Requests (Application forms)

This part of the menu bar lists all requests (application forms) available for the user, and covering all needed corrections and absences.

The correction forms allow the subsequent ("after the fact") correction of time entries in the time management system.
A help text informs how to use the selected application form.

Beyond every application form, there is a defined progress of actions (= work-flow).

Every form can get started either directly, by a click on the **Start process** button, or be saved as a **draft** for further editing, by clicking on the "Save as draft" button.
If you save a form as a draft, it is automatically transferred into the "My To Dos" list, from where you can make any further editing. Therefore you have 3 options:

- **Forward** - a click on the "Forward" button starts the process.
- **Edit** - with a click on the "Edit" button you can make any alterations to your application form, such as change of date, time, absence reason etc. To start the process, click on the "Start process" button, or save it again as a draft.
- **Add comment** - This button allows you to add a comment (a pop-up will appear), concerning this application form. With "Save", the comment is added to the form, and is visible in the "Progress" column in the work-flow-list.