

# Rebooking

The system is able to generate a monthly application for an account correction (e.g. overtime-hours). The application is generated on a specified day. On this day the user is informed, that he/she has an application to edit, which is to find in the Workflow-List with the assigned ToDos.

- Menue item Workflow > assigned ToDos



ToDo zugewiesen	Prozessautor	Aktivität	Details	Verlauf	Aktion(en)
18.04.2007 10:37:16	Weiss Florian	Fillout Form	<a href="#">Kontokorrektur_hide</a> / erstellt: 18.04.2007 10:37:16		<a href="#">Weiterleiten</a> <a href="#">Editieren</a> <a href="#">Kommentieren</a>

- Click on the "edit" button
- Enter the amount of hours (e.g. amount of hvertime-hours, which should be compensated); The minimum and maximum limit is defined by the system;
- Add a comment
- Save



**Speichern**

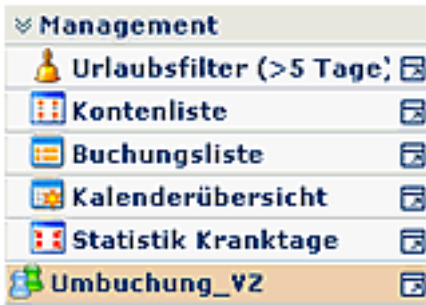
Saldo Monat: 4,42  
Zu änderndes Konto: Saldo Monat  
Von-Datum: 31.03.2007  
Test (von 1,00 to 10,00 ): 2,00  
Bemerkung: Überstunden für Projekt Webdesk

Now the application has to be forwarded. According to the defined Workflow, it will be forwarded to the person next in process (supervisor, HR-department).



ToDo zugewiesen	Prozessautor	Aktivität	Details	Verlauf	Aktion(en)
18.04.2007 10:45:43	Weiss Florian	Fillout Form	<a href="#">Kontokorrektur_hide</a> / erstellt: 18.04.2007 10:37:16		<a href="#">Weiterleiten</a> <a href="#">Editieren</a> <a href="#">Kommentieren</a>

The supervisor receives the application into an own menu item, which will be named according to the companys needs. In this example it is called Rebooking\_VZ.



A click forwards you to the application details:

**Umbuchung\_VZ\_action\_caption**

**Speichern & Schließen**

Mitarbeiter	taid	Vorname	Nachname	Abrechnungskonto	Antragsteller	genehmigt
Weiss, Florian	0096	Florian	Weiss	41,26	2,00	<input type="text" value="2,00"/> 1,00 - 10,00

- If necessary, you can edit the application form (e.g. change amount of hours) > Save & Close.
- After a defined period (defined by the system administrator) the application is forwarded to the next role in process.
- Again, the application form is forwarded after a defined period.
- If assigned, the user gets an information notice that the application has been finished.