

## MY INBOX FIO-02 | BUSINESS PROCESS PROCEDURE



The purpose of this Business Process Procedure is to explain how to approve employees submitted Leave Request within the Fiori **"My Inbox"** application.

## How to access My inbox

1. "My Inbox" hosts employees' "Leave Requests" that are submitted for manager approval.



2. Once you have clicked on **"My Inbox,"** Under All Tasks, the active **"Leave Request"** is listed. When the task is **"Selected,"** the details of the leave request are displayed along with the information and comments tabs.

All Tasks (4)	5 <u>=</u>	Leave Request Approval	
Search	00		
Richard Allen Archie's Leav Request Workflow System	Medium	Richard Allen Archie         Employee ID: 00000032         1 day           0000000010549         Period: 08/24/2021         08/23/202           RAARCHIE(BNCSHP.ORG +1 (919) 707-707         1         09/24/2021         08/23/202	н
		Leave Type: Approved Leave Requested: 1 day Available Balance: 277.99 hours Total Deduction: 10.00 hours	
		COMMENTS	
		COMMENTS	

3. Before approving the leave request, review a few options. Click **"Show Log"** to show workflow information.

All Tasks (4)	10	Leave Request Approv	al
Search Richard Allen Archie's Leave Request Workflow System	A O	Richard Allen Archie       Employee ID: 00000032         00000010549       Period: 08/24/2021         RAARCHE@NCSHP.ORG       +1 (919) 707-0707         INFORMATION       COMMENTS         Leave Type:       Approved Leave         Requested:       1 day         Available Batance:       277.99 hours	1 day 08/23/2021
		COMMENTS  Richard Allen Archie: Appointment  Geo32022, 15:08:08	

4. Click "Hide Log" to hide.



5. Click "Sort" to sort the tasks.

All Tasks	(4) =			Leave Request A	oproval		
Search	9.0						
			Richard Allen Archie           00000010549           RAARCHIE@NCSHP.ORG           +1 (919) 707-0707           ION         COMMENTS	Employee ID: 00000 Period: 08/24/2021	032	<b>1</b> day 08/23/202	21
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Richard Allen Archie Request Workflow System	's Leave Medium	СОММ	ENTS				
	Created by (A o	n Top)					
	Priority (Highest Title (A on Top) Created on (Ner	on Top) west on Top)	Richard Alten Archie: Appointment 08/23/2021, 15:08:08				

6. Click the **"Filter icon"** to the filter the tasks.

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Search	90	
Richard Allen Archie's Leave Request Workflow System	Medium	Richard Allen Archie         Employee ID: 00000032         1 day           000000010549         Period: 08/24/2021         08/23/2021           RAARCHIE@NCSHP.ORG +1 (929) 707-0707         Period: 08/24/2021         08/23/2021
		Leave Type: Approved Leave Requested: 1 day Available Balance: 277.99 hours Total Deduction: 10.00 hours
		COMMENTS
		Richard Atten Archie: Appointment 08/23/2021. 15:08:09

7. The **'Group Order icon'** allows you to group the tasks.

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Richard Allen Archie's Leave Request Workflow System	Medium	Richard Allen Archie         Employee ID: 00000032         1 day           000000010549         Period: 08/24/2021         08/23/2021           RAARCHIEGINCSHP.ORG +1 (919) 707-0707         1         1           INFORMATION         COMMENTS         COMMENTS
		Leave Type: Approved Leave Requested: 1 day Available Balance: 277.99 hours Totat Deduction: 10.00 hours
		COMMENTS
		Richard Allen Archie: Appointment 08/23/2021, 15:08:08

8. Click **"Approve or Reject"** to approve or reject the leave request.

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Richard Allen Archie's Leave Request   Workflow System     Medium     Richard Allen Archie   Morkflow System     Medium     Richard Allen Archie   RARCHE@NCSHP.ORG   +1 (919) 707-0707     INFORMATION      COMMENTS   Leave Type:   Approved Leave   Requested:   1 day   OB/23/2021      Priod: 08/24/2021 Priod:	Search	93							1
INFORMATION       COMMENTS         Leave Type:       Approved Leave         Requested:       1 day         Available Balance:       277.99 hours         Total Deduction:       10.00 hours         COMMENTS         Richard Allen Archie: Appointment         082232021, 15:08:08	Richard Allen Archie's Leave Request Workflow System	Medium		Richard Allen Archie	Employee ID: 000000 Period: 08/24/2021	32	<b>1</b> day 08/23/202	n	
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9. At the "Submit Decision" pop-up, add an optional note and click "Submit."

	Leave Request Approval
-	
Subr You have selected * Decision Note: Add Note	nit Decision (S
Distant	Submit Cancel
08/23/2021, 15:08:08	

10. Click **"My Inbox"** to navigate to previous screen.

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Search	9.0	
No items are cu	rrently available	
		No items are currently
		available

## 11. Click "Home"



## Change Record

• 8/16/21 – Initial creation of BPP – Mayuri Surati