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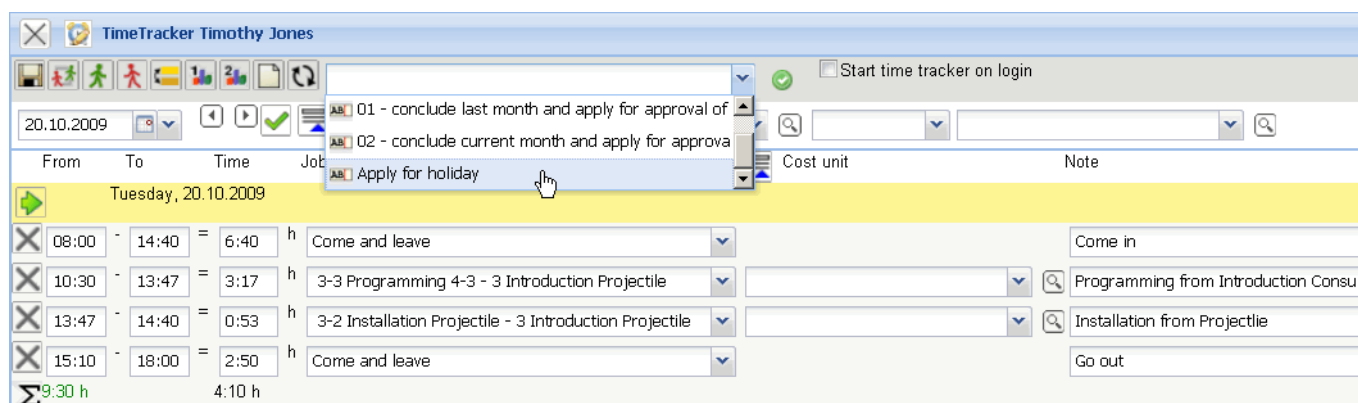
# 3.09 Workflow-Module

The workflow engine enables illustrating work processes within Projectile. Unlike a business process that describes a sequence of activities with the objective of service performance, a workflow is a predefined sequence of computer-aided flow of activities. The workflow engine in Projectile supports a business process, provided with necessary data and processes, according to the specifications stored in the system. The goal here is not a documentation for an organization or its employees, but rather the ability to automate the process.

Projectile's workflow engine is based on OSWorkflow from OpenSymphony and is part of the standard version.

Implementations example "Absence application"

In TimeTracker various workflows for the handling time periods (period-end closing, vacation application, ...) can be stored. The following example shows the implementation of a holiday application. After performing the action in the Time Tracker ...



... a dialog for absence application is opened. Here the user can apply for absences (overtime compensation, recreation and special vacation) and cancel absences applied for or cancel approved absences.

Absence application

Application for Holiday

2009			2010																
Oct.	November	December	January				February				March				April				
						1	2	3	4	5	6	7	8	9					
Tate Adam (Holiday)																			
Tate Adam (SpareTimeCompensation)																			

Scheduled
AppliedFor
Confirmed
Denied
BankHoliday

---

Rest Holidays  Days

Applied-for Holidays  Days

DeltaTime  Days

AppliedNextYear  Days

---

Choose Absence

Comment

Apply for Absence

-

Remove Absence

-

In the following example the employee has applied for vacation.

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**Absence application**

Application for Holiday

600    20.10.2009    20.04.2010

2009			2010														
Oct.	November	December	January				February				March				April		
			1	2	3	4	5	6	7	8	9						
Tate Adam (Holiday)																	
Tate Adam (SpareTimeCompensation)																	

Scheduled AppliedFor Confirmed Denied BankHoliday

Rest Holidays: 0 Days    Applied-for Holidays: 0 Days    DeltaTime: 0 Days    AppliedNextYear: 0 Days

Choose Absence: Holiday    Comment:

Apply for Absence: 10.11.2009 - 24.11.2009    Apply

After confirming the application ...

**Please confirm application for Holiday: 10.11.2009 - 24.11.2009**

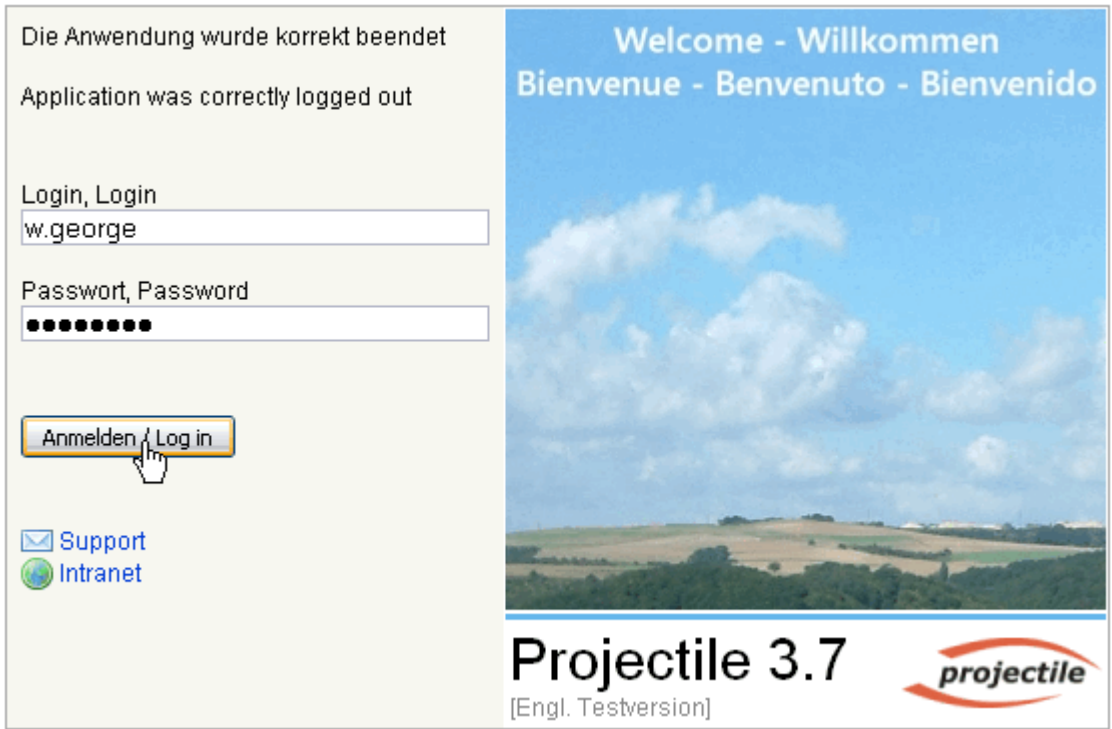
... the applied for vacation is then visualized ...

600    20.10.2009    20.04.2010

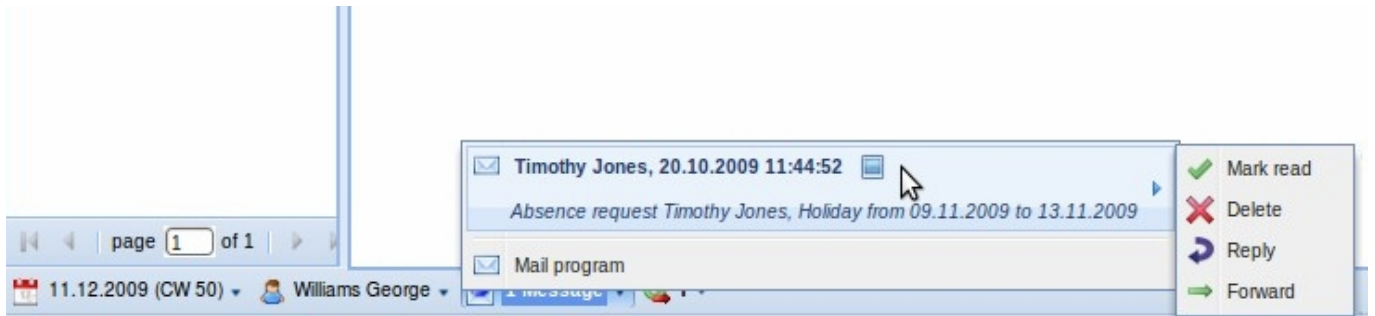
2009			2010														
Oct.	November	December	January				February				March				April		
			1	2	3	4	5	6	7	8	9						
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Tate Adam (SpareTimeCompensation)																	

Scheduled AppliedFor Confirmed Denied BankHoliday

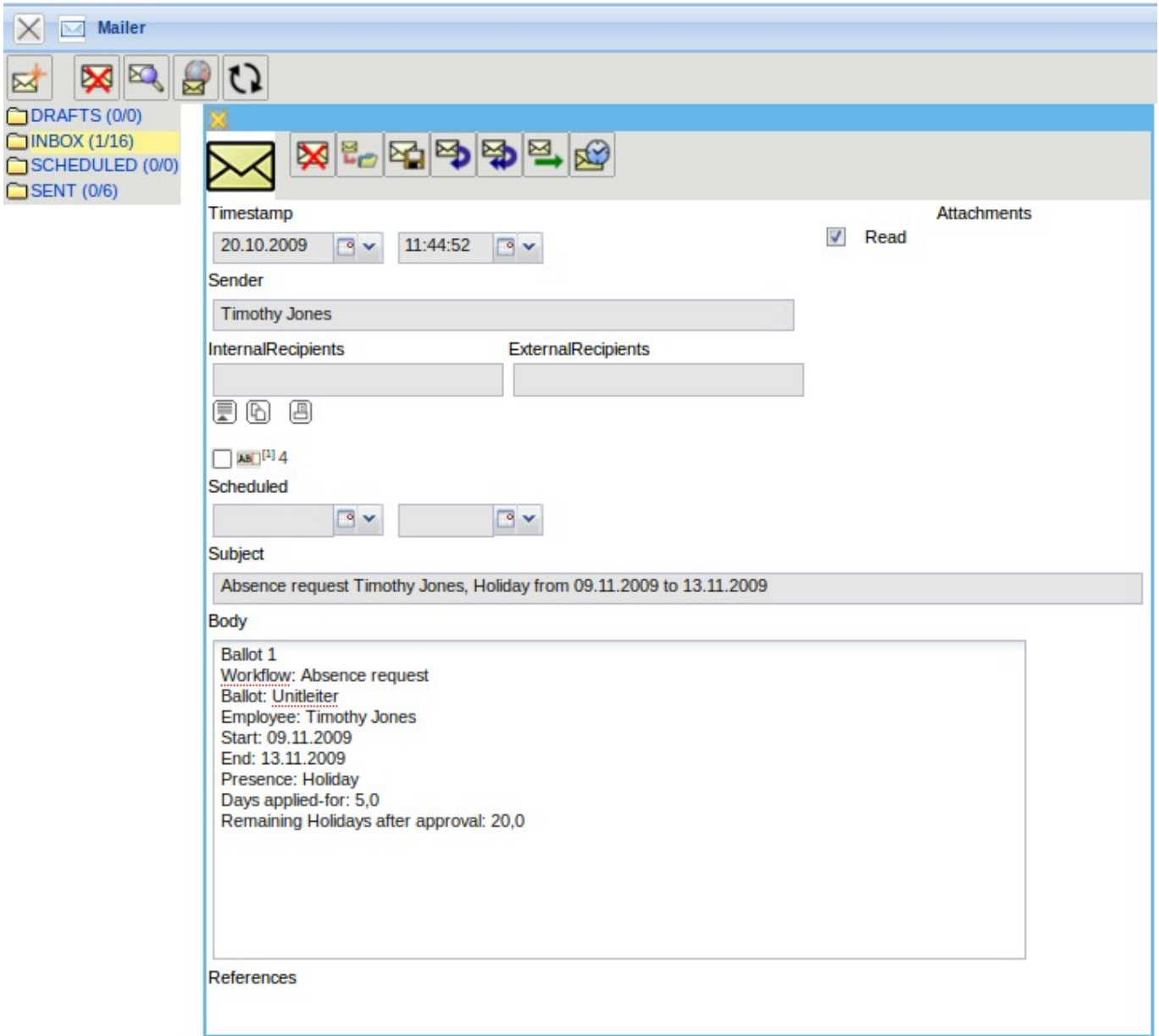
and the supervisor (manager, personnel manager, project manager or unit manager) receives an internal message. In the example, the unit manager of the applicant ...



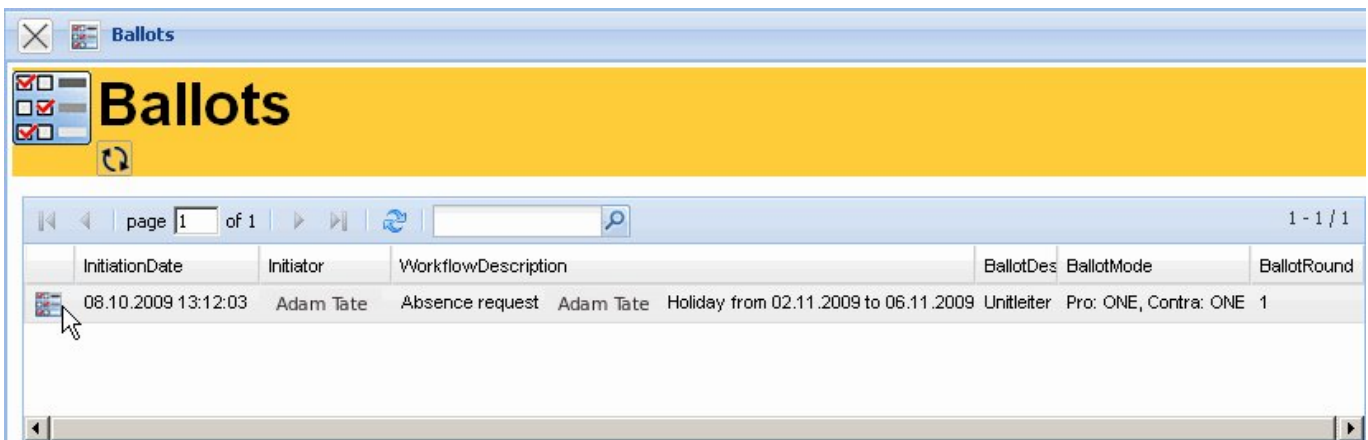
... is informed and receives a vote.



The employee is then informed of the vote through an internal message.



In the workflow engine the holiday can either be ...






accepted or denied in the menu item "Ballot".



**Vote**


**Please vote and give a comment**

Unitleiter  
Comment:

Employee Tate Adam 

Start 10.11.2009  

End 24.11.2009  

Presence Holiday 

Days applied-for 11 d

Remaining Holidays after approval -11 d

Rest Holidays and flex time

**Vote**

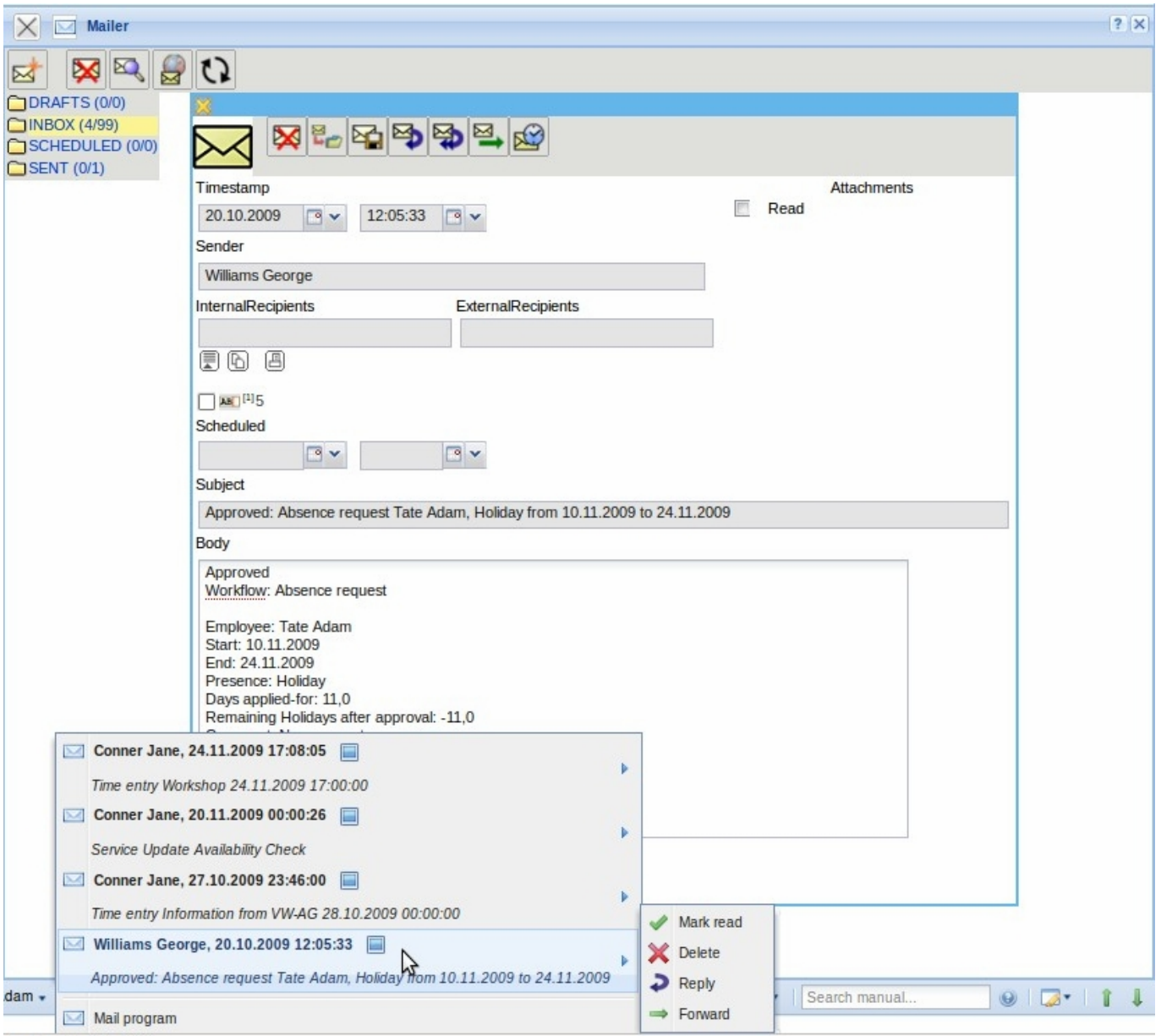
Comment

No comment

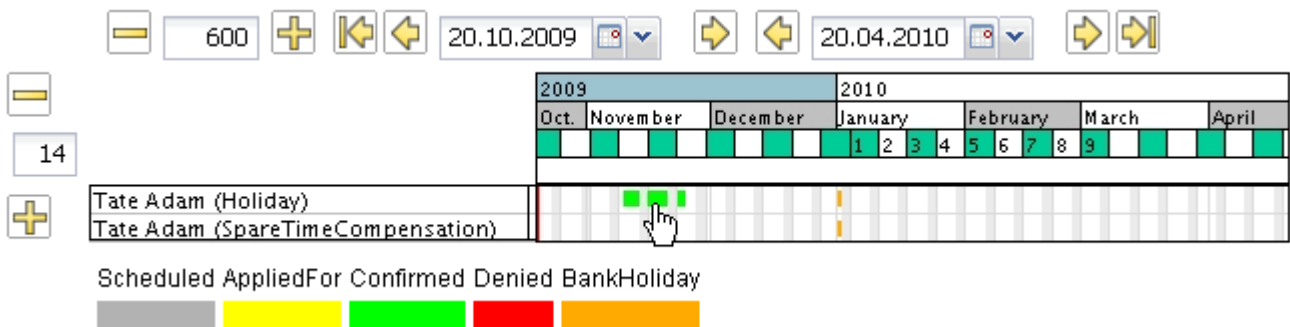
Agree Disagree

Cancel

The applicant obtains a message of the vote from the system.



Depending on the voting results, the holiday is graphically displayed as vacation or as vacation rejected in the absence application of the Time Tracker.



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