

Rebooking

The system is able to generate a monthly application for an account correction (e.g. overtime-hours). The application is generated on a specified day. On this day the user is informed, that he/she has an application to edit, which is to find in the Workflow-List with the assigned ToDos.

- Menue item Workflow > assigned ToDos



ToDo zugewiesen	Prozessautor	Aktivität	Details	Verlauf	Aktion(en)
18.04.2007 10:37:16	Weiss Florian	Fillout Form	Kontokorrektur_hide / erstellt: 18.04.2007 10:37:16 <hr/> Kontokorrektur		Weiterleiten Editieren Kommentieren

- Click on the "edit" button
- Enter the amount of hours (e.g. amount of overtime-hours, which should be compensated); The minimum and maximum limit is defined by the system;
- Add a comment
- Save



Kontokorrektur_Monat

Speichern

Saldo Monat: 4,42
Zu änderndes Konto: Saldo Monat
Von-Datum: 31.03.2007
Test (von 1,00 to 10,00): 2,00
Bemerkung: Überstunden für Projekt Webdesk

Now the application has to be forwarded. According to the defined Workflow, it will be forwarded to the person next in process (supervisor, HR-department).



ToDo zugewiesen	Prozessautor	Aktivität	Details	Verlauf	Aktion(en)
18.04.2007 10:45:43	Weiss Florian	Fillout Form	Kontokorrektur_hide / erstellt: 18.04.2007 10:37:16 <hr/> Kontokorrektur		Weiterleiten Editieren Kommentieren

The supervisor receives the application into an own menu item, which will be named according to the company's needs. In this example it is called Rebooking_VZ.



A click forwards you to the application details:

Umbuchung_VZ_action_caption

Speichern & Schließen

Mitarbeiter	taid	Vorname	Nachname	Abrechnungskonto	Antragsteller	genehmigt
Weiss, Florian	0096	Florian	Weiss	41,26	2,00	<input type="text" value="2,00"/> 1,00 - 10,00

- If necessary, you can edit the application form (e.g. change amount of hours) > Save & Close.
- After a defined period (defined by the system administrator) the application is forwarded to the next role in process.
- Again, the application form is forwarded after a defined period.
- If assigned, the user gets an information notice that the application has been finished.