

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 first row shows a request from "Jun 1, 2023 1:33:31 PM" by "Sonne Susanne". The "Details" column for this row is expanded, showing "Vacation" with an info icon, "Absenceentry", "vacation fullday", and "Jul 1, 2023 - Jul 2, 2023". A "Details" link is highlighted in red. The "Progress" column shows "Adam Angelika" and "Sonne Susanne" with a yellow warning box: "Please contact me concerning your substitute!". The "Action(s)" column has "Delete" and "Print" options. 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 | i 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 |