

FIO-02 My Inbox

[View My Inbox Tutorial Video](#)

Purpose

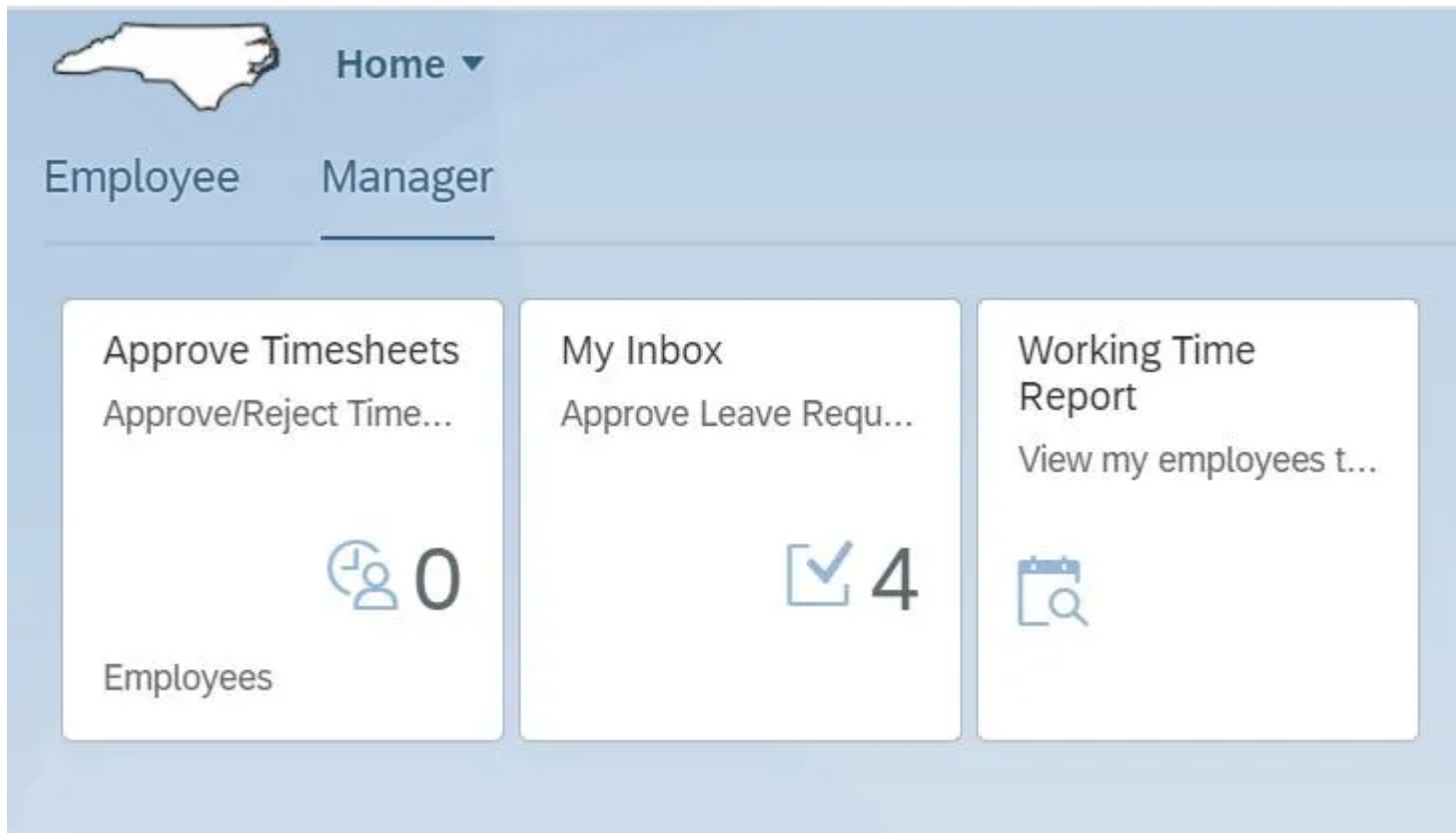
The purpose of this Business Process Procedure is to explain how to approve employees submitted Leave Request within the Fiori My Inbox application.

How to Access My Inbox

There are 11 steps to complete this process.

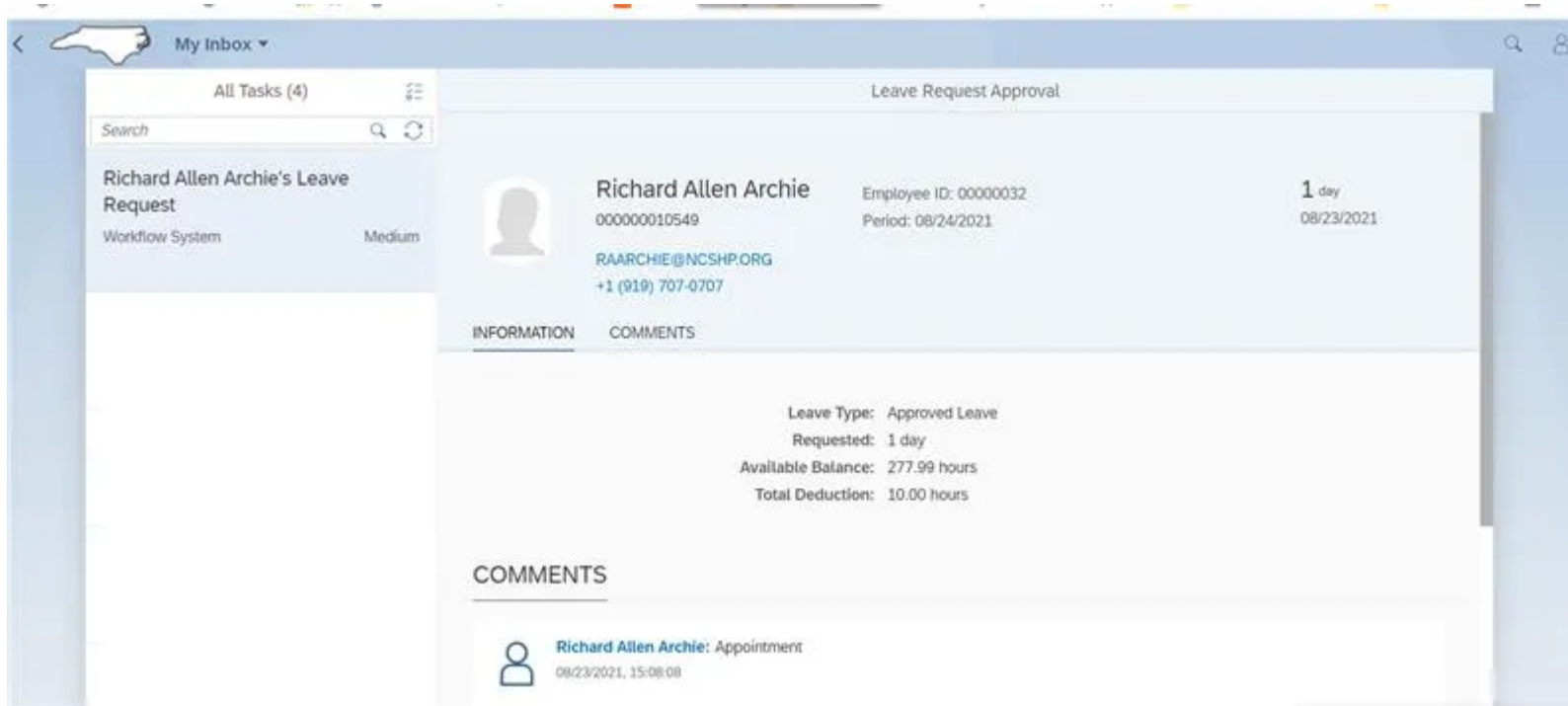
Step 1. **My Inbox** hosts employees' **Leave Requests** that are submitted for manager approval.

Image



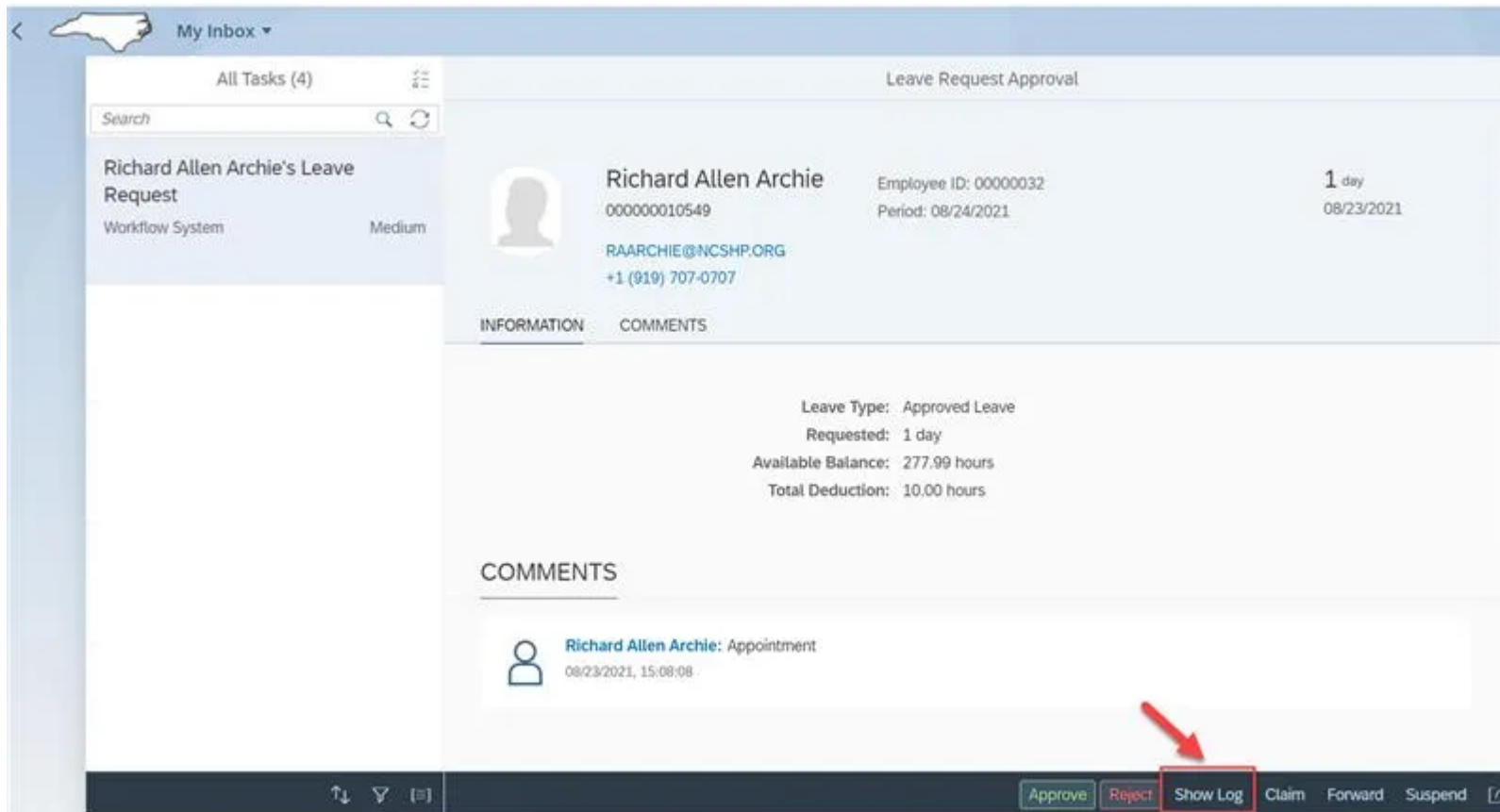
Step 2. Once you have clicked on **My Inbox**, under **All Tasks**, the active **Leave Request** is listed. When the task is **Selected**, the details of the leave request are displayed along with the information and comments tabs.

Image



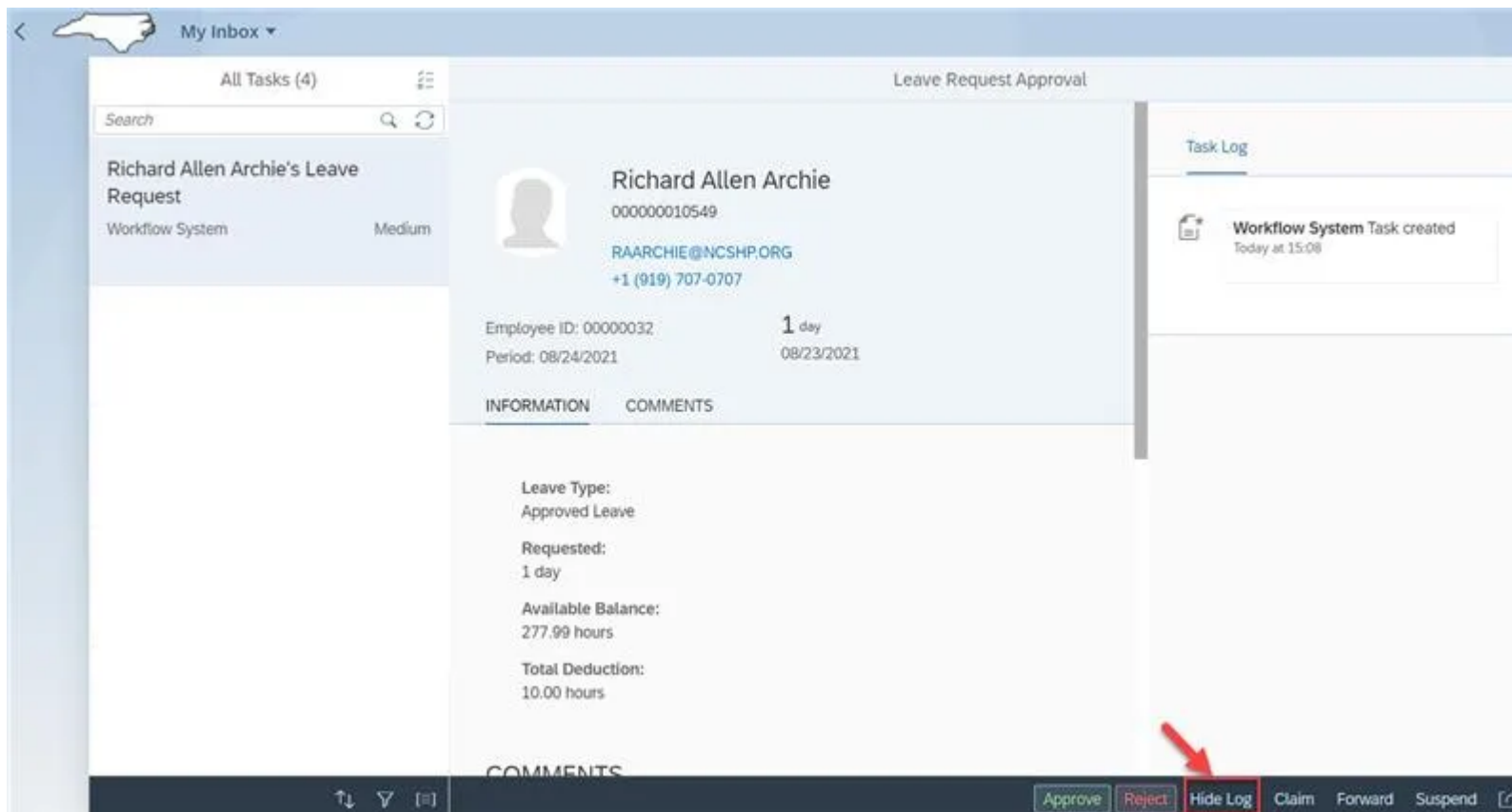
Step 3. Before approving the leave request, review a few options. Click **Show Log** to show workflow information.

Image



Step 4. Click **Hide Log** to hide.

Image



Step 5. Click **Sort** to sort the tasks.

Image

My Inbox ▾

All Tasks (4) Search

Leave Request Approval

 **Richard Allen Archie**
Employee ID: 00000032
000000010549
Period: 08/24/2021
RAARCHIE@NCSHP.ORG
+1 (919) 707-0707

1 day
08/23/2021

INFORMATION COMMENTS

Leave Type: Approved Leave
Requested: 1 day
Available Balance: 277.99 hours
Total Deduction: 10.00 hours

Richard Allen Archie's Leave Request
Workflow System Medium

COMMENTS

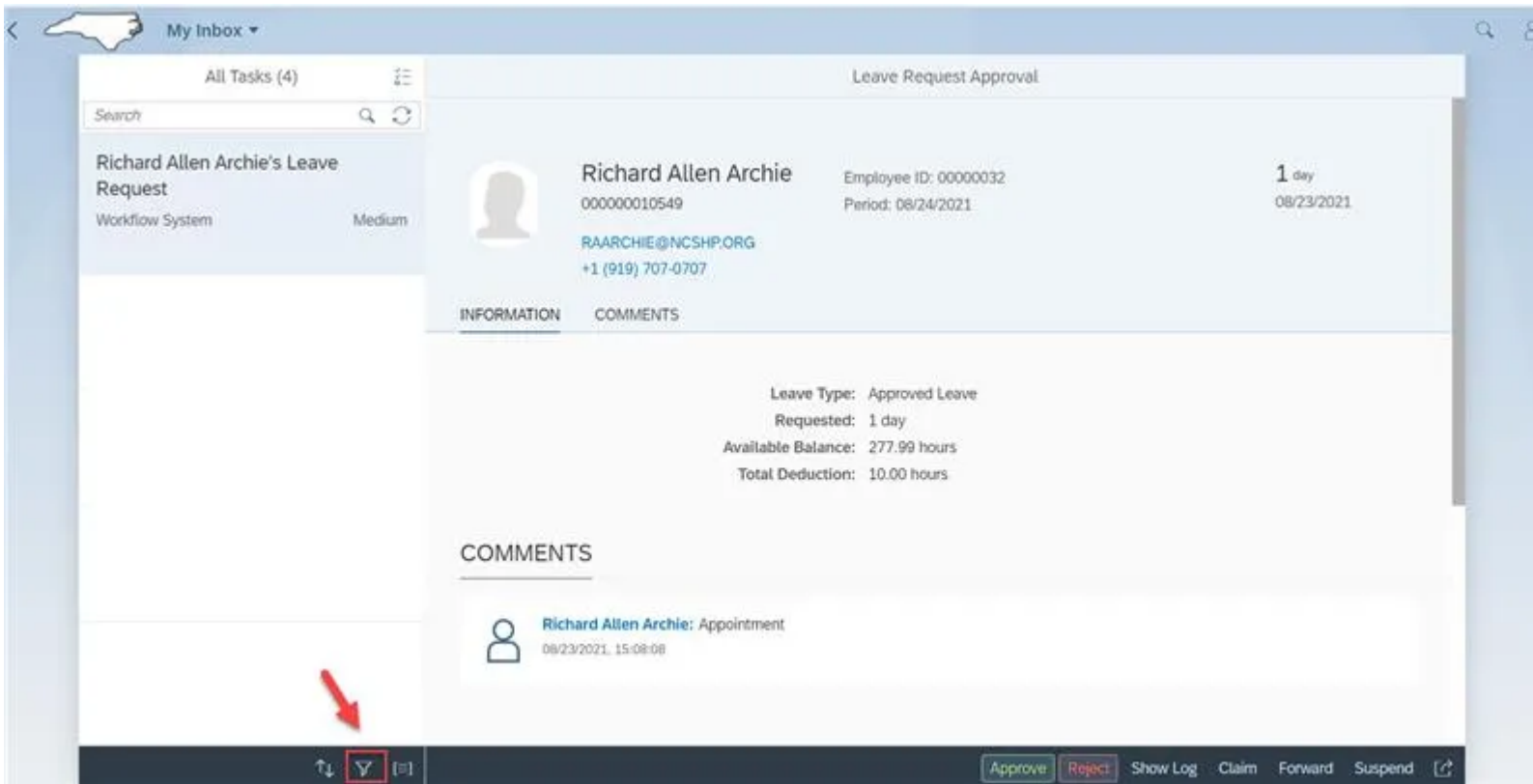
Created by (A on Top)
Priority (Highest on Top)
Title (A on Top)
Created on (Newest on Top)
Due on (Earliest on Top)

Richard Allen Archie: Appointment
08/23/2021, 15:08:08

Approve Reject Show Log Claim Forward Suspend

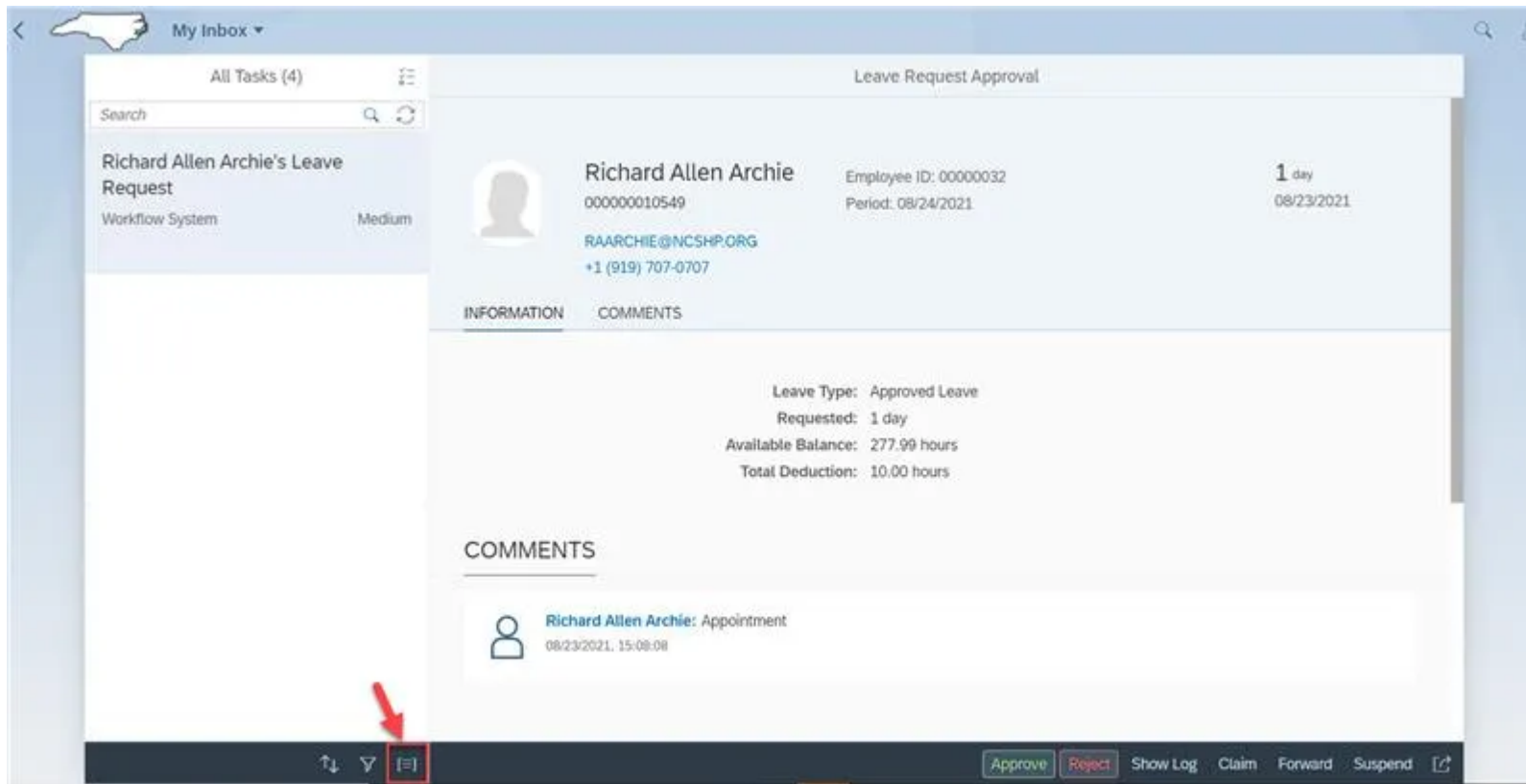
Step 6. Click the **Filter** icon to the filter the tasks.

Image



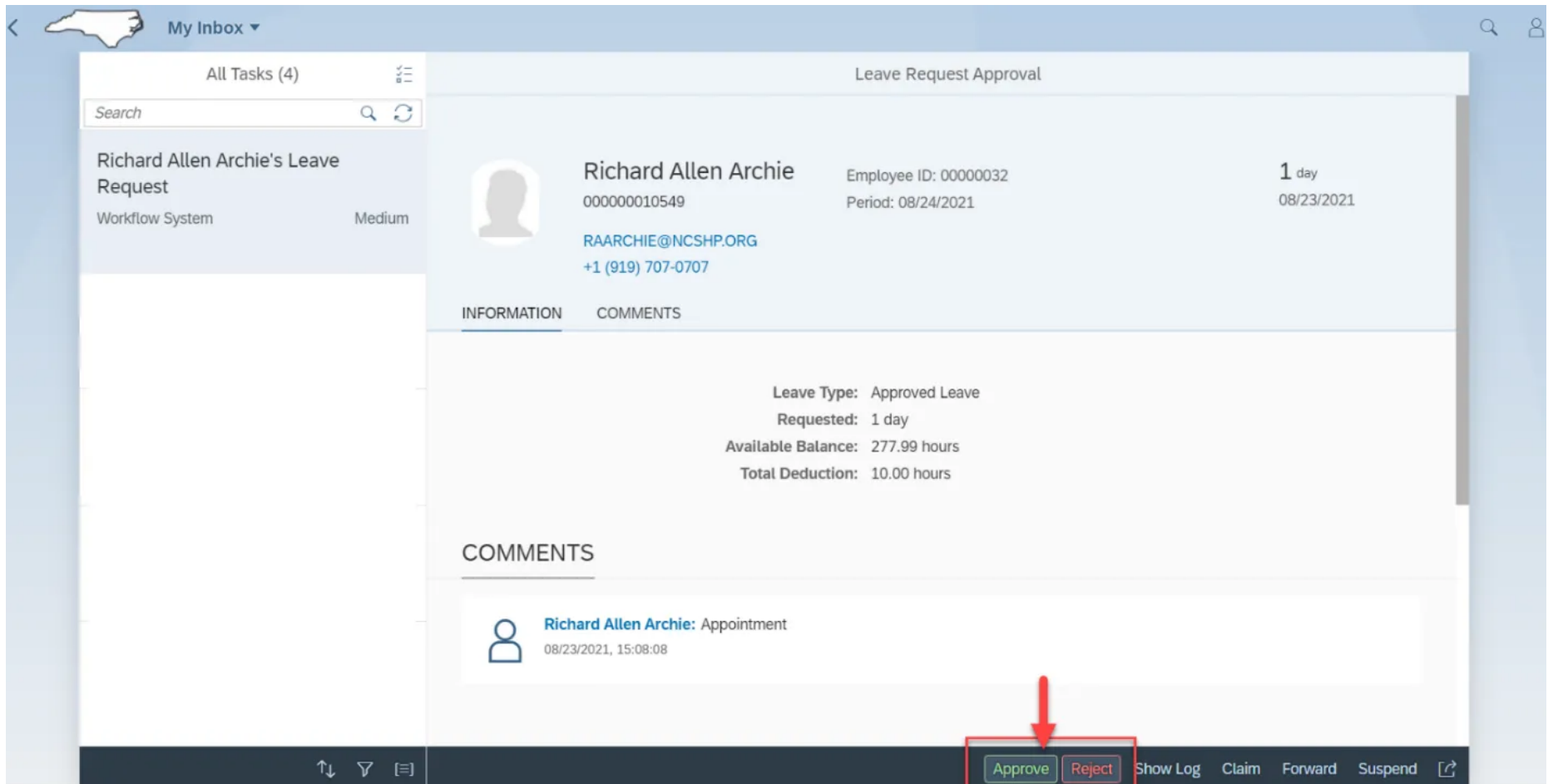
Step 7. The **Group Order** icon allows you to group the tasks.

Image



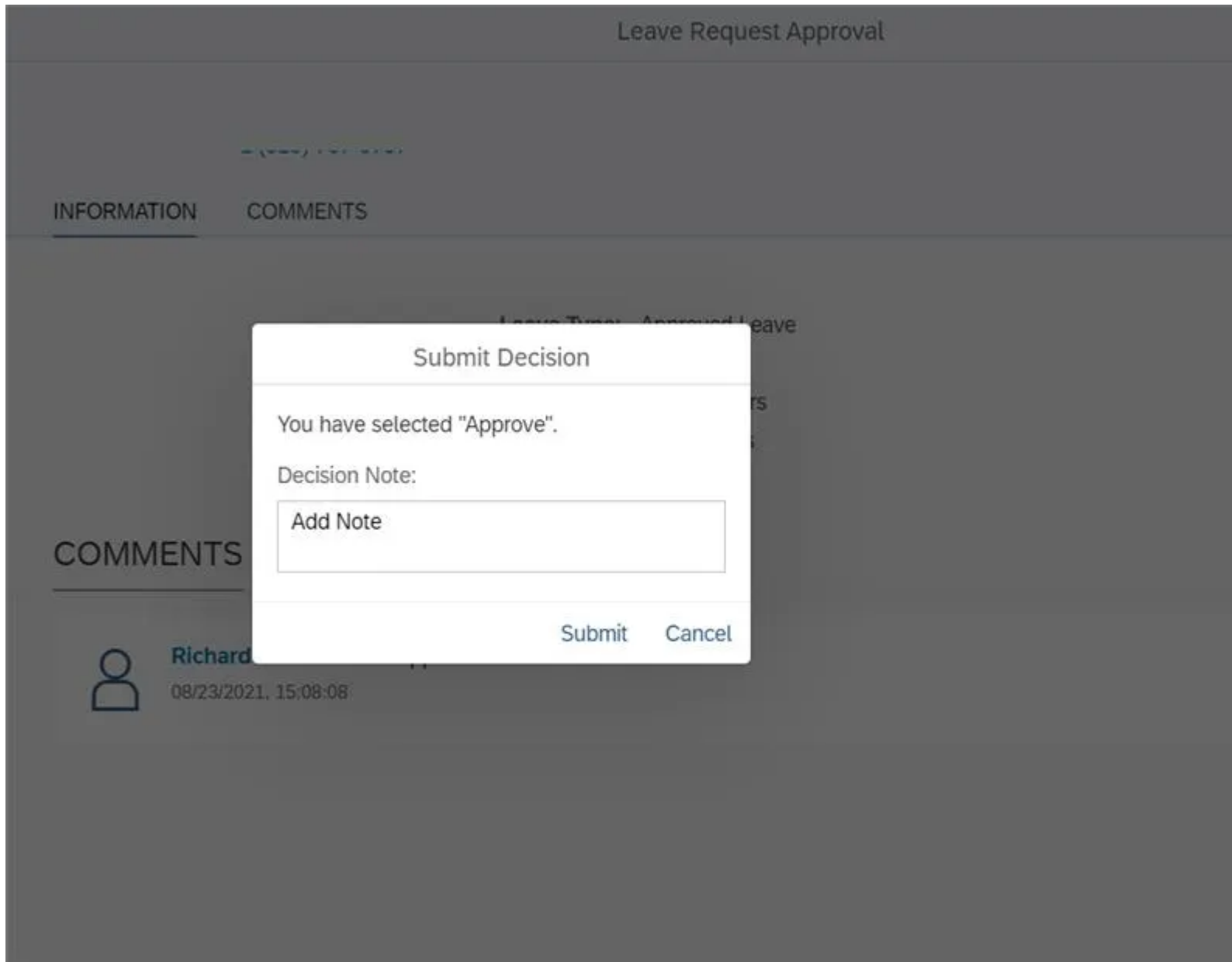
Step 8. Click **Approve or Reject** to approve or reject the leave request.

Image



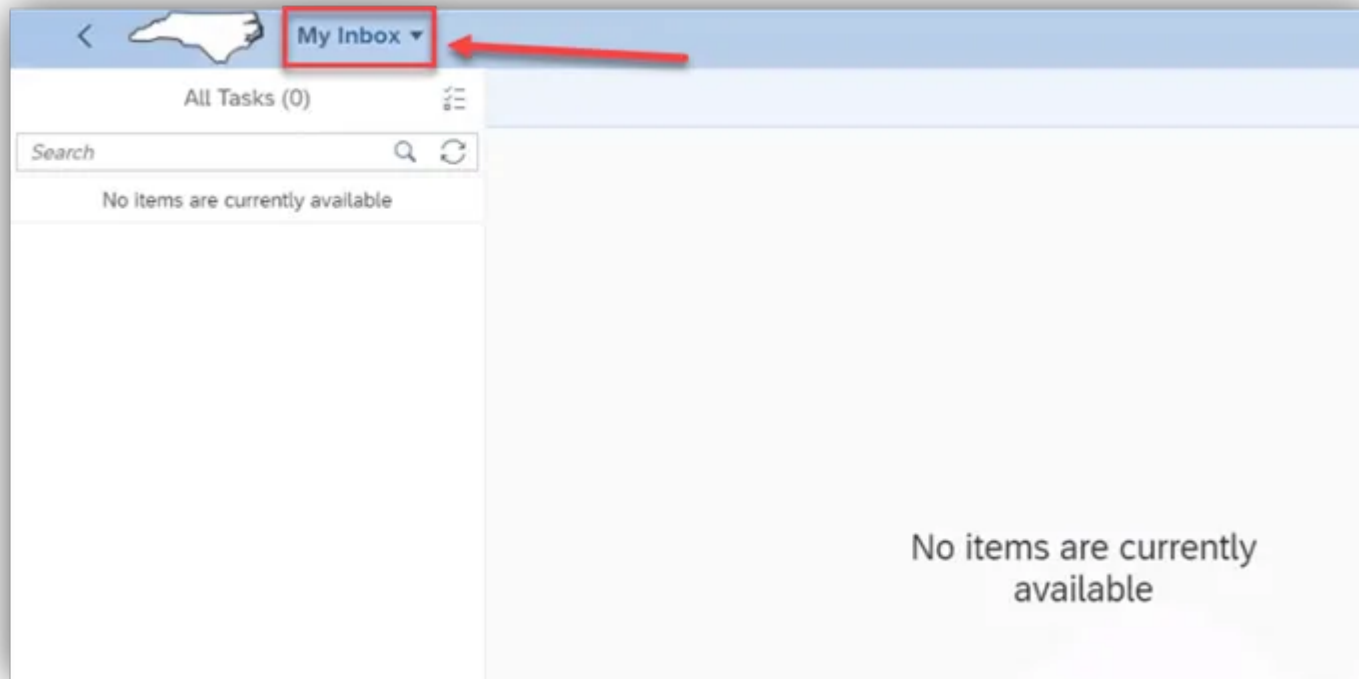
Step 9. At the **Submit Decision** pop-up, add an optional note and click **Submit**.

Image



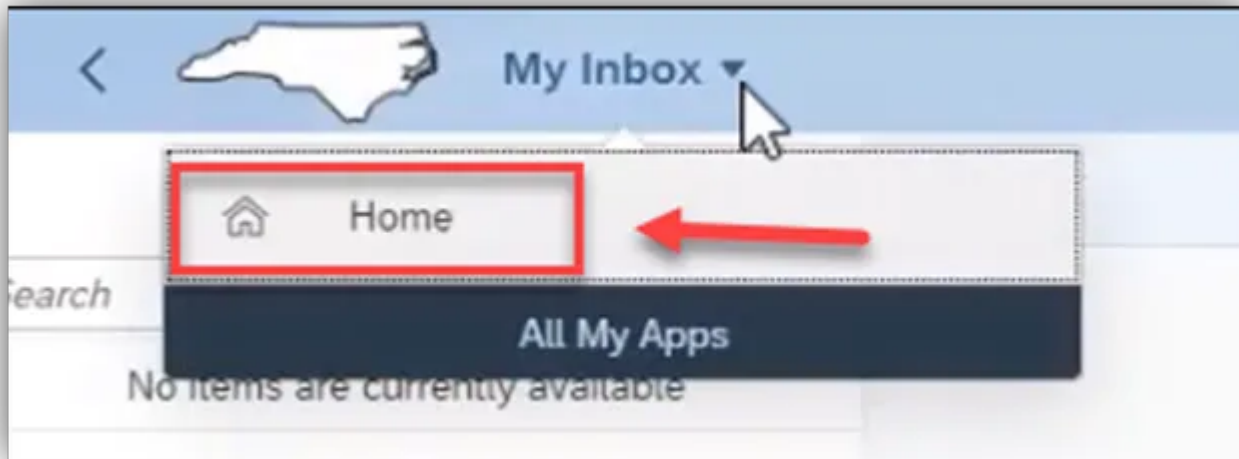
Step 10. Click **My Inbox** to navigate to previous screen.

Image



Step 11. Click **Home**.

Image



First Published

Tue, 08/24/2021

Last Updated

Tue, 10/14/2025

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