

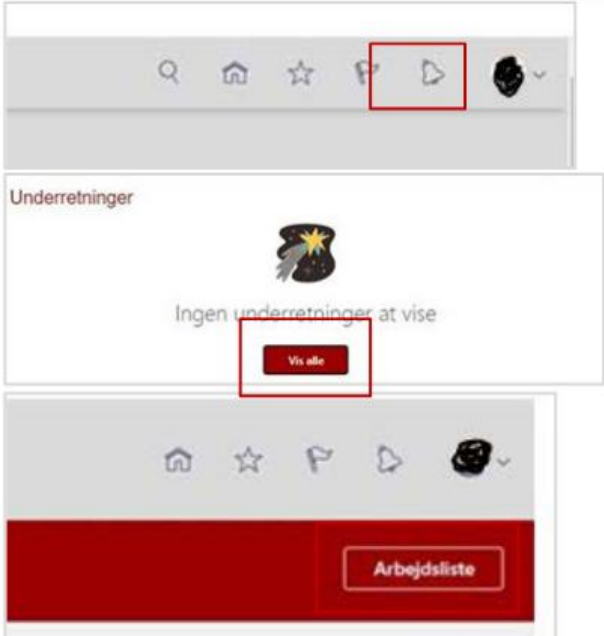




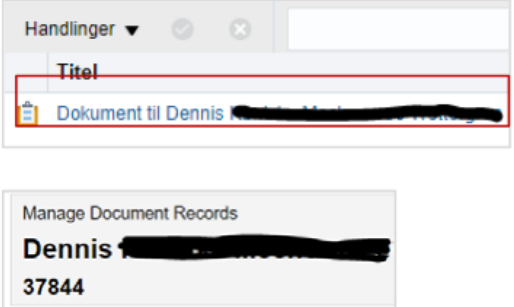
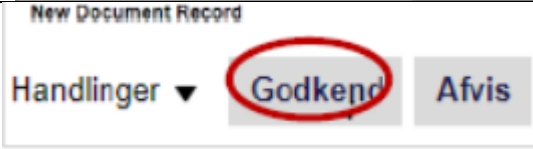
<b>Category</b>	DTU Fusion – Manager guideline	
<b>Subject</b>	L19 – Approve a task on the work list (BPM)	
<b>Responsible</b>	Corporate HR	
<b>Updated</b>	November 2025	

You can view and approve or reject requests from your employees in your worklist (tasks in the BPM list) in DTU Fusion. These requests typically concern matters such as leave or notice of resignation (for permanent positions). The process consists of three steps, and you are involved in step 2.

1. You receive a request from your employee via DTU Fusion.
2. You approve or reject the request in DTU Fusion.
3. Corporate HR receives and processes the request.

Step	Explanation	Navigation
Open DTU Fusion	<p>Open <a href="#">DTU Fusion</a> in Google Chrome.</p> <p>Log in with your initials.</p> <p>If you do not have a password, <a href="#">click here</a>.</p>	
Find your worklist	<p>Click on the <b>bell</b> on the right side of the screen. Click <b>Show all</b> and then click <b>Work list</b>.</p>	
Find Your tasks	<p>You have now entered your work list (BPM list).</p> <p>You find your task under “My tasks” in the menu on the left side of the screen.</p> <p>Click on <b>My tasks</b>.</p>	

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<p>Select task</p>	<p>Select the task, you wish to approve / reject (the request from employee).</p> <p>A new pop-up window will open.</p>	
<p>Approve or reject</p>	<p><b>Approve</b> or <b>reject</b> the request from your employee.</p>	

Corporate HR receives and processes the request (step 3).