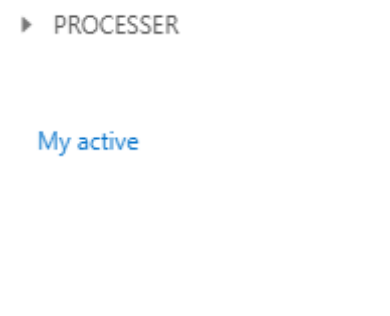

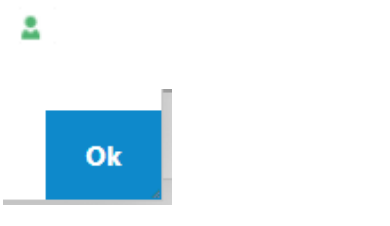
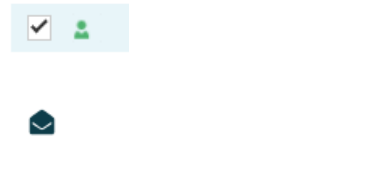





# Reply to Process in Workzone (process owner)

<p>This guide explains how, as a process owner, you can get an overview of your active processes in Workzone, and how you can resend or complete a finished process in Workzone.</p>		
Instruction	Explanation	Navigation
<b>Open Workzone</b>	Open Workzone via <a href="https://workzone.uni.au.dk/app/client/">https://workzone.uni.au.dk/app/client/</a>	
<b>Find active processes</b>	<p>Select <b>Processor</b> in the bottom-left corner.</p> <p>Select <b>My active</b>.</p> <p>You will now see a list of your active processes.</p>	
<b>Find process</b>	<p>Double-click a process to open it.</p> <p>Here, you can see which actors have responded to your process and which actors the process is awaiting.</p> <p>If an actor has completed an action, the icon changes to a check mark.</p> <p>Otherwise, the icon remains green.</p>	
<b>Take action</b>	Your available actions depend on the state of the process.	
<b>If the process is approved</b>	<p>If the process is approved or cancelled, the process will await you.</p> <p>Double-click the row containing your name. Click <b>Ok</b> to complete the process.</p>	
<b>If the process is awaiting approval</b>	Select the actor the process is awaiting and click <b>Resend</b> . The process email will then be resent.	

# Reply to Process in Workzone (process owner)

<b>Explanation of colors</b>	Green = There is plenty of time before the deadline. Yellow = The deadline is approaching. Red = The deadline has been exceeded.	  
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