## **Finished requests**

## **General Information**

Under this menu item, the employee has the option of receiving an overview of the **requests created by him or herself** and already **completed** (approved / rejected by a decision-maker). The archive displays the completed requests for a defined period of time in the past.



In the screenshot above, you can see,

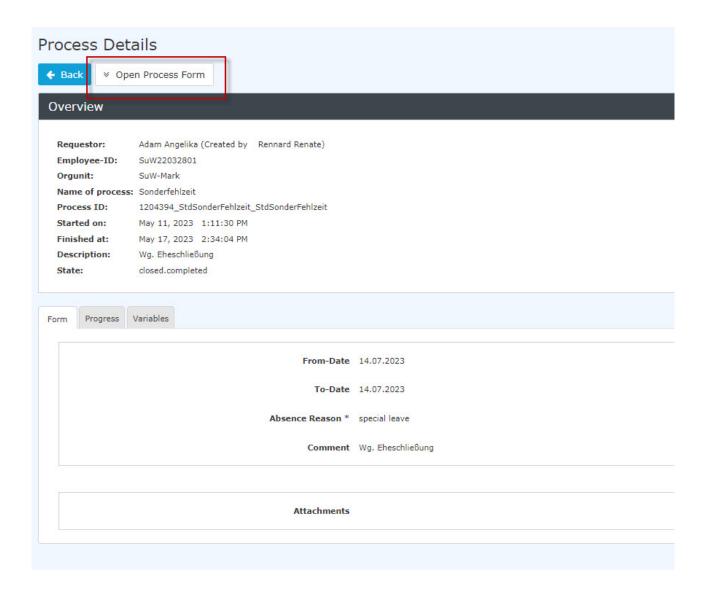
- When the process was created (**Date of application**)
- who the applicant (Renner Rudi) was and which department / group (PP-AGB1) he belonged to (Author of Process)
- that it was a matter of time correction requests (**details**)
- that Renner Rudi was in all cases the applicant (Star-Symbol) and Huber Peter approved it (Check Mark-Symbol) (Progress)
- a stopp-symbol would mean that the request was rejected

A more detailed description of the **filter functions** and the **detail view** (by clicking on the black info button / the Details button) can be found in the chapter Workflow / General Information<sup>1,2</sup>

## **Additional function**

It is possible to open a new form for the specific reason for absence (in this case a special holiday request) directly from the process details view.

Finished requests 1



## **Felder**

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

- 1. /daisy/personalwolke-default-en/5921-dsy.html
- $2. \quad / daisy/personal wolke-default-en/5921-dsy.html$