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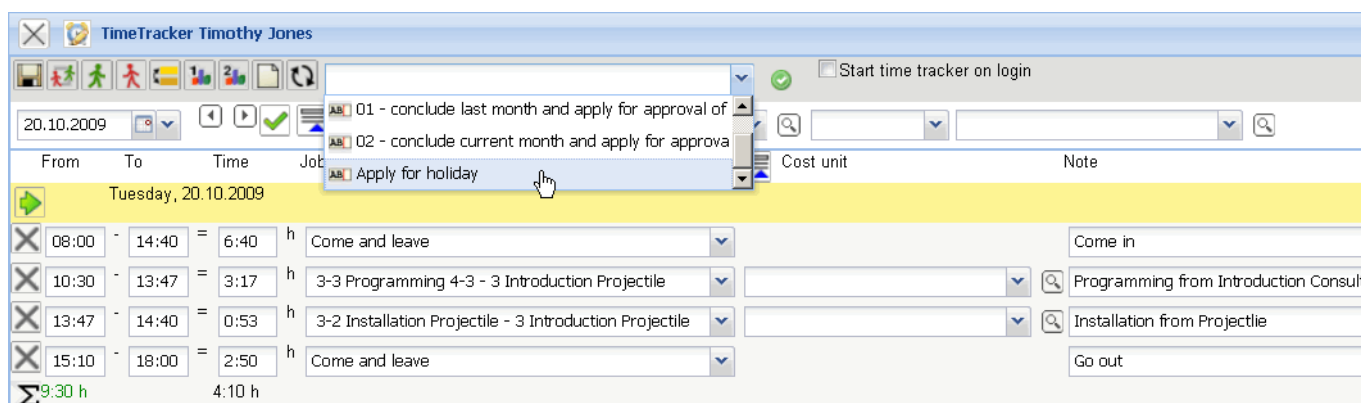
3.09 Workflow-Module

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 Timothy Jones' application window. At the top, there is a toolbar with various icons and a search bar. Below the toolbar, a date '20.10.2009' is displayed. A dropdown menu is open, showing a list of actions: '01 - conclude last month and apply for approval of', '02 - conclude current month and apply for approval of', and 'Apply for holiday'. The 'Apply for holiday' option is highlighted by the mouse cursor. Below the menu, a table displays time tracking data for 'Tuesday, 20.10.2009'. The table has columns for 'From', 'To', 'Time', 'Job', 'Cost unit', and 'Note'. The data rows show time intervals and corresponding job descriptions. At the bottom left, a summary shows '9:30 h' and '4:10 h'.

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

... 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.

Application for Holiday																																																																																	
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In the following example the employee has applied for vacation.

Absence application

Application for Holiday

600 20.10.2009 20.04.2010

14

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
 -

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

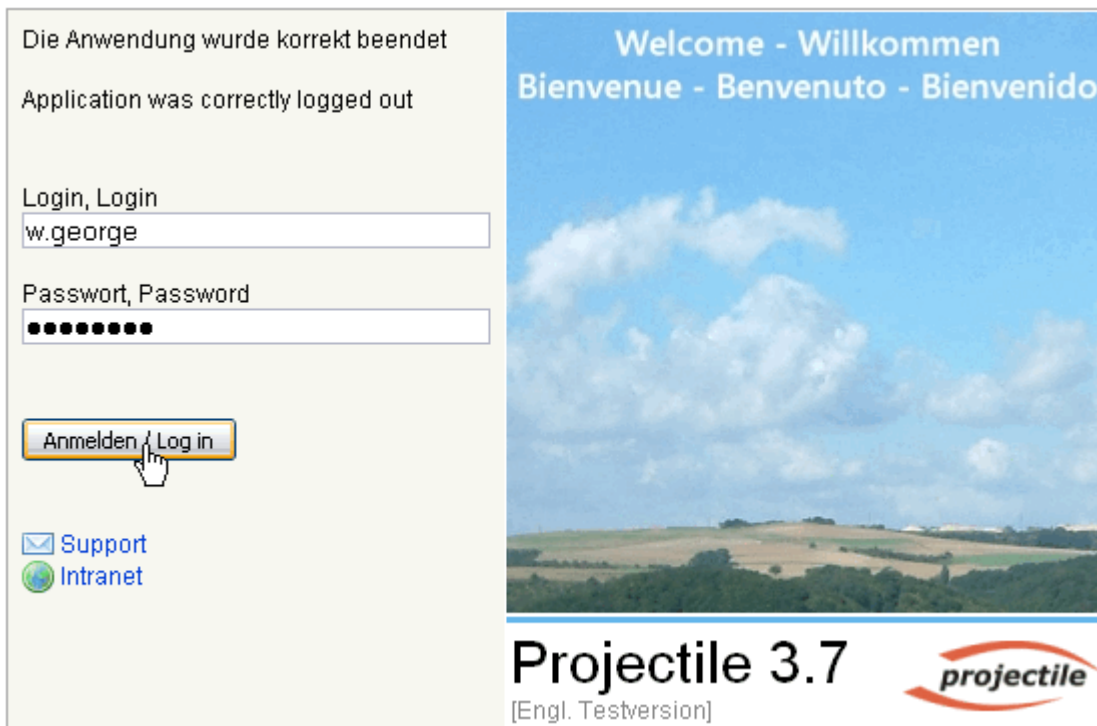
14

2009			2010													
Oct.	November	December	January				February				March		April			
						1	2	3	4	5	6	7	8	9		

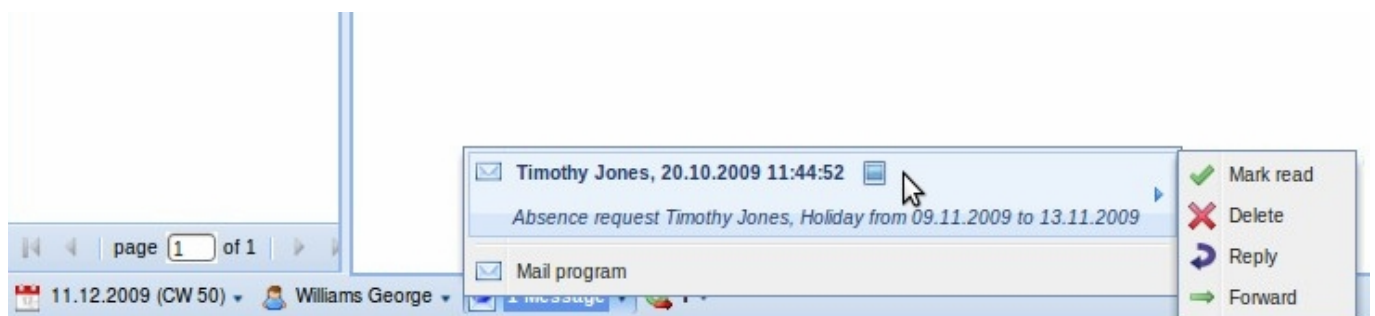
Tate Adam (Holiday)																
Tate Adam (SpareTimeCompensation)																

Scheduled AppliedFor Confirmed Denied BankHoliday

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.

Mailer

DRAFTS (0/0)
INBOX (1/16)
SCHEDULED (0/0)
SENT (0/6)

Timestamp: 20.10.2009 11:44:52 ☒ Read

Sender: Timothy Jones

InternalRecipients: ExternalRecipients:

Scheduled:

Subject: Absence request Timothy Jones, Holiday from 09.11.2009 to 13.11.2009

Body:

Ballot 1
Workflow: Absence request
Ballot: Unitleiter
Employee: Timothy Jones
Start: 09.11.2009
End: 13.11.2009
Presence: Holiday
Days applied-for: 5,0
Remaining Holidays after approval: 20,0

References

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

Ballots

page 1 of 1

InitiationDate	Initiator	WorkflowDescription	BallotDes	BallotMode	BallotRound
08.10.2009 13:12:03	Timothy Jones	Absence request Timothy Jones, Holiday from 02.11.2009 to 06.11.2009	Unitleiter	Pro: ONE, Contra: ONE	1

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

Abstimmung

Bitte stimmen Sie ab und geben Sie einen Kommentar ein

Unitleiter
Kommentar:

Mitarbeiter Schaub Peter

Start 18.12.2006

Ende 29.12.2006

Erfassungsart Urlaub
Verfügbarer Urlaub

Vote

Kommentar
Kein Kommentar

Zustimmung Ablehnung

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.

Projectile 3.1 [core 3.1.19.0] Information Desire Software GmbH Basis - Microsoft Internet Explorer

Datei Bearbeiten Ansicht Favoriten Extras ?

Datei Ansicht Erfassung Unternehmensbereiche Tools Ablage Fenster

Suche Alle Dokumenttyp

Abwesenheitsbeantragung

Abwesenheitsbeantragung

600 12.12.2006 01.01.2007

2006 2007

Dezember Januar

Woche 50 Woche 51 Woche 52

12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1																			
Schaub Peter (Urlaub)																																							
Schaub Peter (Sonderurlaub)																																							
Schaub Peter (Freizeitausgleich)																																							

Geplant Beantragt Bestätigt Abgelehnt

Verfügbarer Urlaub 11 Tage Beantragter Urlaub 0 Tage Differenz 11 Tage

Auswahl Abwesenheit: Urlaub

Kommentar:

Beantragen Abwesenheit:

Entfernen Abwesenheit:

Fertig Lokales Intranet

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Last update: 2019/10/25 14:09

