# Assigned ToDos

Members of the executive staff, e.g. supervisor etc., maintain their assigned To Dos with this Workflow-list.

In the process-handling you usually have 2 options: to approve or to decline.
If the request has been approved, a green check-mark appears, if it has been declined, will find a red cross.
For some processes the action "Check And Decide" is offered instead: it first opens the request details, where the request is then approved or declined.
Additionally you have the possibility to add comments, by clicking on the "Comment" button.

Several requests can also be handled at once ("Selection" and "Perform marked actions" buttons, see chapter >> Workflow-Lists).

The user has the possibility to view his requests, which are defined to get viewed by the creator of the request. This "View" action causes an automatic transfer of the request into the archive.

Furthermore, this list allows you to edit all those requests, which have been saved as drafts.

For editing you have 3 options:

- **Forward**
  A click on the "Forward" button starts the process
- **Edit**
  A click on the "edit" button opens the request, and allows you to make necessary changes (change of date, absence reason, etc.). To start the process, click on the "Start Process" button. If the status shall be still kept as a draft, just click on the "Save" button
- **Ad Comment**
  A click on the "Comment" button opens a pop-up, in which you can write your comments. This comment will appear in the "Progress" column, and can also be read by other user
- **Delete**
  Delete the request
- **Cancel**
  If provided by the process, the request is cancelled after a confirmation prompt. Unlike deleting, the request remains traceable in the workflow.

## Filter functions

For detailed description of filter-handling, please see chapter >> Workflow-Lists.

## Details

The info- button in the "Details" column provides detailed information about the request.