

Action Rebooking processes

With the action "**Rebooking processes**" (ta_editRebookings), current rebooking processes can be displayed. This action can be configured as desired, so, for example, a list of rebooking processes can be created for specific roles:

- List of rebooking processes for the role Supervisor
- List of rebooking processes for the role HR.

To view the configurations, click the **Configurations tab** of the relevant action, then select the desired configuration.

Then click **Edit configuration details**.

Example configuration of an overtime payout list for the supervisor

This configuration example shows a list of rebooking processes for the **role** of the **supervisor**.

- **Action ta_editRebookings** > new configuration:
- Name - Umbuchung_VZ
- Heading - Umbuchung-VZ
- Save

The **action permission** is defined in the Permissions tab:

- Type: Role permission
- Role. Supervisor, HR, ...
- View permission: according to the role's competence

Configuration details

- **Process**
Select the process definition to be displayed (e.g.: Kontokorrektur_hide\$Kontokorrektur_hide)
- **Input type**
Industrial or standard minutes
- **Default value**
Minimum value, value from request, maximum value
 - Minimum value and maximum value are defined in the corresponding process definition
- **Approve request up to role:**
If the checkbox is selected, a role can be defined up to which all open requests are forwarded
- **Role**
 - Select the role up to which all requests are forwarded
- **Release requests:**
If this checkbox is enabled, the button "**Release requests**" is available --> clicking the button completes and releases all open requests
- **Type**
Determines which value is displayed in the column: person fields from Time & Attendance or account (account values)
- **Account/Field**
Select the fields from Time & Attendance or the desired account values
- **Heading**

Heading that should appear in the output screen

- **Display type**
Industrial or standard minutes
- **Up/Down**
The arrow keys up / down can be used to change the order of the displayed parameters.
- **Remove column**
Select and save to remove the corresponding column
- **Add column**
Click to add a new column
- **Save or Save & Close**

Setting up the relevant jobs

For the action to run properly, we recommend setting up the following jobs:

- Job Erstellung_Umbuchung > this defines where the information is retrieved from (selection of the client, group, ...)
- Job WF_CheckLimits > this job checks requests that must be approved

For a description of how to set up these jobs, see the menu item Settings > Jobs