My requests

Description

> Soffid provides a complete workflow engine that allows you to incorporate business processes or define new business processes as needed. End-users with the appropriate permissions will be able to request these processes. You can visit Self service portal examples page for more information.

My request screen allows to users: on the one hand, consult the processes they have executed and view the process details and status, Query request status; on the other hand, they will be able to execute the processes for which they have been assigned the proper permissions.

> More information about process and workflows on BPM Editor Book

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Screen overview











Query request status

Description

> Displays a table with all the processes performed by the end-user. The end-user can consult processes detail and perform actions depending on the user permissions. You can visit Self service portal examples page for more information.

Custom attributes

- **Process ID**: unique process identifier in the system.
- **Process Name**: generic process name
- **Status**: displays the point in progress on the defined process diagram. Depend on the process status, you could perform some operations or others.
- **Start date**: date and time the process starts
- **End date**: date and time the process ends. A process without end date it is a process in progress

> To view all the attributes of one process, you can accessProcess attributes to consult the custom attributes. Be in mind, the processes have custom attributes depending on the business process definition.

Actions

The operations to be performed depend on the user permission and the business processes defined with the workflow engine.

> You can find documentation about the business processes on BPM Editor Book.

Query request status actions

Reload	Allows you to reload the processes list with updated data.
Download CSV file	Allows you to download a CSV file with all the information of the processes list.
Query Filters	Allows you to filter data in each column of the table.

Process actions

The actions to perform to each process, depend on the business process definition and the user permissions.

> You can find more information about the most commons process actions if you go to Process detail actions

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