MY INBOX
FIO-02 | BUSINESS PROCESS PROCEDURE

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.
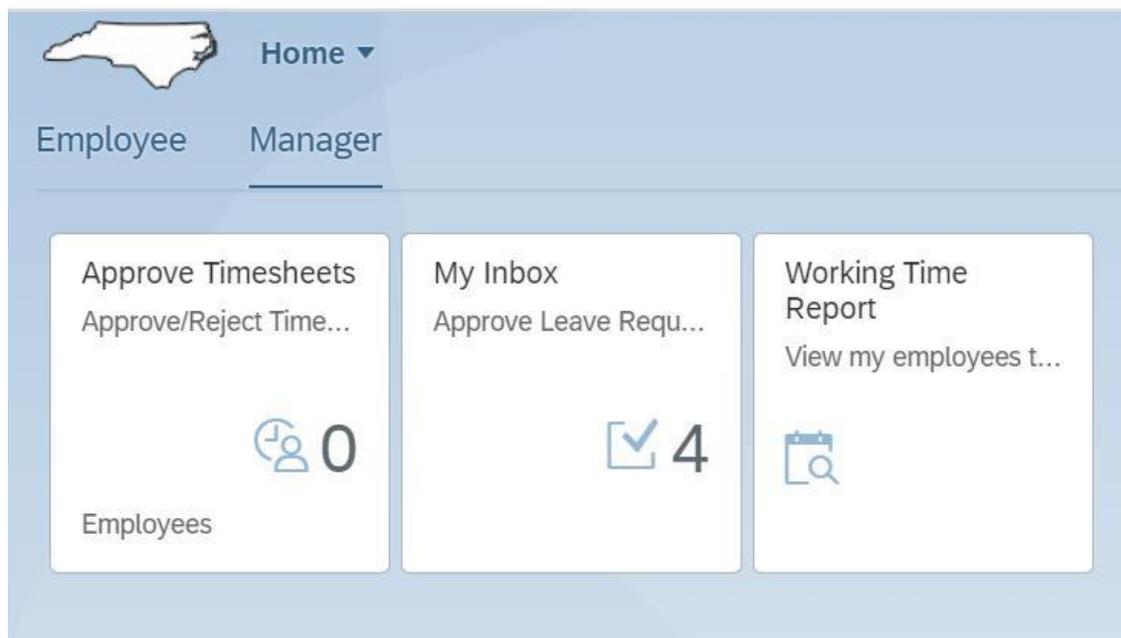
2. Once you have clicked on **"My Inbox,"** Under All Tasks, the active **"Leave Request"** is listed. When the task is **"Selected,"** the details of the leave request are displayed along with the information and comments tabs.
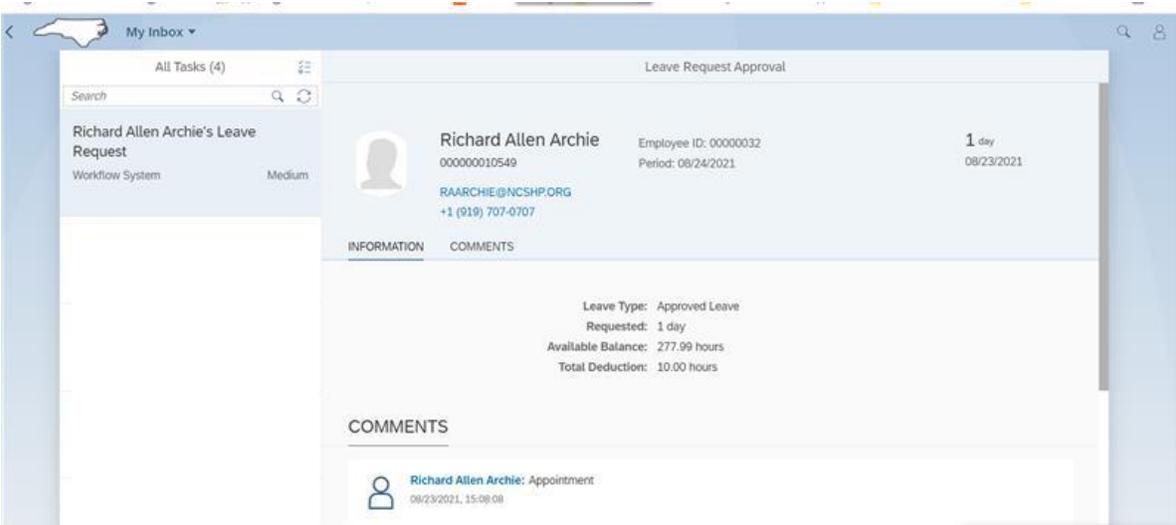
3. Before approving the leave request, review a few options. Click **"Show Log"** to show workflow information.
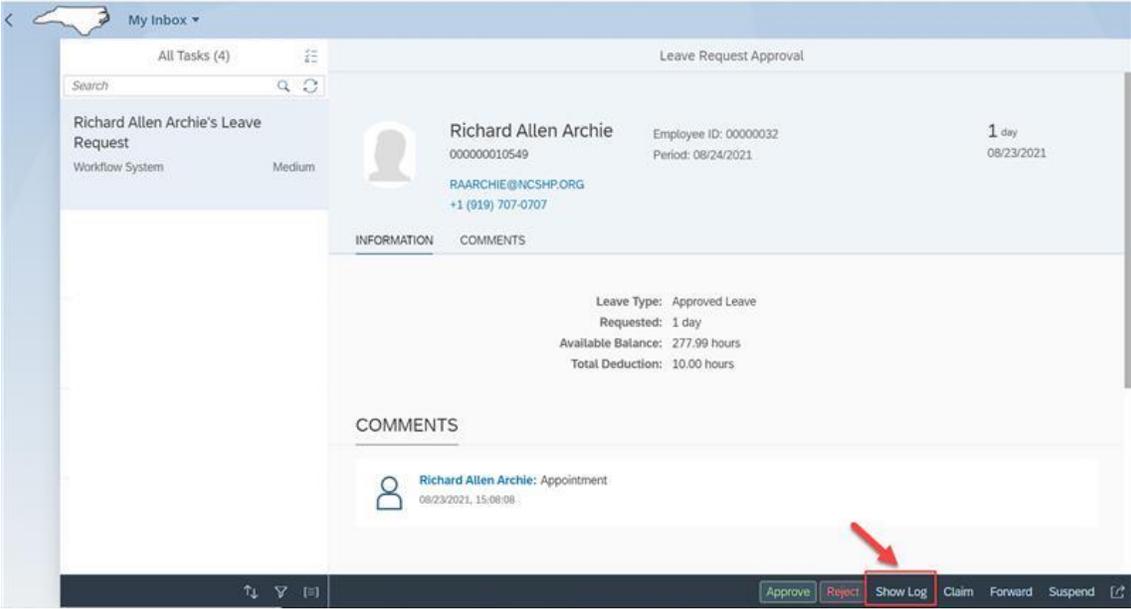
4. Click **"Hide Log"** to hide.

5. Click **"Sort"** to sort the tasks.
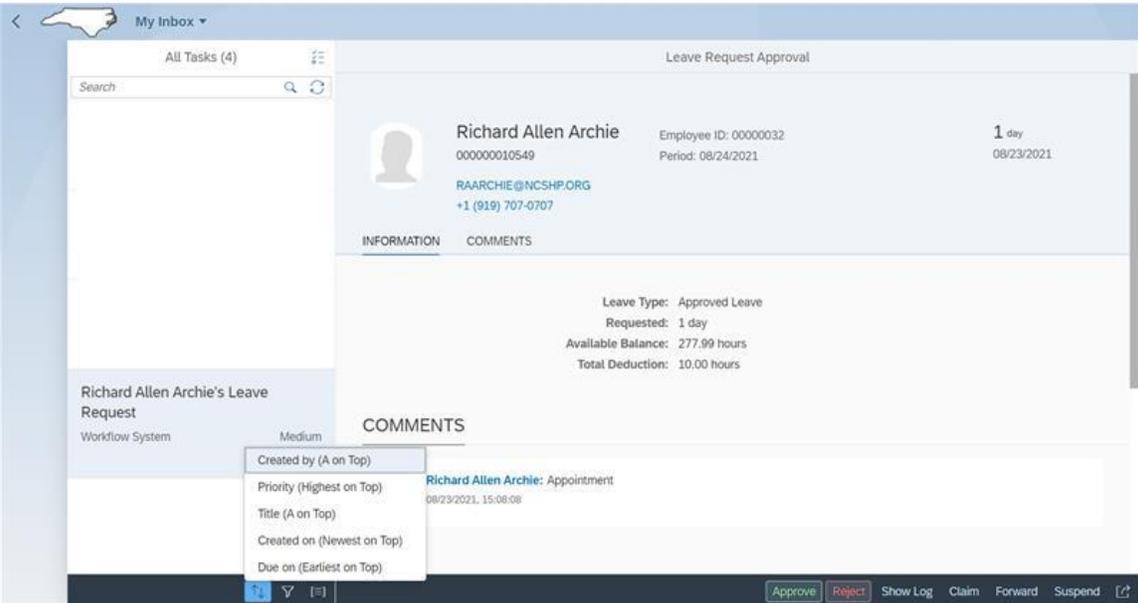
6. Click the **"Filter icon"** to the filter the tasks.
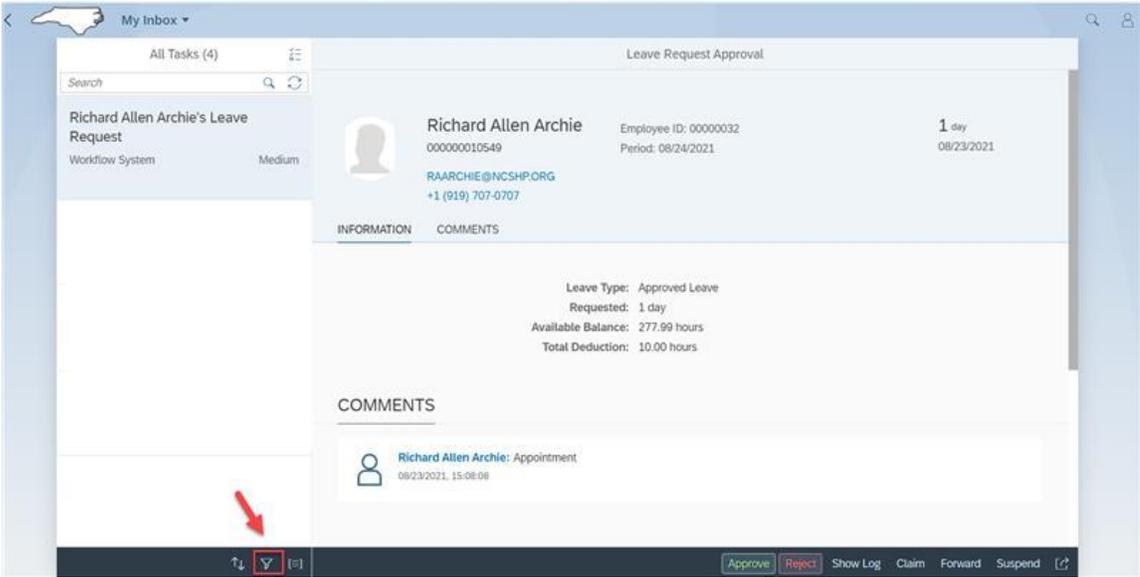
7. The **'Group Order icon"** allows you to group the tasks.
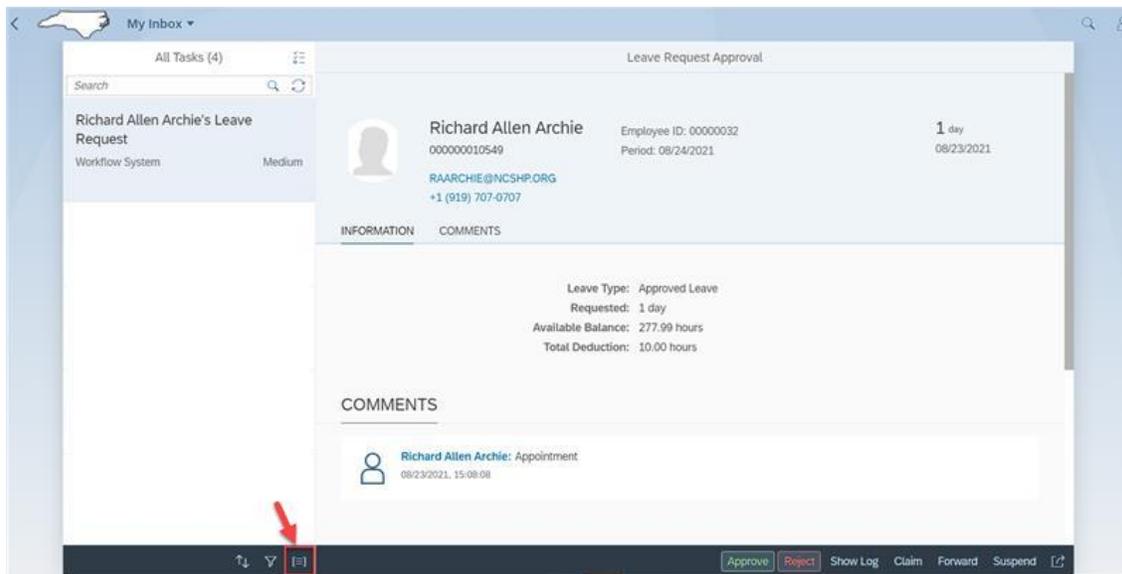
8. Click **"Approve or Reject"** to approve or reject the leave request.
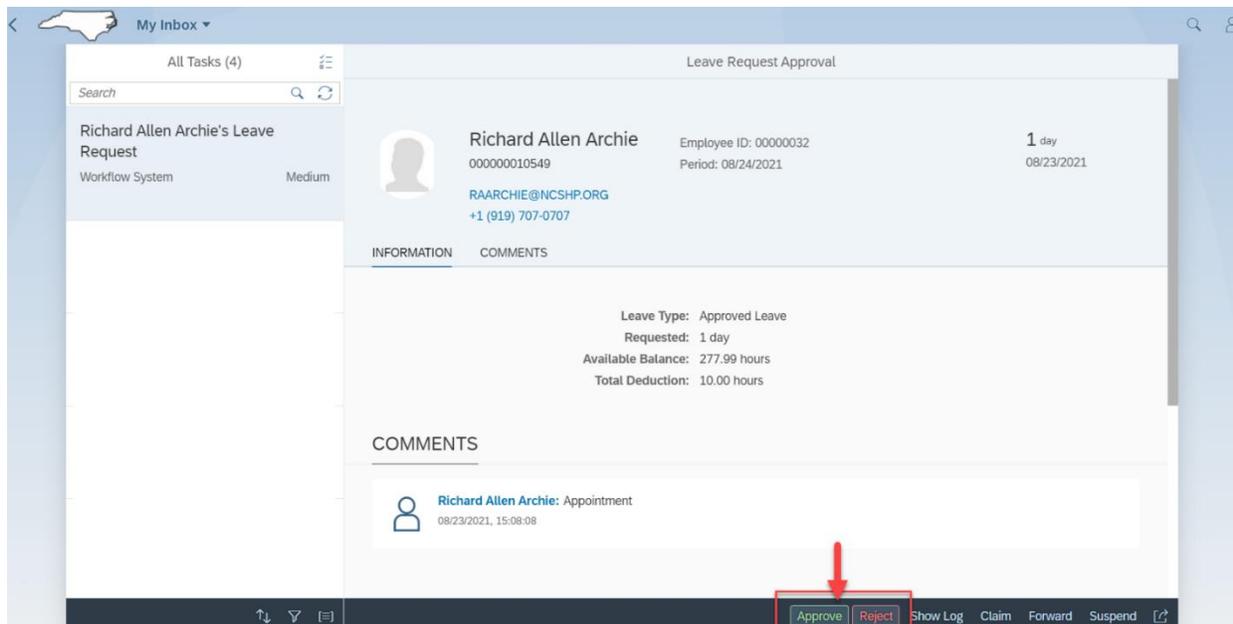
9. At the **"Submit Decision"** pop-up, add an optional note and click **"Submit."**
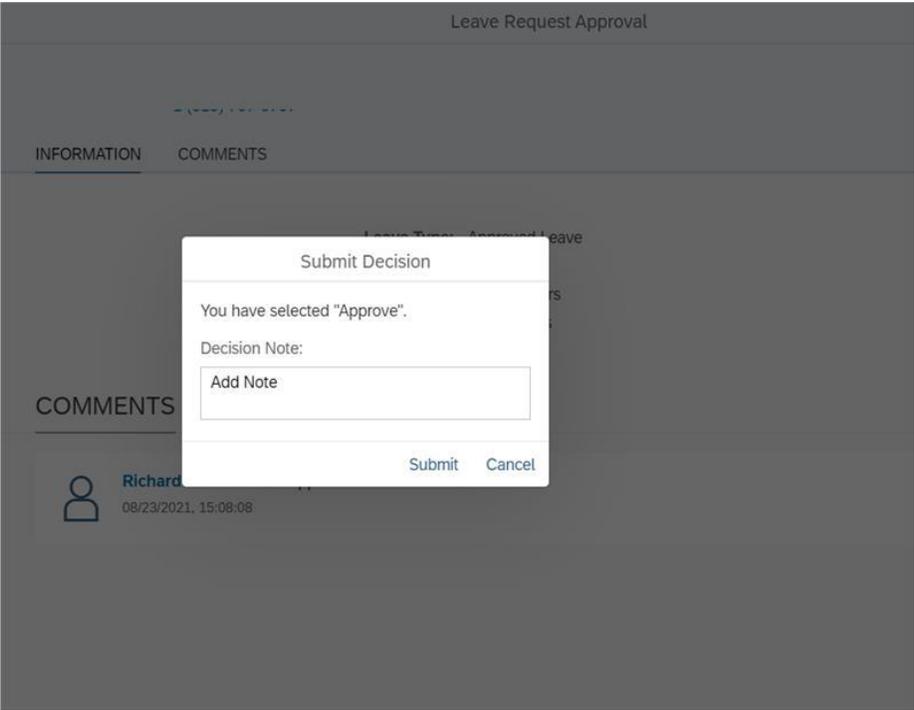
10. Click **"My Inbox"** to navigate to previous screen.
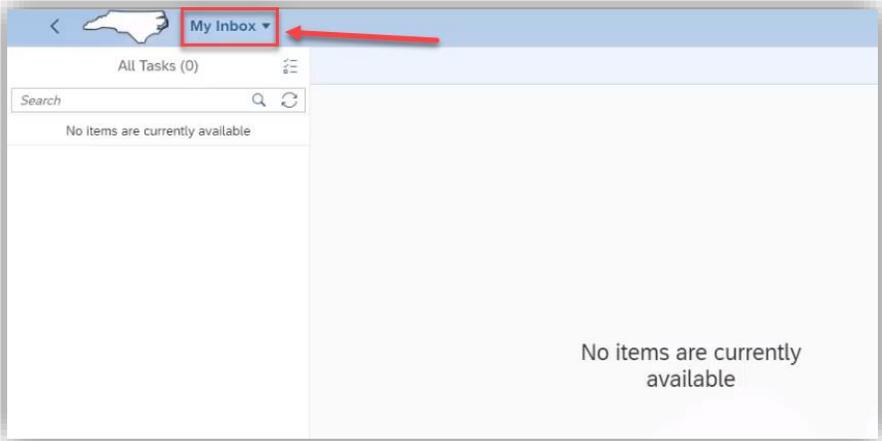
11. Click **"Home"**

Change Record

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