

# Workflow

The menu items integrated in the menu bar "**Workflow**" allow every user to trace the process of their own application forms, to edit the assigned To Dos, and serve as an archive for already completed applications and assigned To Dos.



## General information about the Workflow-Lists

### Handling of the filter functions



- The filter functions allow a purposeful query for certain application forms within the Workflow lists
- Select the respective list (e.g. Open requests or My To Dos) > click on the "show filter" button (to find in the title bar)



You can search for a specific application form with the help of following criteria:

- **Applicant**  
Search for a respective applicant (= author of process) by selecting the person from the list. You can also search for "All Persons"
- **Group**  
Search for a respective group, or search in all groups
- **Process**  
Search for a respective application form (= process), e.g. absences, compensation time. If you want to search for all applications of a respective person, select "All Processes"
- **Date of creation**  
Search for applications, created on a respective date. You can either enter from - to date, or only from-date or to-date.
- **Date of effect**  
All applications, which effect starts on a respective date, will be delivered. Analogue to the date of creation, you can enter either from - to date, or only one of them.

A click on the "Refresh" button starts the query for all applications, according to your criteria.

If you want to hide the filter , so click on the "Hide Filter" button.

In order to hide the "process" column, click on the "Hide process" button. If you want the column to reappear, use the "Show process" button.

## Process details

After you have found the application form, here you will find some information about the process. Click on the Info button for more details:

offene Anträge				
Aktualisieren Markierte Aktionen durchführen Filter einblenden Verlauf Aus Filter löschen 1 Eintrag   Zeilen 10				
Prozess erstellt	Nächste(r) im Prozess	Details	Verlauf	Aktion(en)
11.09.2009 10:53:49	Antragsteller	 Zeitkorrektur Zeitkorrektur 03.09.2009 08:15 - 09:45 ( Dienstgang ) Bemerkung : Kundentermin <a href="#">Details</a>	★ Weiss Florian ✓ Weiss Florian	

- **Progress**

Here you will find the roles involved in the process (as applicant, supervisor, ...), as well as the name of the person, inhabiting the role, who has already handled the application, the time of handling. If any comments are attached to an application, you will find them in the comment column.

Prozess Details

Zurück

Formular öffnen

Antragsteller:

Weiss Florian

Personalnummer:

0096

Organisationseinheit:

G01

Prozessname:

Zeitkorrektur

Prozess-ID:

29401\_Zeitkorrektur\_Zeitkorrektur

Startzeitpunkt

11.09.2009 10:53:49

Beschreibung

Kundentermin

Verlauf

Formular

Variablen

Graphik

Rolle	Aktivität		zugewiesen an	Bearbeiter		Startzeitpunkt	Endzeitpunkt	Kommentare
Antragsteller	Formular ausfüllen		Weiss Florian	Weiss Florian		11.09.2009 10:53:49	11.09.2009 10:53:50	
Vorgesetzter	Genehmigung		Weiss Florian Haider Martin	Weiss Florian		11.09.2009 10:53:50	11.09.2009 10:55:51	
Antragsteller	Information		Weiss Florian			11.09.2009 10:55:52		

- **Application form**

Here you will find the summary of all process-relevant data (from-to date, absence reason, somment etc.)

- **Variables**

Here you will find the relevant system-data and variables used in the process:

Verlauf		Formular	Variablen	Graphik
Variable		Wert		
approved_escalation		false		
From Time 2				
approved		1		
Absence Code 2		0		
To Time 2				
From Date		03.09.2009		
From Time 1		08:15:48		
To Time 1		09:45:48		
ta_operation_done		1		
Group of Author		G01		
Name of last Approval		402881c7199500990119950f1a3903f6		

- **Graph**

The graph provides a visual progress of the process (roles and actions involved):

