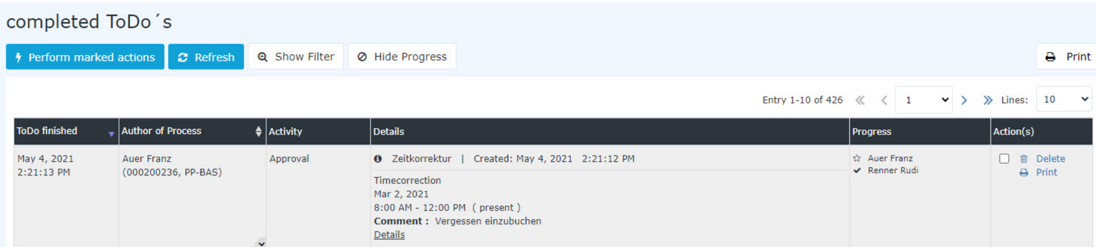
Completed ToDos

General informations

Under this menu item, decision-makers (superiors, personnel) have the opportunity to obtain an overview of the **requests processed / completed** by them.

The view is essentially the same as that of the Open ToDos[1], with the difference that only **completed requests** are displayed in the completed tasks that can no longer be processed further. This view is a kind of archive that only serves to document the completed tasks.



In the screenshot above you can see,

- when the requests were completed (**ToDo finished**)
- who the requestor (Auer Franz) was and which department / group (PP-BAS) he belonged to (**Author of Process**)
- Which activity (approval, that is, a request requiring approval) the request was for (**activity**)
- that it was a matter of time correction / special absenteeism requests (**details**)
- that Auer Franz was in all cases the applicant () and that Renner Rudi rejected and approved () it

A more detailed description of the filter functions and the detail view (by clicking on the black info button / Details button) can be found in the chapter Workflow / General Information[2]s.

Felder

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

1. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf_getMyToDos.act.html
2. /daisy/personalwolke-default-en/5921-dsy.html