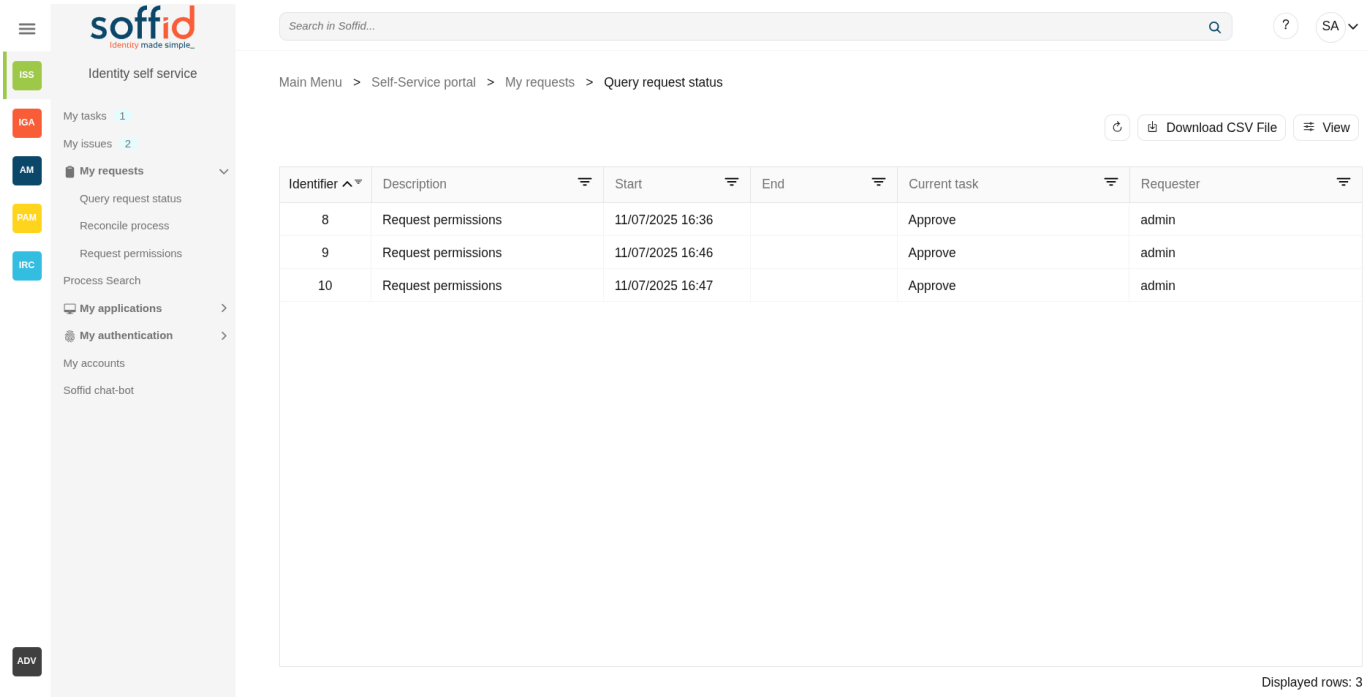
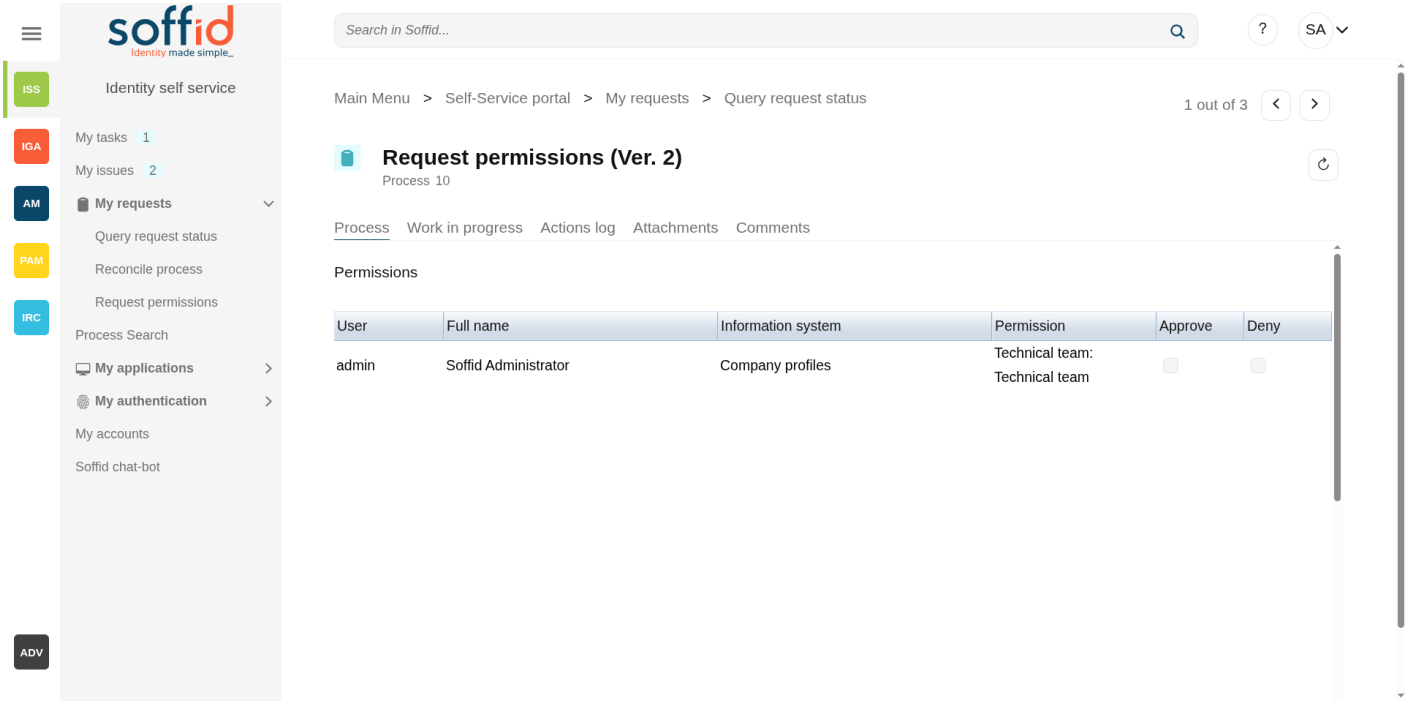
My requests > Query request status

Description

> Displays a table with all the processes initiated 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.

Screen overview





Related objects

- Configure Workflow engine : where the workflow engine is configured
- Business process definition : where workflows are published
- BPM editor : where to create or modify workflows
- My tasks : pending workflows where the user has to perform an action in order to continue their workflow.
- My requests : The workflows that the user can initiate are listed here.
- My requests > Query request status : to search for all processes started by oneself
- Process Search : to search for all processes
- Metadata : to add attributes to display in the search tables
- Scheduled jobs : shows active workflows pending asynchronous tasks

Standard attributes

- **Identifier:** unique process identifier in the system (starts at 1 and increases).
- **Description**: generic process name

- **Start**: date and time the process starts
- **End**: date and time the process ends. A process without end date it is a process in progress
- **Current task**: displays the point in progress on the defined process diagram. Depend on the process status, you could perform some operations or others.
- **Initiator**: the soffid user who started the workflow (this attribute must be added beforehand in the Metadata screen and selected in View)
- **Created on**
- **Created by**
- **Updated on**
- **Updated by**

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.

Table

Refresh	Allows you to refresh the processes list with updated data.
Download CSV file	Allows you to download a CSV file with all the information from the list of processes contained in the table.
View	Allows you to add or remove columns to the table. It is also possible to change the order of the columns.

Process

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

Revision #13
Created 5 August 2025 13:42:54 by Sion Vives
Updated 22 September 2025 13:01:05 by Sion Vives