



Inbox: the new and improved way to process tasks via desktop and mobile devices anywhere and anytime!



My Inbox shows the number of workflows to be processed.

My Outbox shows the number of workflows processed by you.

My Workflows Initiated by Me provides a list of all workflows that have been initiated by the user, and a status of each workflow in progress.

Button	Function
	Open Task to Process Workflow
	Forward and enter the name of the recipient. Once completed, the forwarded task is no longer available in your inbox, and appears in the recipient's inbox.
	Claim is helpful for users in a work center or for substitutes. The user who "claims" becomes the processor of the task.  Release is helpful for users in a work center or for substitutes. After you have claimed, but not processed a task, and would like it to become visible to all recipients in the work center, click "Release".
	When Approve, Reject or Back are selected, a "Submit Decision" text box appears to enter information that will be sent as an email notification to the initiator.
	Related Objects. Some workflows allow viewing additional information within SAP GUI.

### Inbox and Outbox Features

**Search**

Search for a group of tasks or a specific task to be processed.

**Refresh**

To refresh the screen, click on this icon. Refreshing the screen clears some tasks that have been processed. Other tasks will clear the screen automatically.

**Filter**

The filter option can be used to filter on "My Tasks and Tasks on Behalf of". This feature is helpful for users who process their own tasks as well as those for whom they are substitutes.