General informations

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.

finished Requests					
Perform marked actions	C Refresh Q Show Filter	O Hide Progress			🔒 Print
			Entry 1-10 of 409 << 1	✓ > ≫ Lines:	10 🗸
Date of application	✓ Author of Process	♦ Details	Progress	Action(s)	
Date of application May 12, 2021 8:36:23 AM	Author of Process Renner Rudi (000223412, PP-AGB1)	Details O Zeitkorrektur	Progress ☆ Renner Rudi ✔ Huber Peter	Action(s)	

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

 (and Huber Peter approved it
 (Progress)

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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 Information¹s.²

Felder

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

1. /daisy/personalwolke-default-en/5921-dsy.html

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