Jun 1, 2023 1:33:31 PM	Sonne Susanne	Vacation Absenceentry vacation fullday Jul 1, 2023 - Jul 2, 2023 Details	Adam Angelika Sonne Susanne Please contact me concerning your substitute!	<input type="checkbox"/> Delete <input type="checkbox"/> Print

The details view contains the following tabs:

Form

All data from the application form can be found here. In the example below, a holiday request is made. In addition to the application data itself (from-to date, reason for failure, comment, etc.), the example also contains an overview of the current holiday entitlement and the number of holiday days remaining after the application has been approved. Depending on the type of application, any documents can be attached here.

The yellow information window shows a simple explanation of the application in question.

Process Details

← Back

Open Process Form

Actions

Overview

Requestor: Adam Angelika
Employee-ID: SuW22032801
Orgunit: SuW-Mark
Name of process: Urlaub
Process ID: 1224198_Urlaub_PerProf_Urlaub_PerProf
Started on: Jun 1, 2023 1:33:31 PM
Finished at:
Description:
State: open.running

Form

Progress

Variables

From-Date 01.07.2023

To-Date 02.07.2023

Absence Reason * vacation

Comment

Calculation of vacation consumption

14 Current remaining vacation days

10 Approved vacation days

4 Available vacation days

0 Vacation days of this request

4 Available Days after approval

Progress

Here you can see the roles (applicant, staff), which person these roles are assigned to (assigned to), who processed/created the application (processor), and the time of processing. If comments are added when viewing / approving the application, you would also see them here as well.

Process Details

← Back | Open Process Form | Actions | Print

Overview

Requestor: Adam Angelika
Employee-ID: SuW22032801
Orgunit: SuW-Mark
Name of process: Urlaub
Process ID: 1224198_Urlaub_PerProf_Urlaub_PerProf
Started on: Jun 1, 2023 1:33:31 PM
Finished at:
Description:
State: open.running

Form | Progress | Variables

Role	Activity	assigned to	Actual Performer	Started on	Finished at	Comments
Requestor	Filout Form	Adam Angelika	Adam Angelika (Edited by: Rennard Renate)	Jun 1, 2023 1:33:31 PM	Jun 1, 2023 1:33:31 PM	
Vorgesetzter	Approval	Sonne Susanne	Sonne Susanne	Jun 1, 2023 1:33:31 PM		Please contact me concerning your substitute!

Variables

The "Variables" tab contains a technical overview of variables and their values, each of which describes specific information about the application. This view has no specific function for the end user, as all the information contained here is clearly displayed elsewhere in the application - this tab is therefore only relevant for administrators or Workflow support.

Process Details

← Back | Open Process Form | Actions | Print

Overview

Requestor: Adam Angelika
Employee-ID: SuW22032801
Orgunit: SuW-Mark
Name of process: Urlaub
Process ID: 1224198_Urlaub_PerProf_Urlaub_PerProf
Started on: Jun 1, 2023 1:33:31 PM
Finished at:
Description:
State: open.running

Form | Progress | Variables

>> Open Activity-Context: Urlaub_PerProf_Act1 (6263454_1224198_Urlaub_PerProf_Urlaub_PerProf_Urlaub_PerProf_Act1)

Variable	Wert
Clear Bookings in Timerange (absence_clearBookingsInTimeRange)	false
Absence Code (absence_code)	1
Absence Completion (absence_completion)	false
Absence Type (absence_type)	10
Absence Value (absence_value)	100
approved	0