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**
  The only possible action within this list is to delete your request.

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 acomplished, it is automatically transferred into the archive ("Workflow list "Accomplished requests").

Details / Progress

The info- button provides detailed information about the request.

Filter functions

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