Open Tasks

For **decision makers**, this menu item is used to process assigned requests.

When processing requests, there are generally 2 options: **approve** or **reject.** If the request is approved, a green check mark appears. If it is rejected, a red cross is shown. For some processes, the action "**Review and decide**" is available instead: In this case, the detail view of the request is opened first, in which the request is then approved or rejected. Furthermore, you can add a comment to requests by clicking the "**Comment**" button. .

Several requests can also be processed together ("**Select**" and "**Perform marked actions**" buttons, see chapter **Workflow - General information on the workflow lists**).

In the **Open Tasks** menu item, the **user** can review his or her processed requests (by clicking the "**Review**" button) or also add a comment. Reviewing automatically moves the requests to the archive.

Furthermore, the user can find requests saved as a **draft** here and continue editing them.

There are 3 options to choose from: forward, edit and comment.

- **Forward**
  Clicking this button starts the process.
- **Edit**
  Clicking the edit button allows the request to be edited (changes to times, date or absence reason, etc.). To start the process, then click "Save".
- **Comment**
  Clicking this button lets you add a remark. A pop-up appears in which you can enter your comment. With "Save", this comment is added to the request (in the "History" column).
- **Cancel**
  If provided for in the process, the request is canceled after a confirmation prompt. Unlike deleting, the request remains traceable in the workflow.

Filter Functions

If you want to search for a specific request, e.g., a specific vacation request, use the **filter function**.

You will find the exact procedure in the chapter **Workflow - General information on the workflow lists - Using the filter functions**.

Request Details/History View

Clicking the info button in the "Details" column provides additional detail information about the request and, if activated, a graphical representation of the process flow.

You will find a detailed description of the info and history view in the chapter **Workflow - General information on the workflow lists - History view.**