

FIO-02 My Inbox

[View My Inbox Tutorial Video](#)

Purpose

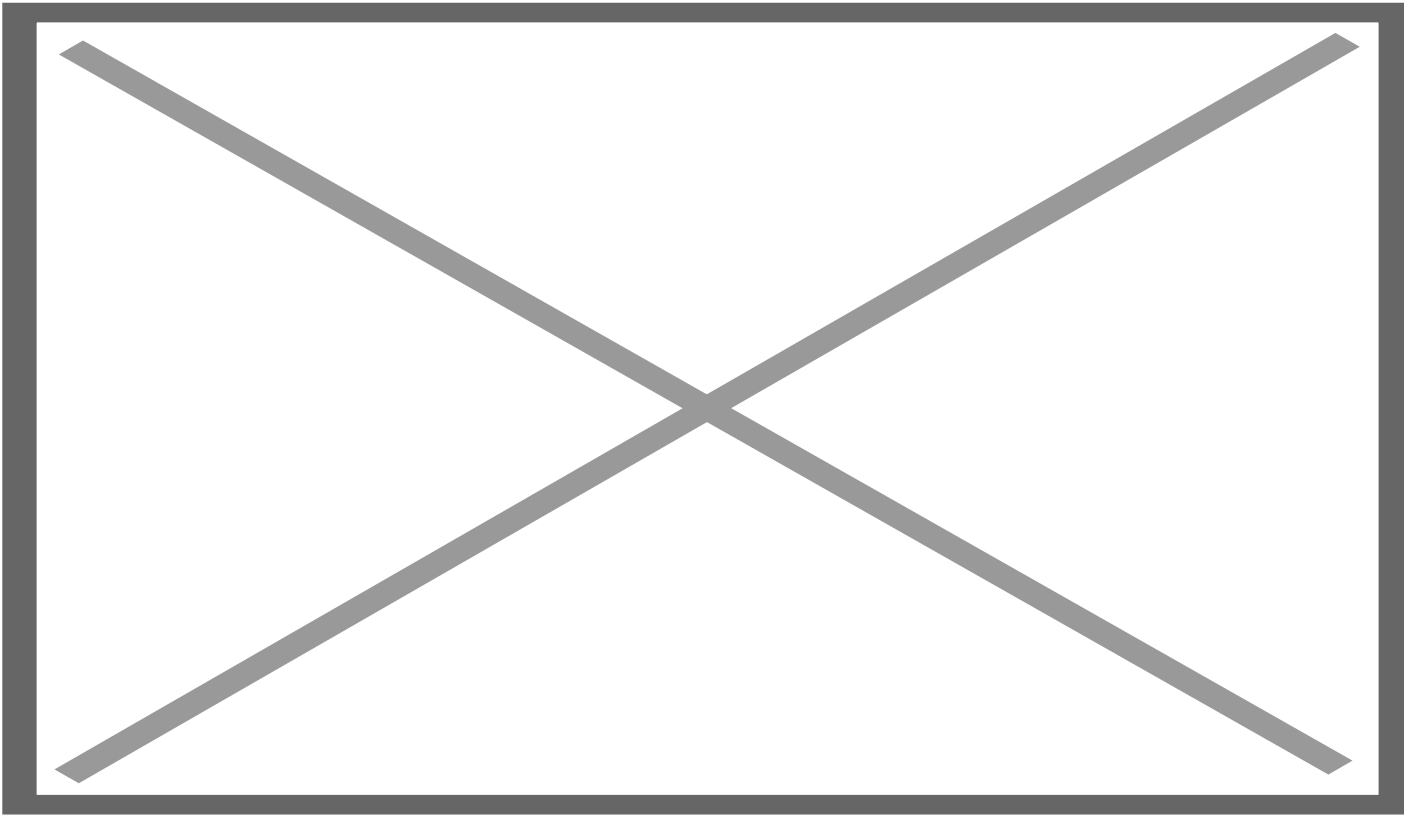
The purpose of this Business Process Procedure is to explain how to approve employees submitted Leave Request within the Fiori My Inbox application.

How to Access My Inbox

There are 11 steps to complete this process.

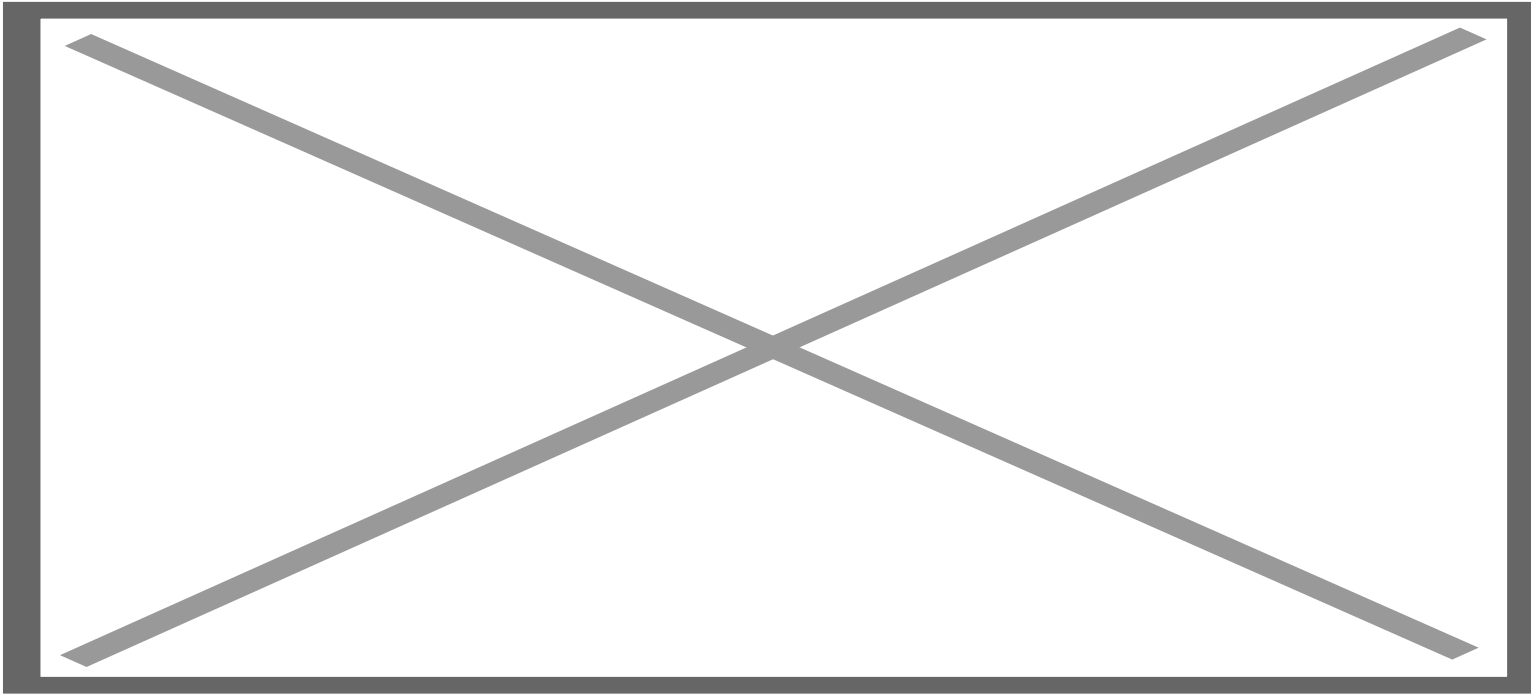
Step 1. **My Inbox** hosts employees' **Leave Requests** that are submitted for manager approval.

Image



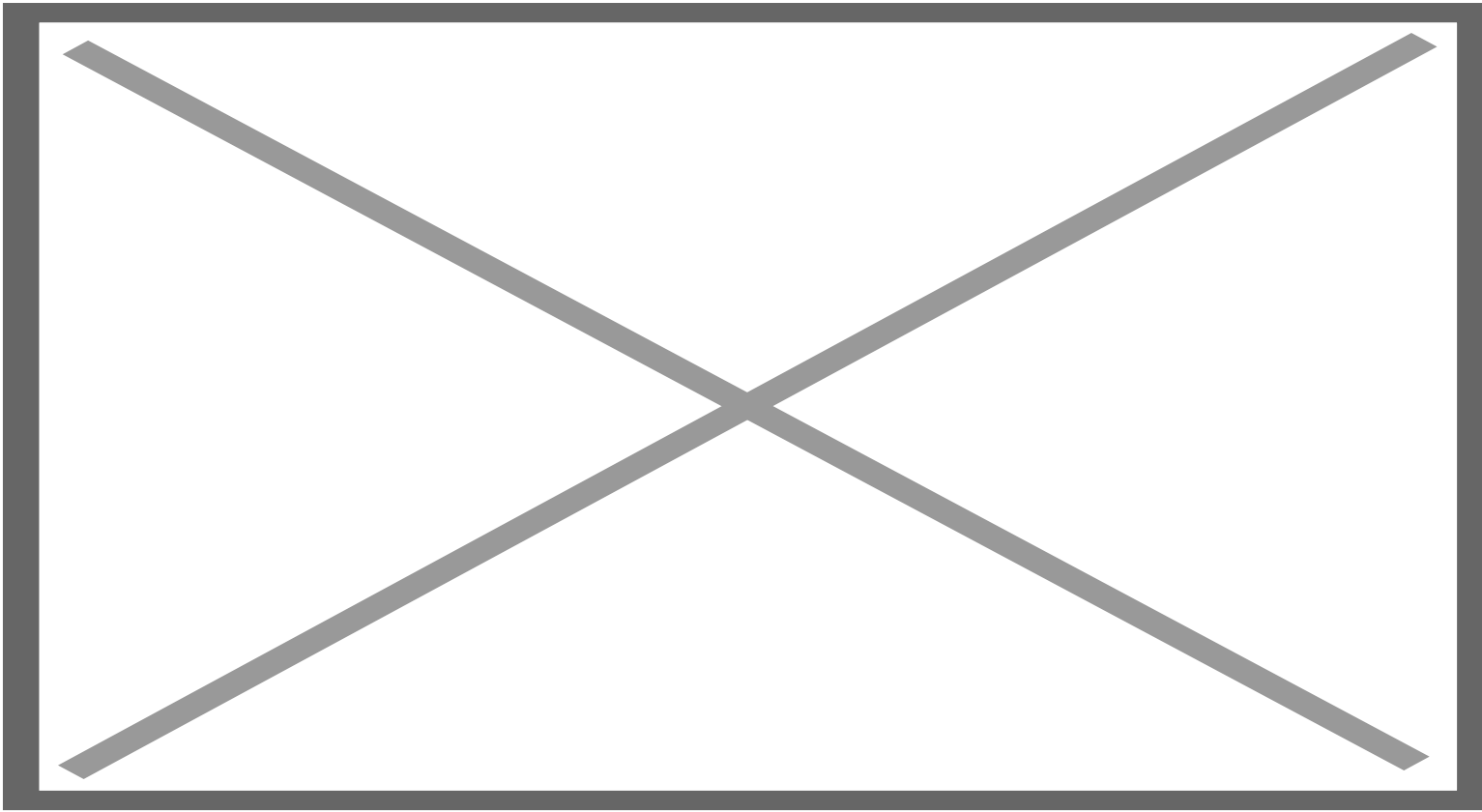
Step 2. Once you have clicked on **My Inbox**, under **All Tasks**, the active **Leave Request** is listed. When the task is **Selected**, the details of the leave request are displayed along with the information and comments tabs.

Image



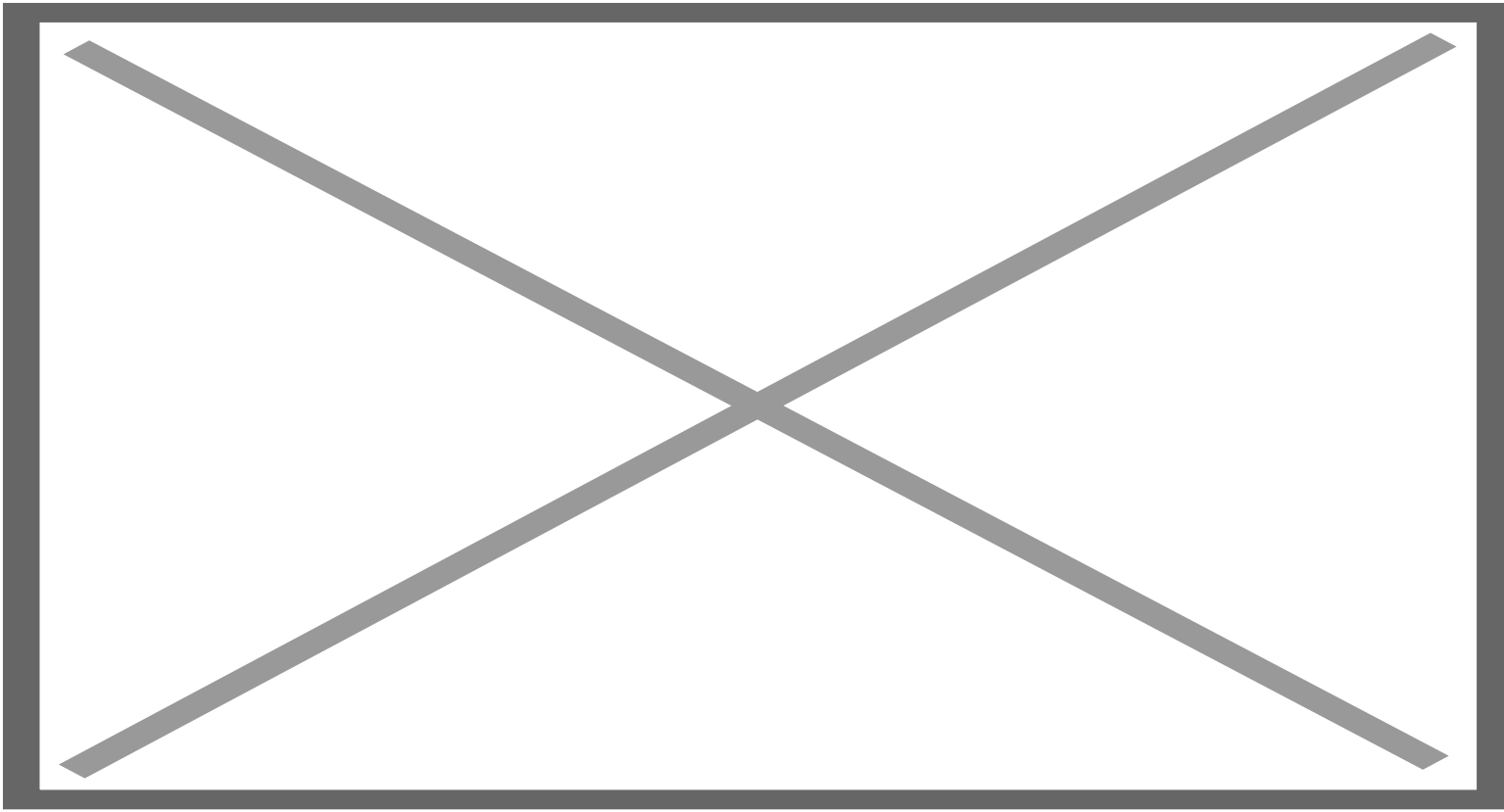
Step 3. Before approving the leave request, review a few options. Click **Show Log** to show workflow information.

Image



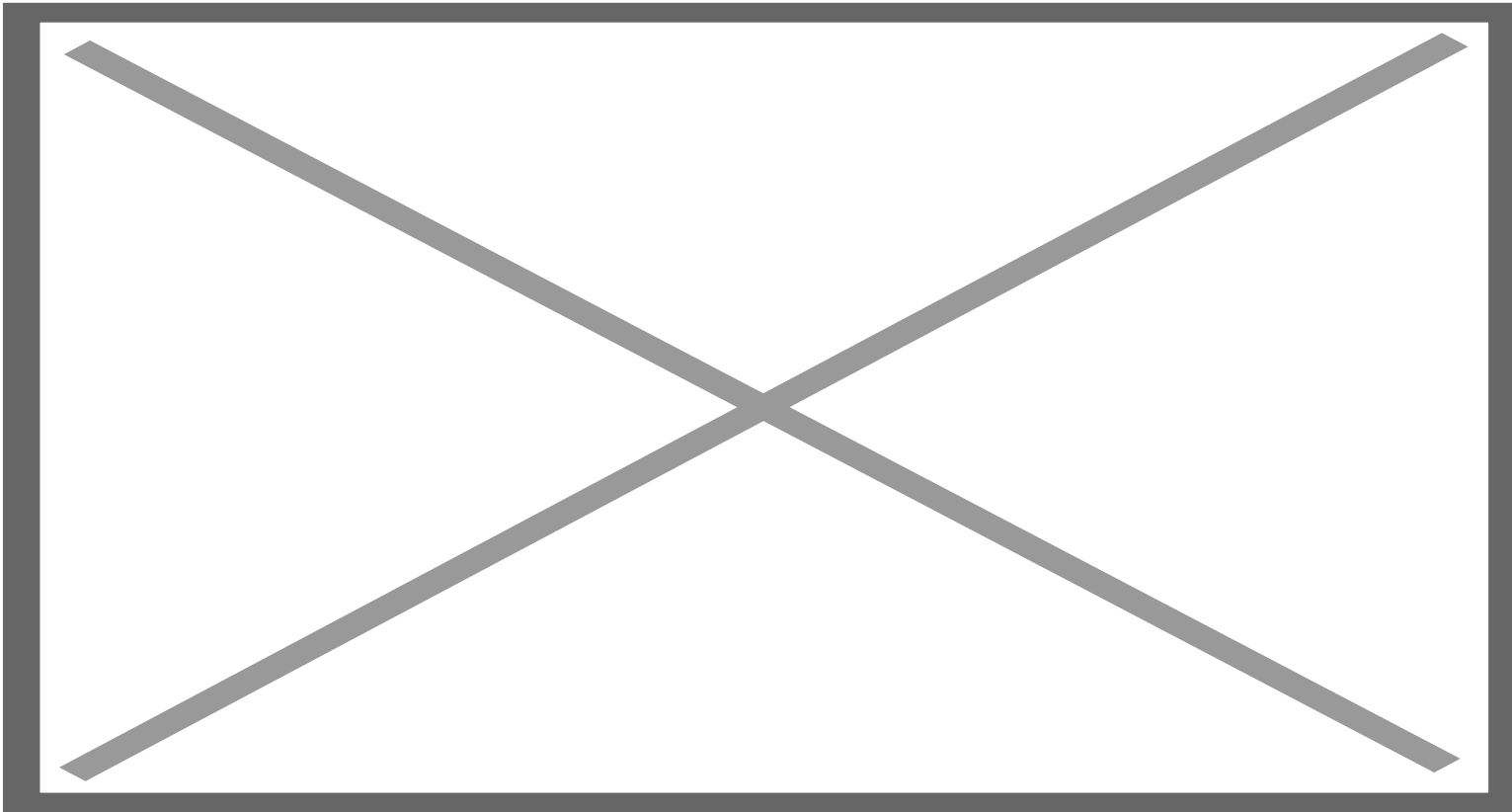
Step 4. Click **Hide Log** to hide.

Image



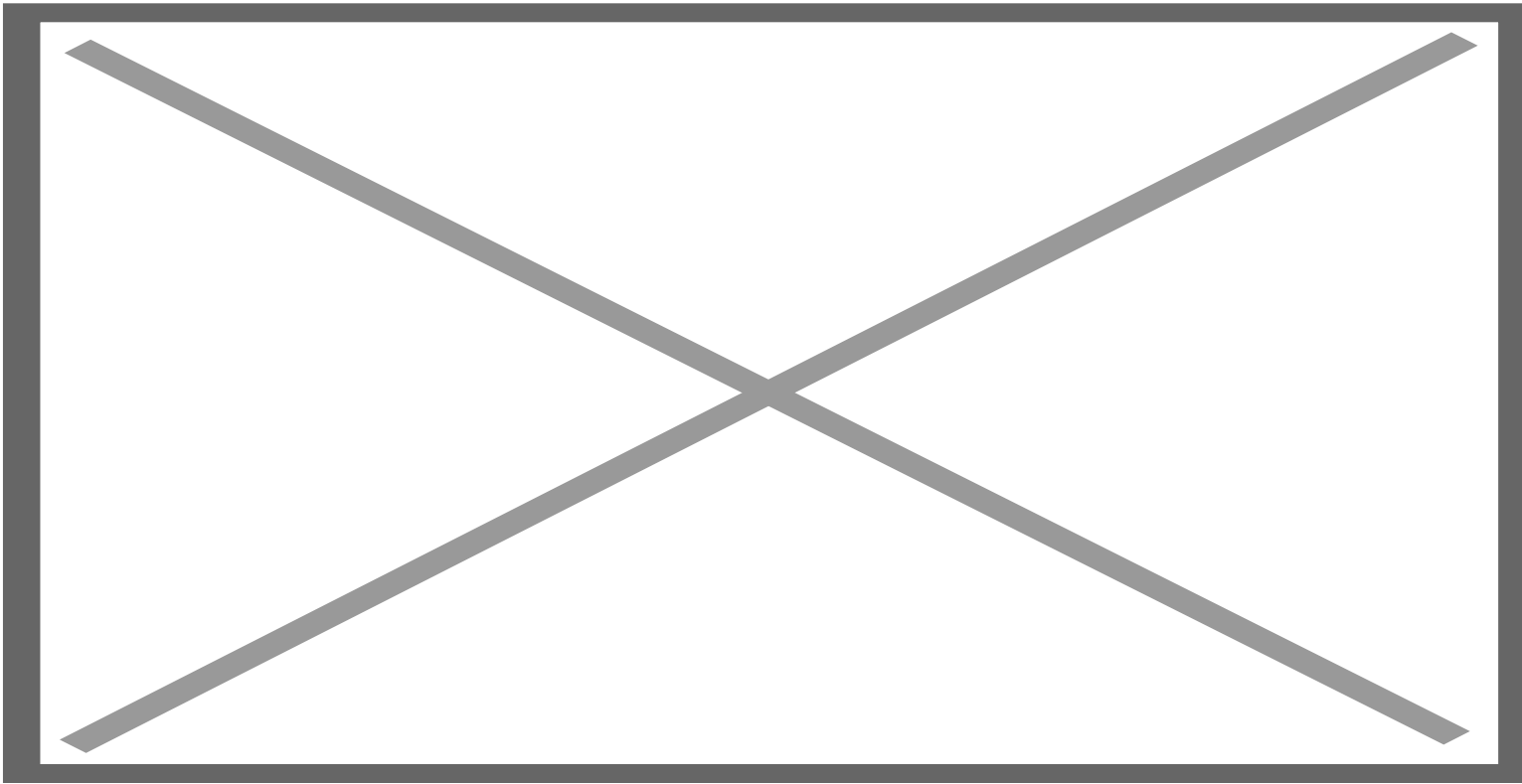
Step 5. Click **Sort** to sort the tasks.

Image



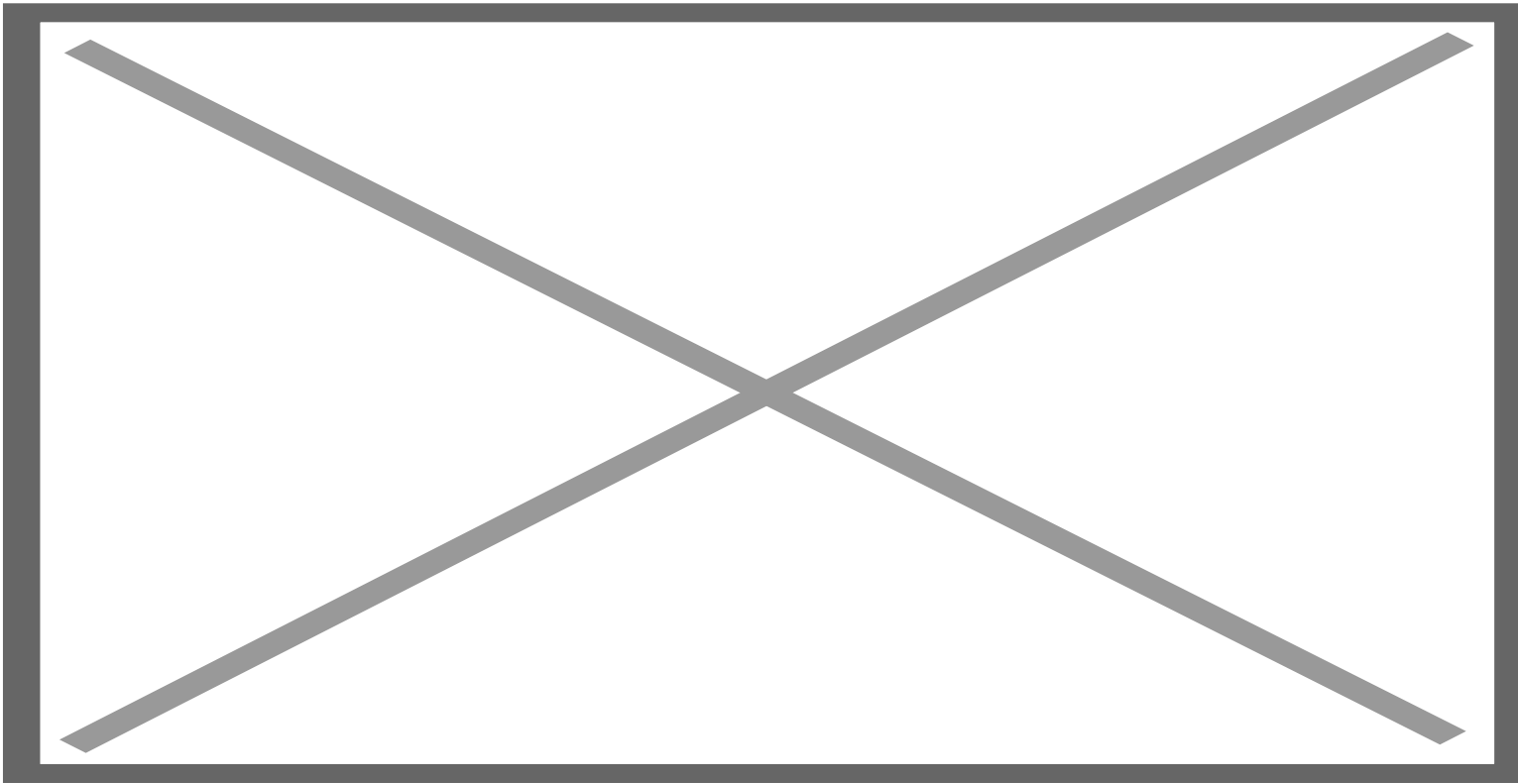
Step 6. Click the **Filter** icon to filter the tasks.

Image



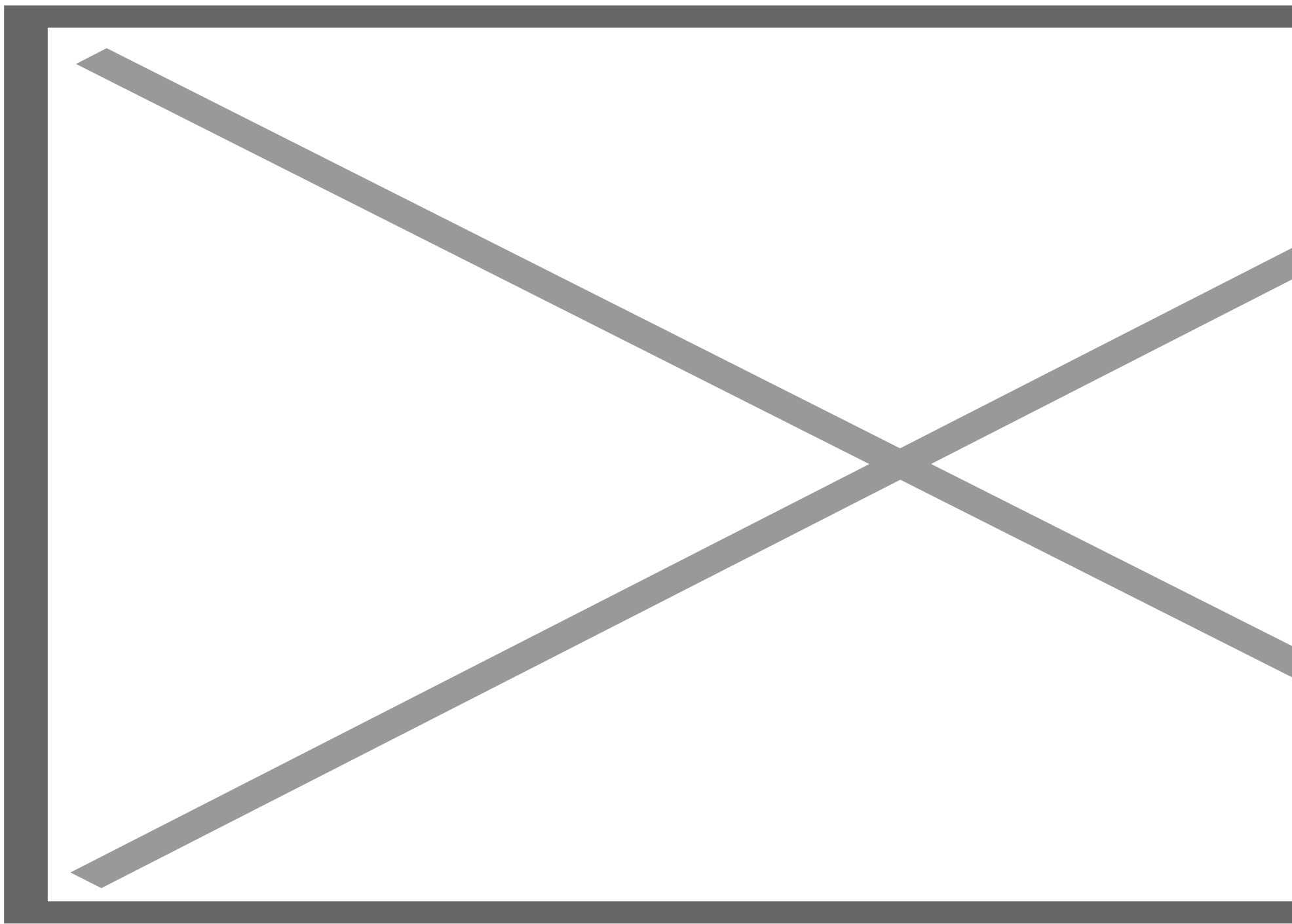
Step 7. The **Group Order** icon allows you to group the tasks.

Image



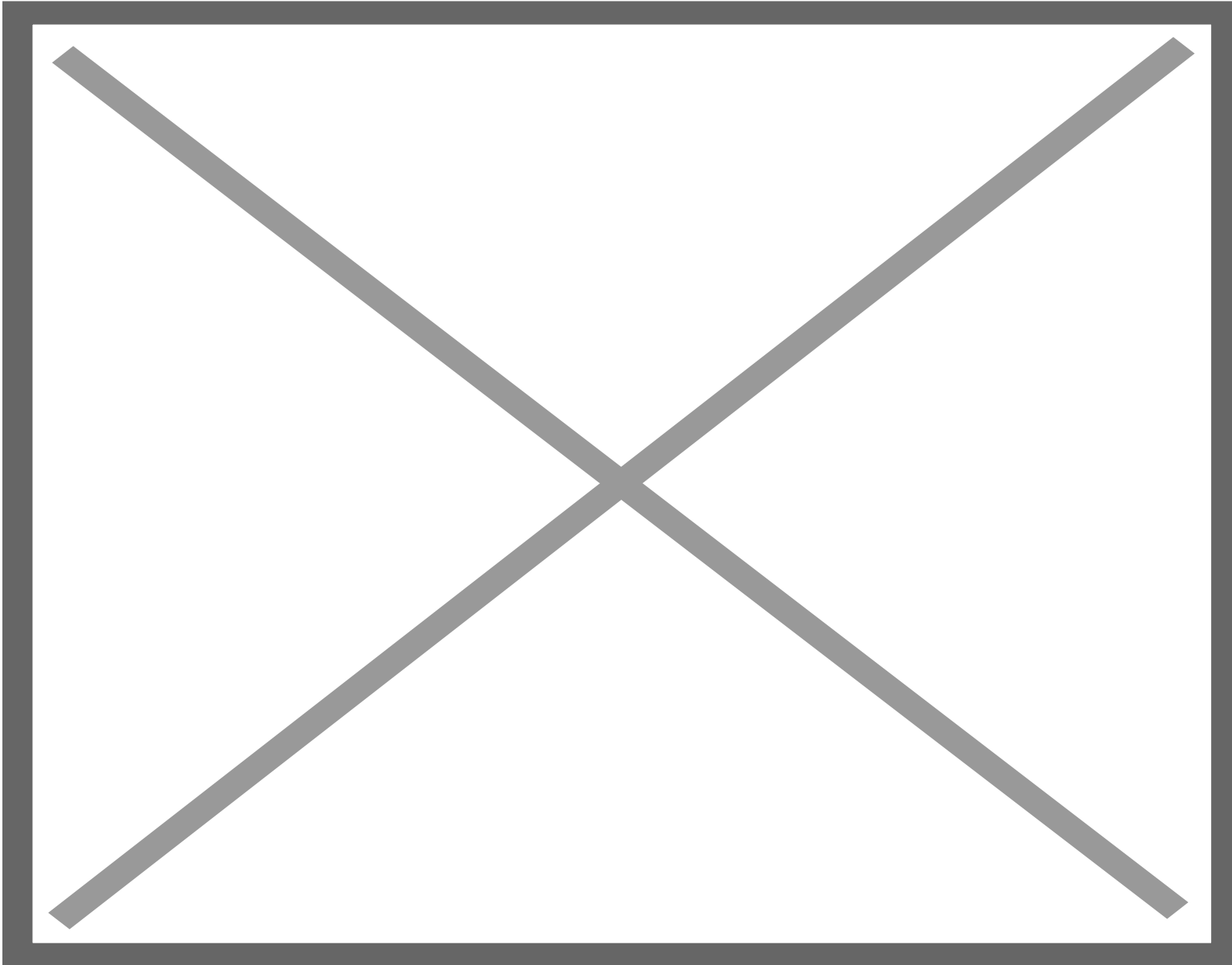
Step 8. Click **Approve or Reject** to approve or reject the leave request.

Image



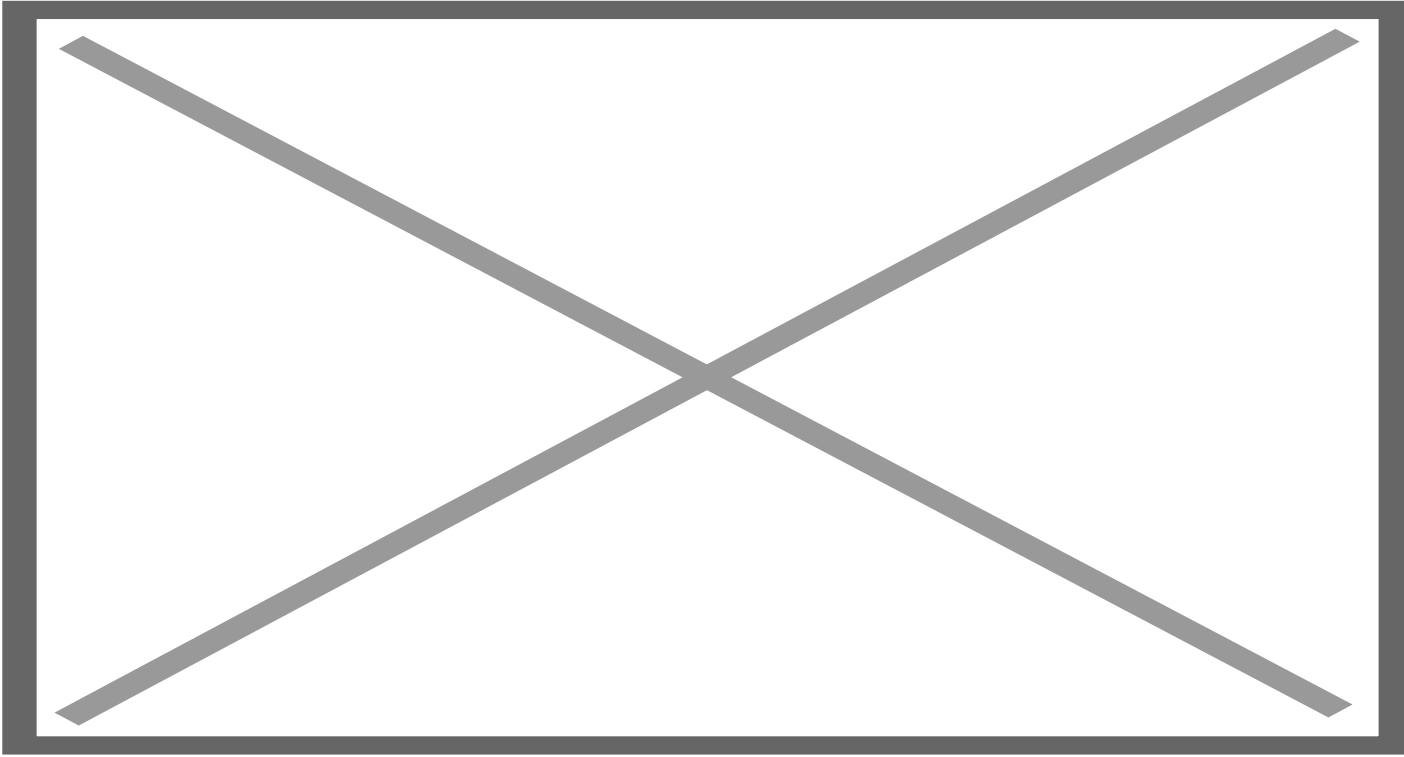
Step 9. At the **Submit Decision** pop-up, add an optional note and click **Submit**.

Image



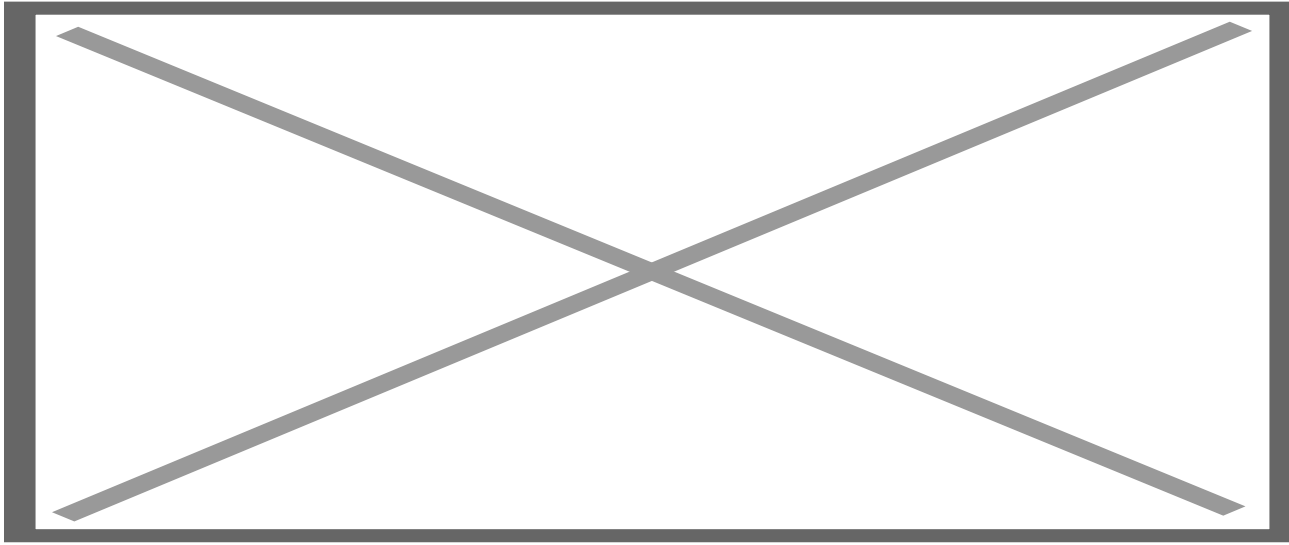
Step 10. Click **My Inbox** to navigate to previous screen.

Image



Step 11. Click **Home**.

Image



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Tue, 08/24/2021

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Tue, 10/14/2025

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