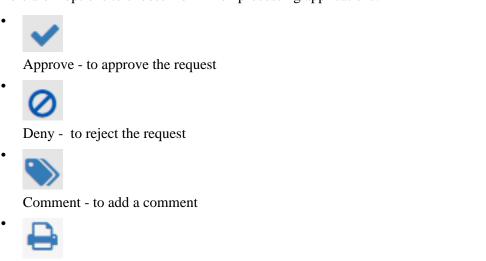
Open tasks

General

For decision-makers (managers, personnel) this menu item is used to process assigned requests.

Example: Person A is the manager of person B. Person B makes a Time Correction¹ request. Person A sees this request under the menu item Open ToDos (since person A must approve or reject person B's request). Person B sees the request under the menu item Uncompleted requests.

There are 4 options to choose from when processing applications:



Print

- to create a version optimized for print output with all the information related to the request

ΝΟΤΙΖ

Depending on your role and permissions within the system, not all options may be available to you. For example, the "Approve" option will only appear for supervisors who are authorized to approve leave requests.

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9 Perform ma	arked actions	C Refresh	Selection -	Q Show Filter	O Hide Progress							🔒 Prin
						Entry 1-10 of 52	« <	1	• >	» Lin	es:	10
ToDo 🔔												
	Author of Process	Activity	Details					P	rogress	Ac	tion(s)

After clicking **Approve** or **Reject**, the request disappears from this view and is moved to the Completed ToDos² view.

A more detailed description of two additional features can be found under the topics **Filtering** and **Process** details.

Practical function: Leave a comment

Edit Co	mment				
Comme	nt				
<u>Please</u> a	also <u>inform yo</u>	ur team members.			
Save	Jun 7, 2021	Rosso Cloudia	Approval	0 Urlaub	Crea
	5017,2021		Арргота	O Undub	1 Cree

ToDo 🚽	Author of Process 🔶	Activity	Details	Progress	Action(s)
Jun 7, 2021 12:13:11 PM	Rosso Cloudia (000210342, PP- AGB1)	Approval	Urlaub Created: Jun 7, 2021 12:10:59 PM Absenceentry vacation fullday Sep 22, 2021 - Sep 24, 2021 Comment : Family Trip Details	 ☆ Rosso Cloudia ▲ Renner Rudi ◆ Please also inform your team members. 	 ✓ Approve Ø Deny ♥ Comment ➡ Print

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	getMyToDos
Artefakt-Typ	Action

1. /daisy/personalwolke-admin/5875-dsy.html?language=4

2. /daisy/personalwolke-admin/5880-dsy.html?language=4