



# OM WORKFLOW INBOX

## JOB AID WF-1

WF

The purpose of this job aid is to explain how the OM Workflow Inbox works.

### To access the Workflow Inbox

Click the **Inbox**  button


**OR**

Follow the SAP menu tree:

*SAP menu > Office > SBWP – Workplace*

### To view the status of a request

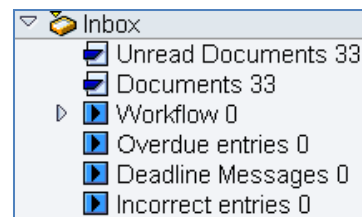
As the Initiator, you can perform the following activities from your inbox:

1. Review the status of the workflow item using the Workflow Tracker link:  
▪ [OM Control: Workflow Tracker](#)
2. Review the details of the executed workflow item using the Workflow Header link:  
▪ [OM Header: PCR -5000002122 - Position:60081687](#)
3. Cancel workflow items.
4. Change and resubmit workflow items (when rejected within the approval process).
5. Approve/Reject workflow items.
6. Review the “Agents” next in line to approve the workflow items using the Log button  or the Workflow Tracker link.
7. Review the items you have received for approval/processing in your Inbox.
8. Review the items you have processed in your Outbox.

### Inbox

The Inbox gives you the following options from which to choose:

1. **Workflow:** This view shows the workflow items in your inbox to be processed.
2. Do not use the following options – the functionalities are not currently being used:
  - Unread Documents
  - Documents
  - Overdue entries

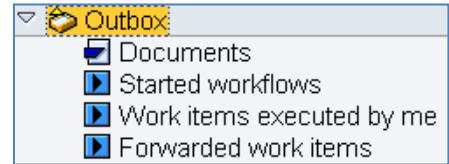


- Deadline Messages
- Incorrect entries

## Outbox

The Outbox gives you the following options from which to choose:

1. **Started workflows:** This view shows the workflow items for the tasks started by you as the Initiator.
2. **Workflow items executed by me:** This view shows the workflow items that have been executed by you, either within the approval process or as the final processor.
3. Do not use the following option – the functionalities are not currently being used:
  - Documents
  - Forwarded work items



## PCRs

OM PCRs (Position Change Requests) begin with 5\* (5000000000).

PA PCRs (Personnel Change Requests) begin with 1\* (1000000000).