My requests

In this workflow list you will find your own open requests/ applications. After a request has been completed, it will be shifted to the archive.

The list offers you various informations about your requests:

- **Created**
  Date and time of creation
- **Next in progress**
  Person next in progress, designed to deal with the request.
- **Details**
  Provides detailed information: what kind of application, absence reason, from-to date
  - **Comment** - displays the comment entered in the application form
- **Progress**
  Display of actions, taken in the progress by the role-holders (created, approved, declined)
- **Actions**
  Depending on the request, the following actions are available within this list:
  - **Delete:** as long as the request has not been handled yet (and the process allows it), you can delete your request after a confirmation prompt
  - **Cancel:** if provided by the process, the request can be cancelled after a confirmation prompt
  - **Forward** and **Edit form:** a request saved as a draft can still be edited, or sent into the approval process by forwarding it
  - **Print:** available if activated by the administrator

As long, as there is no red cross or green check-mark, the request has not been handled yet. The star marks the creation of the request.

After the request has been accomplished, it is automatically transferred into the archive ("Workflow list "Accomplished requests").

Details / Progress

The info- button in the "Details" column provides detailed information about the request.

Filter functions

For detailed description of filter-handling, please see chapter >> Workflow-Lists.