Open Requests

A defined approval process is stored behind each request. This process is shown to the user each time a request is saved.

With the menu item **Open Requests**, the user can track the requests he or she has submitted in the workflow process.

The overview shows all relevant request details:

- **Process created**
  Date and time of creation
- **Next in process**
  next processor of the request provided in the workflow process
- **Details**
  this shows which request it is, the absence reason for the correction with the date, start and end time of the respective request
  - **Comment:** the comment entered by the user appears here
- **History**
  here you can see which decision was made by which person
- **Action(s)**
  in the list of open requests, the following actions are available depending on the request:
  - **Delete:** as long as the request has not yet been processed (and the process allows it), the user can remove his or her request from the list after a confirmation prompt (it is thus deleted immediately)
  - **Cancel:** if provided for in the process, the request can be canceled after a confirmation prompt
  - **Forward** and **Edit:** a request saved as a draft can still be edited or sent into the approval process by forwarding it
  - **Print:** available if this has been activated by the administrator

As long as there is no green check mark or red cross next to the submitted request, it has not yet been processed.

Once a request has gone through the complete workflow, it is automatically moved to the list of "completed requests".

Request Details/History View

Clicking the info button in the "Details" column provides additional detail information about the request and, if activated, a graphical representation of the process flow.

You will find a detailed description of the info and history view in the chapter **Workflow - General information on the workflow lists - History view.**

Filter Functions

If you want to search for a specific request, e.g., a specific vacation request, use the **filter function**.

You will find the exact procedure in the chapter **Workflow - General information on the workflow lists - Using the filter functions**.