HOW TO VIEW YOUR SUBMITTED REQUESTS & FOLDERS

Log into WFM, then select Employee Self Service.

You can open *View My Recent Request* to review your submitted *Leave Requests, as well as Shift Trades and Post/Take Shift Requests*. In addition, you can access your *deleted messages*.

Steps to Open View My Recent Requests

1. From the home page select Quick Links from the navigation tabs across the top of the page - *not the WFM-Quick Links, use the tab that just says Quick Links*

2. Select View My Recent Requests

3. Your recent requests display listed with most recent at the top:

   a. <u>Name</u> of requests; Leave Requests, Shift Trade, Claim Billboard Shift, Post A Shift, Extended Bid On a Shift, and others

   b. *<u>Status</u>* listed as; Accepted, Cancelled, Exception, Pending, or Rejected

   c. <u>Elapsed Period (Days)</u> is the number of days that have passed since you submitted the request

   d. <u>Current Location in Flow</u>
      o Pending, list the employee or leader that needs to act on the requests
      o Flow completed indicates the requests was processed
      o Process Terminated indicates the request could not be processed by the system-select view and scroll to the bottom of the form to view comment as to why terminated

   e. <u>Available Options</u>
      o Select View to view the form submitted
      o Select Cancel to cancel a pending leave request, and then OK to cancel
      o If you select Cancel, but do not want to cancel the requests select Cancel instead of Ok.

Three tabs above the requests information: Inbox, Folders, & Forms

Forms is selected when you go to View My Recent Requests however, in addition to Forms you can view the Inbox or Folders from this page - **Select Folders** *and your current folders display*
o Inbox, Draft, Deleted, & Sent
o Each folder displays the number of read messages, in parenthesis is the number of (Unread) messages — you will not have anything in Draft & Sent
o Below the messages is a Create New Folder button- to add a folder, select to create new folders - just like adding folders in Outlook
o Select any folder name to display items

Inbox – viewing from View My Recent Requests – Select Inbox from folders or select Inbox from the tabs at the top of the page
o The messages in your inbox display
o These are the same messages that you can view from the Messages navigation tab
o Viewing from here displays 50 messages per page
o Messages display with the most recent at the top
o There are three types of messages – Alerts, Mail & Interaction Reply

- Unread messages display with a red, closed envelope & read messages display with a blue, open envelope
- When you select a message the details of the message display
- **Interactions** – display the form you submitted and has Return, Show History, & Print tabs at the top
- **Alerts and Mail** display four blue navigation tabs <Prev Next> Delete & Close
- Select **Prev** and the previous message displays
- Select **Next** and the next message displays
- Select **Delete** and the message is deleted from the Inbox and moves to the Deleted folder
- Select **Close** and the messages closes, and you are returned to the inbox - the message you closed now displays with a blue open envelope

Quick way to clean up your inbox

Delete a group of messages that are no longer needed in your inbox. The message can be deleted by page. Since they display with the newest at the top, select Date from the gray header bar and the oldest message is listed first. This makes it easy to delete the oldest messages first.

Note: The year is not listed with the date.

Step for Deleting multiple messages:
1. From the gray header bar select the blue ALL tab – all messages display with a checkmark in the delete column. You can de-select the checkbox for any message you do not want to delete
2. Select the DEL blue button from the header bar
3. Select OK to acknowledge you want to delete all checked items, if not select cancel
4. Repeat steps until all messages no longer needed are deleted
5. To display remaining messages with the newest at the top, select Date again from the header bar

What if you accidentally delete a message?

Go to Folders, select the deleted folder, your deleted messages display
1. Select the checkbox next to the message that you want to recover
2. Above the Del & All button is Moved check Items to Folder with a dropdown and then Go - select Inbox using the dropdown and then select Go
3. Select OK to acknowledge you are moving checked items to the inbox
4. Go to your Inbox and the item displays