



MY INBOX

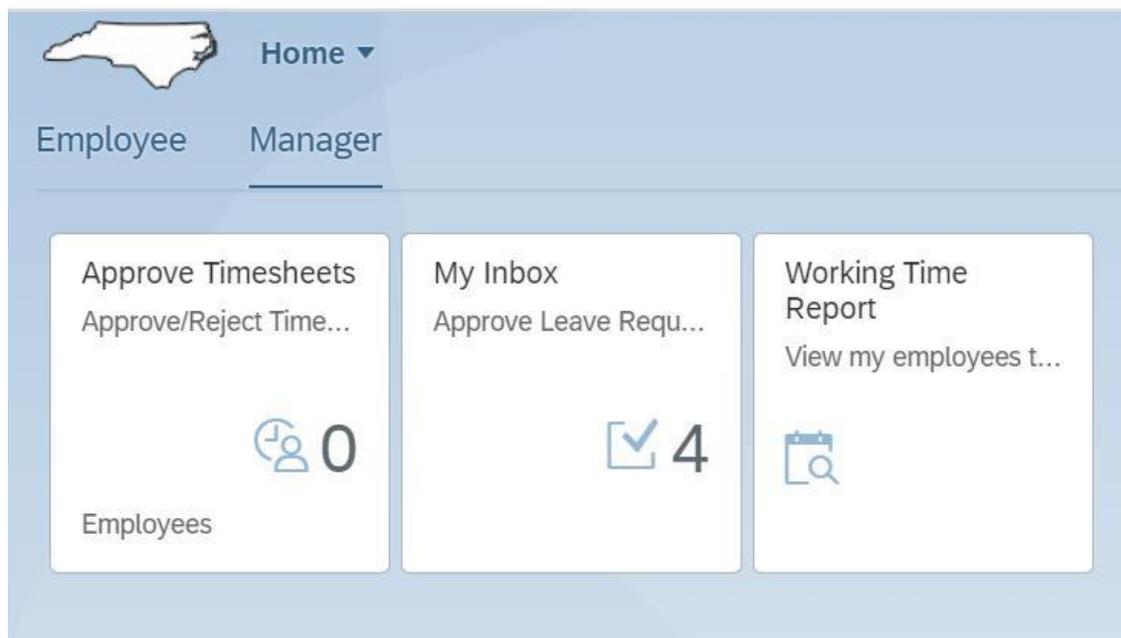
FIO-02 | BUSINESS PROCESS PROCEDURE

FIO

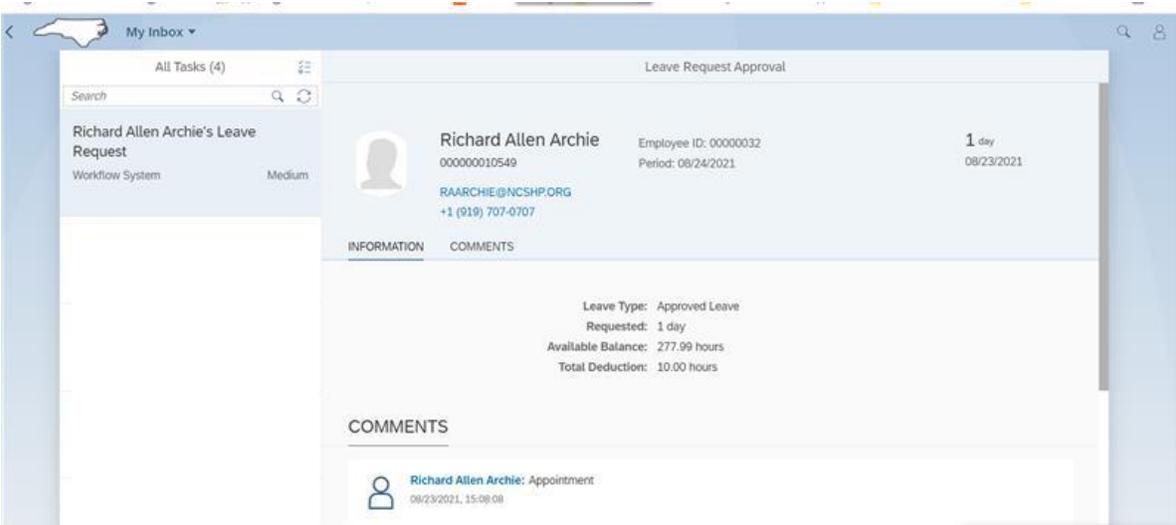
The purpose of this Business Process Procedure is to explain how to approve employees submitted Leave Request within the Fiori “My Inbox” application.

How to access My inbox

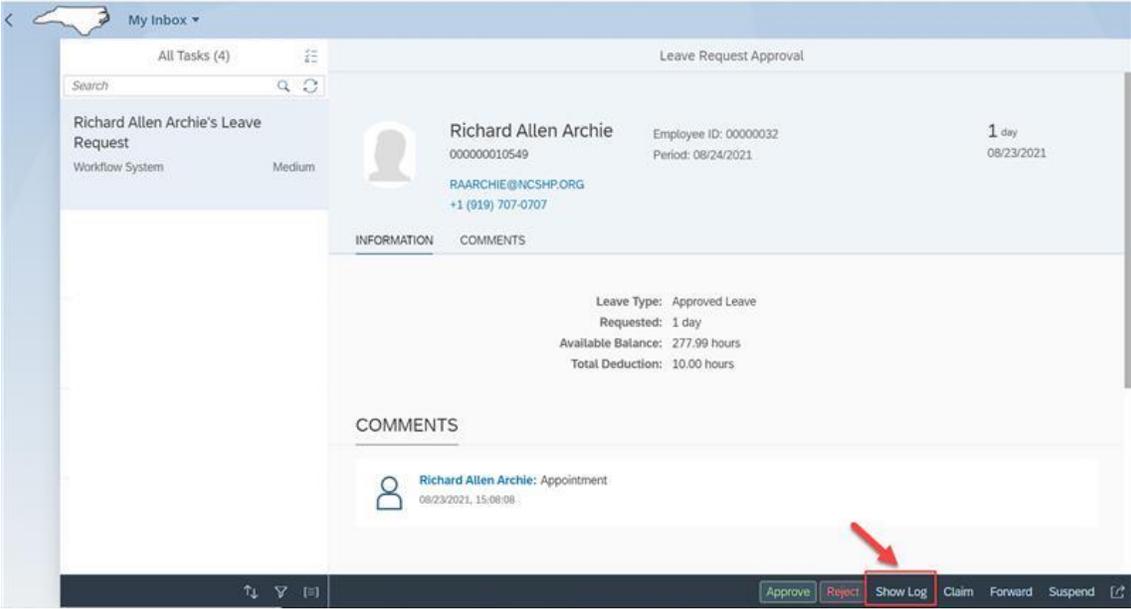
1. “My Inbox” hosts employees’ “Leave Requests” that are submitted for manager approval.



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.



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



4. Click **“Hide Log”** to hide.

My Inbox

All Tasks (4)

Search

Richard Allen Archie's Leave Request

Workflow System Medium

Richard Allen Archie

00000010549

RAARCHIE@NCSHP.ORG

+1 (919) 707-0707

Employee ID: 00000032 1 day

Period: 08/24/2021 08/23/2021

INFORMATION COMMENTS

Leave Type: Approved Leave

Requested: 1 day

Available Balance: 277.99 hours

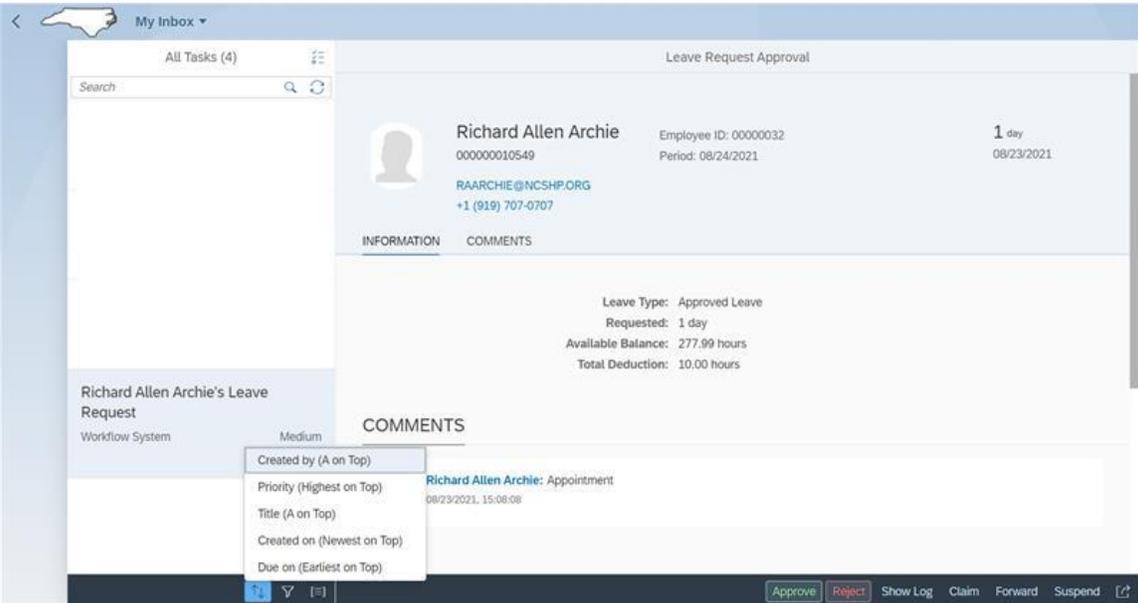
Total Deduction: 10.00 hours

Task Log

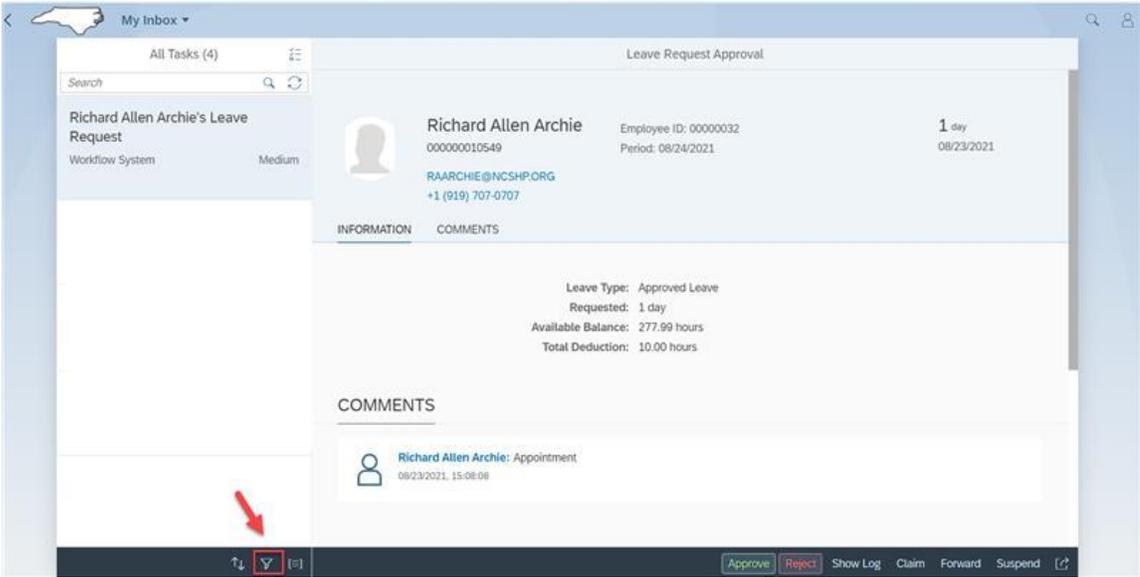
Workflow System Task created Today at 15:08

Approve Reject Hide Log Claim Forward Suspend

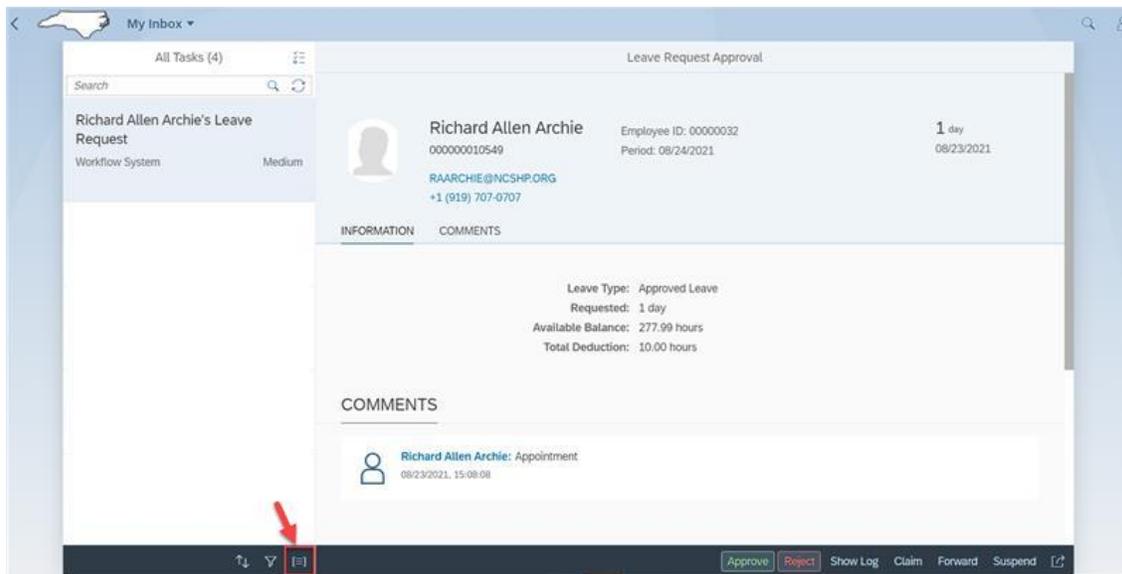
5. Click "Sort" to sort the tasks.



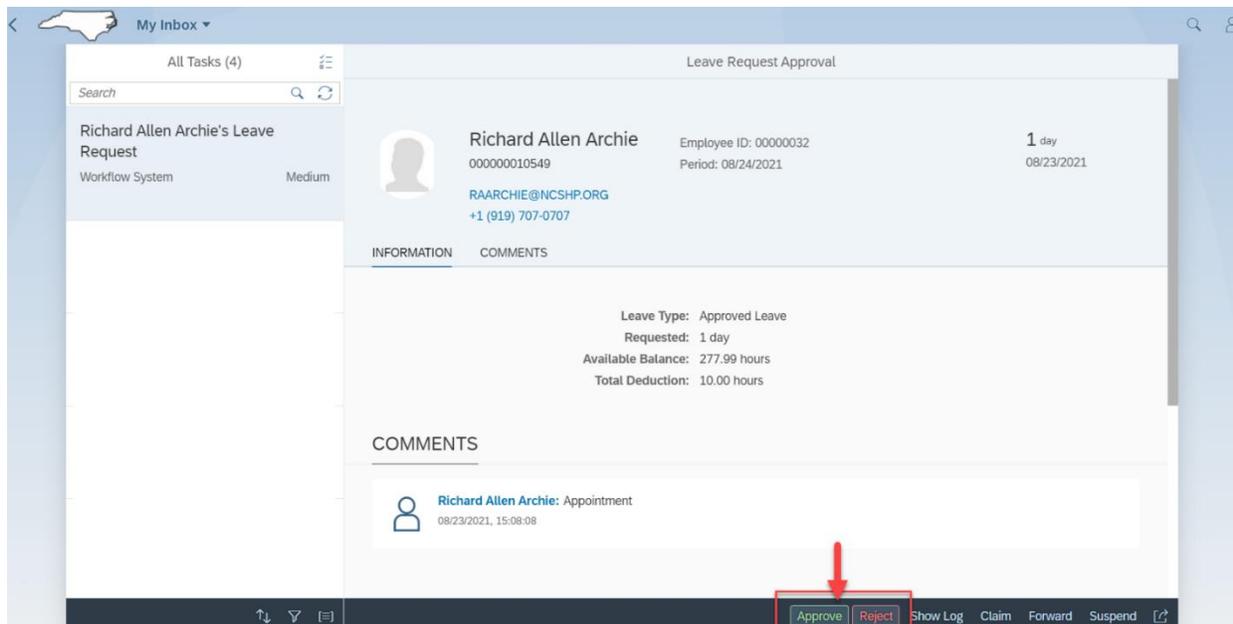
6. Click the "Filter icon" to filter the tasks.



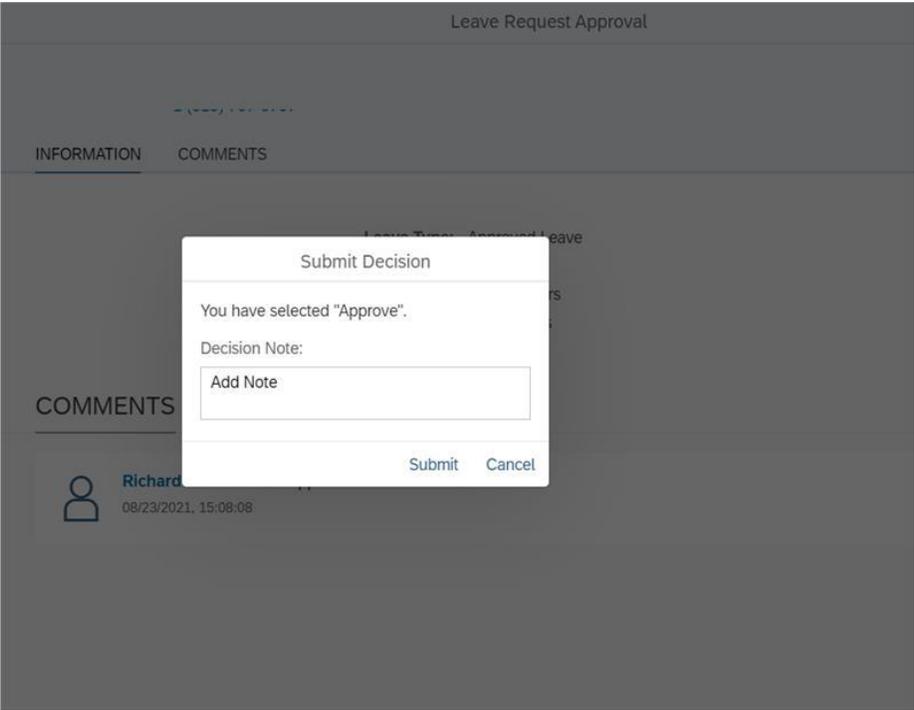
7. The **“Group Order icon”** allows you to group the tasks.



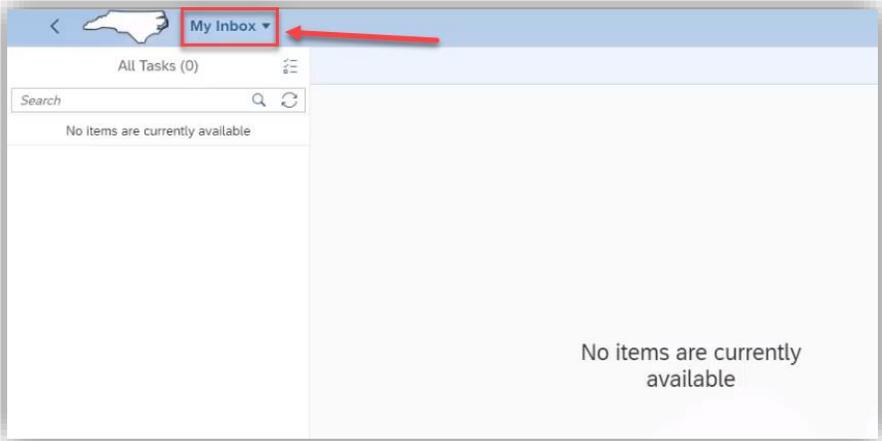
8. Click **“Approve or Reject”** to approve or reject the leave request.



9. At the **“Submit Decision”** pop-up, add an optional note and click **“Submit.”**



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



11. Click “Home”



Change Record

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