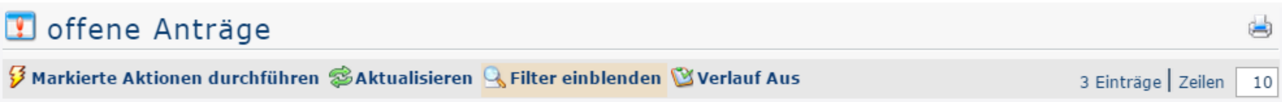
General Informationen

The menu items, which are combined by the **Workflow** menu bar, serve to track the progress of your own and assigned requests, as well as an archive for completed requests and completed tasks.

This document demonstrates the **operation of the filter function** and the **history view** using the example of "open requests[1]". However, the same options are also available under the other menu items of this sub-item.

Operation of the filter function



- The **filter function** allows you to search for specific requests in the workflow lists.
- The selected list is called up (e.g. open, assigned or completed applications) > Click on the "**Show filter**" button (located in the title bar).

Using the following parameters (search criteria) you can then search for the relevant request:

- **Applicant**
  Here you can search for a specific applicant > selection of the desired person (process author) from the list of names.
- **Group**
  With this parameter you can select a specific group (e.g. management or marketing), or search in all groups.
- **Process**
  Search for a specific process (for example, all vacation requests of a desired person > Process vacation). If you want to see all requests, select "All processes" as parameter
- **Creation date**
  Search for requests with a specific creation date (it is possible to enter either from - to date, or for example only to date to see all requests submitted up to a specific date)
- **Effective date**
  All applications whose validity period is valid from the from date are displayed. In addition, you can limit the effective date with the to-date parameter.

By clicking the "**Update**" button, the applications are searched and displayed according to the parameters.

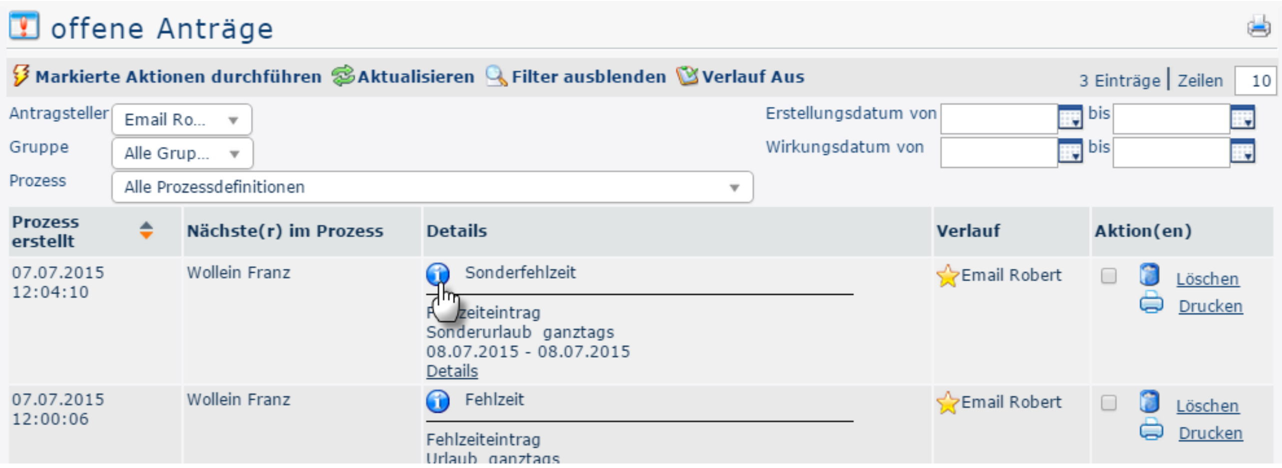
If you do not want to have the filter criteria on the screen, click on the "**Hide filter**" button.

Möchte man die Filterkriterien nicht auf der Bildfläche haben, so klickt man auf die Schaltfläche "**Filter ausblenden**".

If you do not want the column with the process history to be displayed in the application overview, click on the "**History off**" button. If you want to see the column, select "**History on**".

History view

Once you have found the required request using the filter parameters (search criteria), you can take a closer look at it using the Info button (Details column):



By clicking on the info button, the following information is displayed:

- **Form**
  All data from the application form are summarized here (from-to date, reason for error, comment, etc.).

- **History**
  Here you can see the roles (applicant, personnel), to which person these roles are assigned (assigned), who processed (created) the request (processor), and the time of processing. If comments are added when viewing / approving the request, they would also be displayed here.

1. /daisy/webdesk-manual-admin/5878-dsy.html?language=4