Requests (Application forms)

This part of the menu bar lists all requests (application forms) available for the user, and covering all needed corrections and absences.

The correction forms allow the subsequent ("after the fact") correction of time entries in the time management system.
A help text informs how to use the selected application form.

Beyond every application form, there is a defined progress of actions (= work-flow). For each form the administrator also defines how far in the past or in the future the date may be. If an entered date lies outside this range (or before the lock date of the time management system, or outside the entry and leaving date), a corresponding message is displayed when saving.

Every form can get started directly, by a click on the **Start process** button (**Start process and back** starts the process and returns to the previous page). If the administrator has enabled it for the form, it can also be saved as a **draft** for further editing, by clicking on the "Save as draft" button.
If you save a form as a draft, it is automatically transferred into the "My To Dos" list, from where you can make any further editing. Therefore you have 3 options:

- **Forward** - a click on the "Forward" button starts the process.
- **Edit form** - with a click on the "Edit form" button you can make any alterations to your application form, such as change of date, time, absence reason etc. To start the process, click on the "Save and Forward" button. "Save" only stores your changes and the form remains a draft in your To Dos.
- **Add comment** - This button allows you to add a comment (a pop-up will appear), concerning this application form. With "Save", the comment is added to the form, and is visible in the "Progress" column in the work-flow-list.