



PA WORKFLOW INBOX

JOB AID PER-38

PER

The purpose of this job aid is to explain how the PA 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...

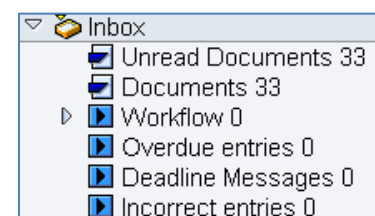
As the Initiator, you can perform the following activities from your inbox:

1. Review the status of the workflow item using the Workflow Tracker link:
• [PCR List: Workflow Tracker](#)
2. Review the details of the executed workflow item using the Workflow Header link:
• [PA PCR: PCR:1000005284](#)
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.



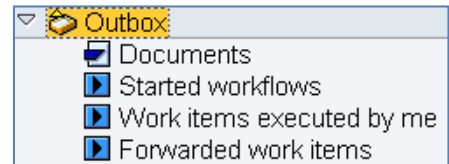
2. Do not use the following options – the functionalities are not currently being used:

- Unread Documents
- Documents
- Overdue entries
- Deadline Messages
- Incorrect entries

Outbox

The Outbox gives the following options:

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

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

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