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.

This view lists the applications of the employees. The field **Request date** selects the requested application date; depending on the configuration you can additionally select a **Group** and, in the field **Requests**, choose between all, only open or only closed requests.

- If necessary, you can correct the amount of hours directly in the list in the column **approved** (within the displayed minimum and maximum limit) > **Save**.
- Depending on the configuration, the buttons **Show open Requests** (pulls all applications forward until it is your role's turn) and **Finish Requests** (saves the values and approves all displayed open applications) are available.
- 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.