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
- 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

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

The supervisor receives the application into an own menue 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.

- 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.