Lists

The following 4 workflow **lists** can be used for handling processes:

- Open requests = running processes
- Completed requests = completed processes
- Open tasks (archive)
- Completed tasks (archive)

General parameters in the workflow lists

The following **system parameters** determine the appearance of the workflow lists:

- Display of the personnel number and/or the organizational unit of the requester or processor in the list entries
- Display of the graphical representation of the process in the request details
- Display of the workflow variables in the request details
- Permission for approval/processing by switched users
- Option to process several requests at once (perform marked actions)

Open requests (running processes)

The open requests are displayed in this list. A defined approval flow is stored behind each request. This flow is displayed to the user each time a request is saved.
Here it is possible to delete your own requests that have not yet been processed by the corresponding instance.

In the title bar you will find information on the number of requests in the view. With the arrow keys you can page through the pages.

By clicking the info button, you get detailed information about the process (e.g. the graphical representation of the process flow or the technical variables).

As long as there is no green check mark or red cross next to the submitted request, it has not yet been processed.

The following information is displayed in the request list:

- **Process created**
  Date and time of creation
- **Next in process**
  Name of the next processor
- **Details**
  Request type, absence reason for the correction with date, start and end time of the respective request; by clicking the info button you get detailed information about the request
- **History**
  Here you can see which decision was made by which person
- **Action(s)**
  With the Delete action, the user can immediately remove their request from the list

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If the **personnel number** is to be displayed in the workflow lists, the parameter "WfOptions.showEmployeeIdWithInWorkList" must be set to **true** in the system parameters. If the parameter is set to **false**, the personnel number is not displayed in the workflow lists. **Next in process**

Next processor of the request provided in the workflow process

If you click into an open request, there is additionally the option of **reassigning all open activities**.

Completed requests/processes

All completed, already archived requests are displayed in this list.

The archive gives every user the option of tracing back and reconstructing their requests over a certain period of time.

Open tasks

This list contains all requests that are to be processed by the current user. An icon in the "Actions" column signals to the user which actions can be taken. The following options are available: **Approve, Reject, Review, Comment**.

If the request is approved, a green check mark appears. If it is rejected, a red cross appears, and if a comment has been added, a paperclip.

In the menu item "Open tasks", the **user** can **review** their processed requests, or likewise add a comment. Through the review, the requests are automatically transferred to the archive.

In the list of open tasks, the **administrator** has the option of assigning tasks to other persons > **Reassign.**

Under **New processor**, the desired person is selected > **Reassign** > the request is forwarded to the Open tasks of this person.

The items Clear filter, Process author, Group, Process, Creation date, Effective date are described under the item **Running processes**.

Completed tasks

This list represents the archive of all processed requests.

If the parameter "**Show completed tasks of deputies**" is activated (checked), the requests that were processed by the deputy are also displayed.

The items Hide filter, Requester, Group, Process, Creation date, Effective date are described under the item **Running processes**.

Searching for specific requests - Show filter

- All requests are output sorted by date.
- In addition to this output, there is the option of searching specifically for certain requesters or requests.

The **search** is carried out with the help of the parameter **Show filter**. The search filter can also be hidden. The search is for the following parameters:

- **Requester**
  Search for a specific requester. The choices are All persons, or individual names from the name directory
- **Current processor** (in the list "Open tasks")
- **Group**
  The choices are **all groups**, or selection of a specific **group** from the directory
- **Process**
  The choices are all processes, or a specific process from the directory; in addition to the process name, the process DefID is also displayed.

- **Creation date**
  Search by the date on which the process was created (from - to)
- **Effective date**
  Search by the effective date of the process (period from - to in which the process is effective).
- **Refresh**
  By clicking the Refresh button bar, the search is activated.

Printing the workflow lists

All workflow lists can be printed > click the print icon > a popup window (format dialog) opens:

- **Output range**
  - All records > all records are printed
  - current range > only the currently displayed range is printed
- **Open in new window**
  - new window > the print view opens in a new window
  - current window > the print view is displayed in the current window
- **Start**
  Printing is started