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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 ...

The screenshot shows the TimeTracker interface for Timothy Jones. A dropdown menu is open, displaying the following options:

- 01 - conclude last month and apply for approval of
- 02 - conclude current month and apply for approval
- Apply for holiday

The main interface shows a table of time entries for Tuesday, 20.10.2009:

From	To	Time	Job	Cost unit	Note
08:00	14:40	6:40 h	Come and leave		Come in
10:30	13:47	3:17 h	3-3 Programming 4-3 - 3 Introduction Projectile		Programming from Introduction Consult
13:47	14:40	0:53 h	3-2 Installation Projectile - 3 Introduction Projectile		Installation from Projectile
15:10	18:00	2:50 h	Come and leave		Go out
Σ		9:30 h	4:10 h		

The screenshot shows the TimeTracker interface for Schaub Peter. A dropdown menu is open, displaying the following options:

- 01 - letzte Periode abschließen & Freigabe beantragen
- 02 - akt. Periode abschließen & Freigabe beantragen
- Abwesenheitsbeantragung

The main interface shows a table of time entries for Dienstag, 12.12.2006:

von	bis	Dauer	Job	Bemerkung
08:30	13:30	5:00 h	Kommen und Gehen	
09:00	13:30	4:30 h	92-1 Projektleitung - 92 QM-Modul	Projektplanänderung Schnittstellen
14:15	17:30	3:15 h	Kommen und Gehen	
15:00	17:00	2:00 h	AEI01.1-1 Konzeptgespräche - AEI01.1 Planung	Schulungsplan abgestimmt
Σ		8:15 h	6:30 h	

... 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.

Abwesenheitsbeantragung

Bitte bestätigen Sie den Antrag auf Urlaub: 18.12.2006 - 29.12.2006

☒ ☐

Ja

Abwesenheitsbeantragung

2006														2007																								
Dezember														Januar																								
Woche 50														Woche 51							Woche 52							Woche 1				Woche 2						
13	15	17	19	22	24	26	29	31	1	2	3	4	5	6	7	8	9	11																				
Schaub Peter (Urlaub)																																						
Schaub Peter (Sonderurlaub)																																						
Schaub Peter (Freizeitausgleich)																																						

Geplant Beantragt Bestätigt Abgelehnt

Verfügbarer Urlaub Tage
 Beantragter Urlaub Tage
 Differenz Tage

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

Abwesenheitsbeantragung

Abwesenheitsbeantragung

2006														2007																								
Dezember														Januar																								
Woche 50														Woche 51							Woche 52							Woche 1				Woche 2						
13	15	17	19	22	24	26	29	31	1	2	3	4	5	6	7	8	9	11																				
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Verfügbarer Urlaub Tage
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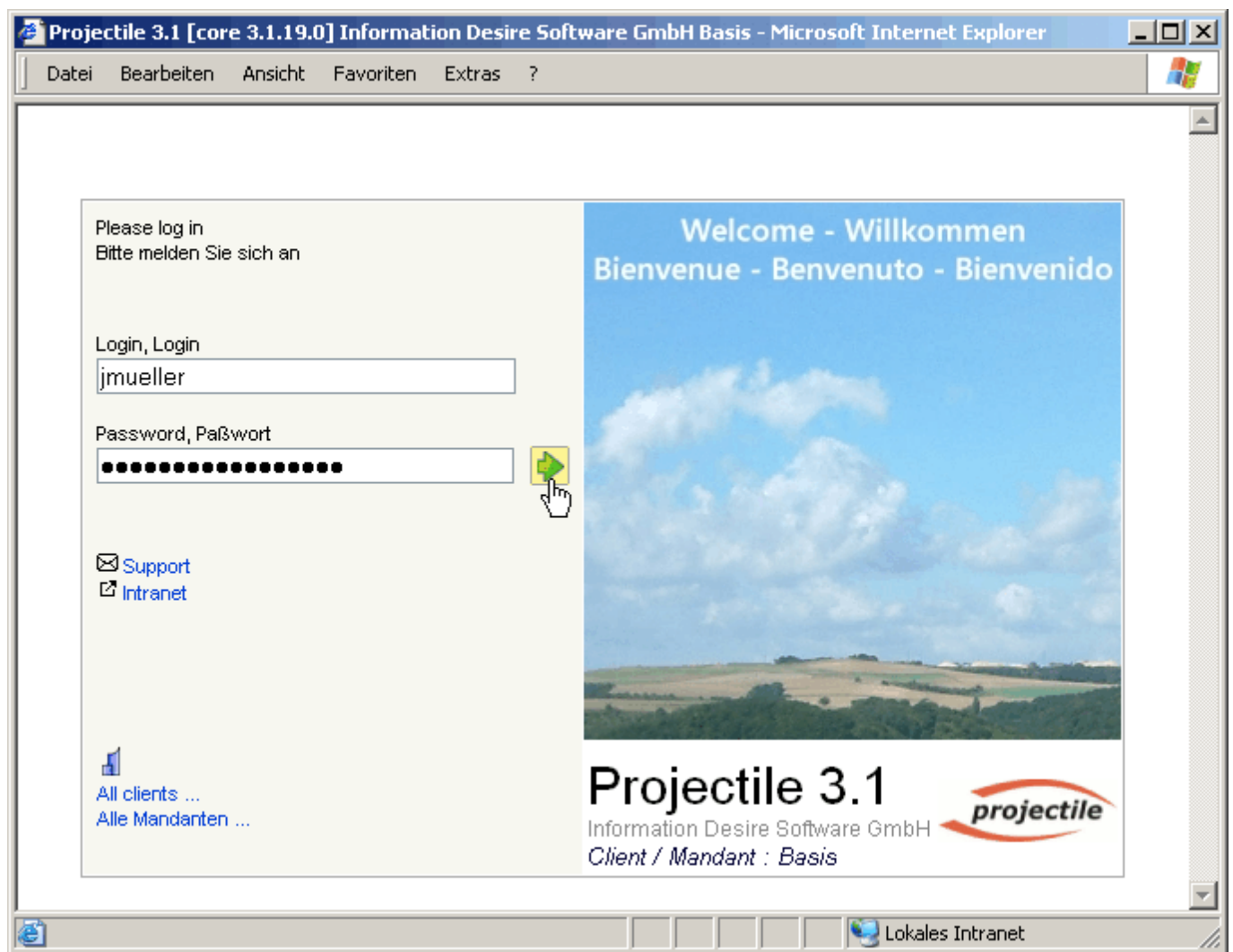
Auswahl Abwesenheit

Kommentar

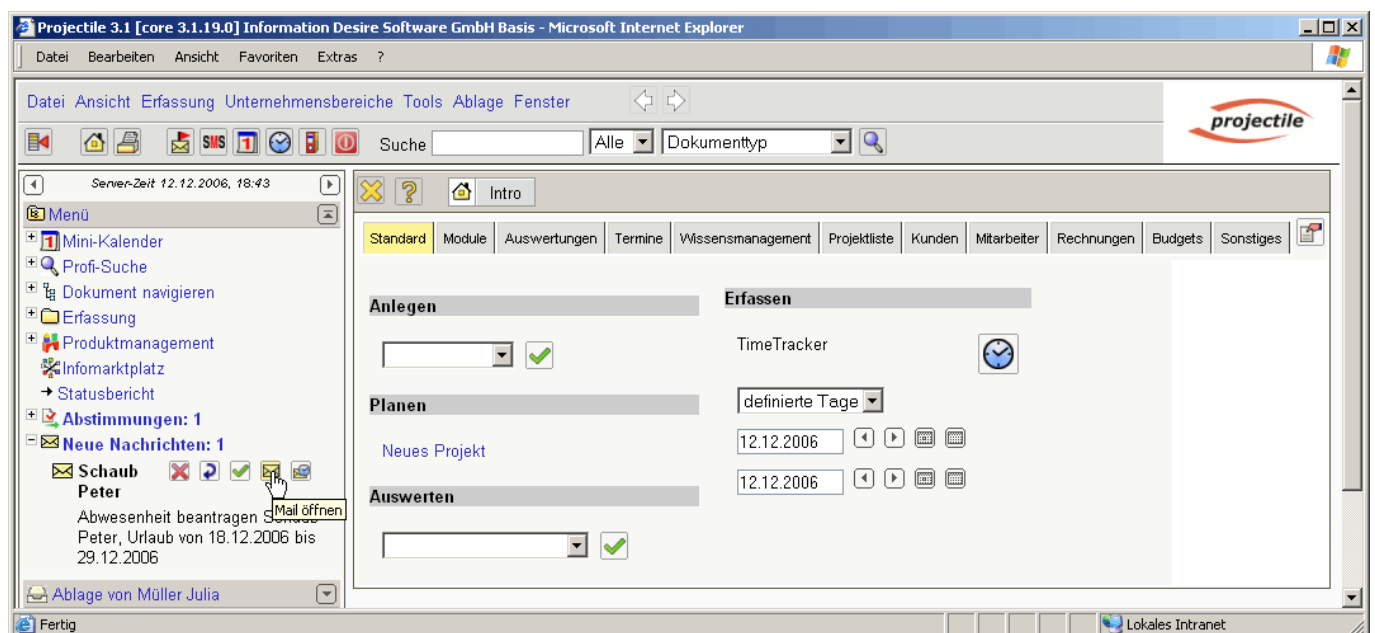
Beantragen Abwesenheit

Entfernen Abwesenheit

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.

The Mailer interface displays a form for creating or editing an email. The left sidebar shows folders: Entwürfe (0/0), Geplante Sendungen (0/0), Gesendet (0/12), **Posteingang (1/7)**, and Projekte (0/1). The main form includes fields for:

- Zeit:** 12.12.2006, 18:19:41
- Gelesen:** ☒
- Anhänge:**
- Absender:** Schaub Peter
- Interne Empfänger:** (empty field)
- Externe Empfänger:** (empty field)
- Geplante Zeit:** (empty field)
- Betreff:** Abwesenheit beantragen Schaub Peter, Urlaub von 18.12.2006 bis 29.12.2006
- Text:**

Abstimmung 1
Workflow: Abwesenheit beantragen
Abstimmung: Unitleiter
Mitarbeiter: Schaub Peter
Start: 18.12.2006
Ende: 29.12.2006
Erfassungsart: Urlaub

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

In der Workflow-Engine kann im Menüpunkt Abstimmung ...

The screenshot shows the Projectile 3.1 web application interface. The left sidebar contains a menu with items like Mini-Kalender, Profi-Suche, Dokument navigieren, Erfassung, Produktmanagement, Infomarktplatz, Statusbericht, and **Abstimmungen: 1**. The main content area displays the 'Abstimmungen' (Voting) section with a table of active votes.

Abstimmung	Datum	Initiator	Workflow	Kommentar	Abstimmung	Abstimmungsmodus	Runde
☒	12.12.2006 18:19:41	Schaub Peter	Abwesenheit beantragen Schaub Peter, Urlaub von 18.12.2006 bis 29.12.2006		Unitleiter	Pro: Einer, Contra: Einer	1

A 'Vote' button is visible next to the first row.

accepted or denied in the menu item "Ballot".

The screenshot shows a web-based voting interface. At the top, there's a title bar with a close button, a help icon, and the title 'Abstimmung'. Below this, a header bar says 'Bitte stimmen Sie ab und geben Sie einen Kommentar ein'. The form contains several fields: 'Unitleiter' (empty), 'Kommentar:' (empty), 'Mitarbeiter' (filled with 'Schaub Peter' and a red minus icon), 'Start' (date picker showing '18.12.2006'), 'Ende' (date picker showing '29.12.2006'), and 'Erfassungsart Urlaub' (a dropdown menu currently showing 'Verfügbarer Urlaub'). Below these fields is a section titled 'Vote' containing a text area for 'Kommentar' with the placeholder text 'Kein Kommentar'. At the bottom of the form are three buttons: 'Zustimmung' (highlighted in green), 'Ablehnung' (highlighted in red), and 'Abbrechen'.

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.

The screenshot shows the 'Abwesenheitsbeantragung' (Absence Request) window in the Projectile 3.1 software. The window has a menu bar with 'Datei', 'Bearbeiten', 'Ansicht', 'Favoriten', and 'Extras'. Below the menu is a toolbar with various icons. The main area is titled 'Abwesenheitsbeantragung' and contains a calendar for December 2006 and January 2007. The calendar shows days 12 through 31. A legend below the calendar indicates the status of absences: 'Geplant' (Planned) in grey, 'Beantragt' (Requested) in yellow, 'Bestätigt' (Confirmed) in green, and 'Abgelehnt' (Rejected) in red. The 'Verfügbarer Urlaub' (Available Leave) section shows 11 days available, 0 days requested, and 11 days difference. The 'Auswahl Abwesenheit' (Select Absence) dropdown is set to 'Urlaub' (Leave). The 'Beantragen Abwesenheit' (Request Absence) and 'Entfernen Abwesenheit' (Remove Absence) sections are also visible.

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