

# Open Requests



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## 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 [Zeitkorrektur](#)<sup>1</sup> time correction request. Person A sees this request under the menu item Open Tasks (since person A must approve or reject person B's request). Person B sees the request under the menu item Open requests. [Offene Anträge](#)<sup>2</sup>

There are 4 options to choose from when processing applications:

- - to approve the request
- - to reject the request
-  [Kommentieren](#)
  - to add a comment - see below
-  [Drucken](#)
  - to generate a version optimized for print output with all the information relating to the request

After clicking **Approve** or **Reject**, the request disappears from this view and is moved to the [erledigte Aufgaben](#)<sup>3</sup> Completed Tasks view.

A more detailed description of the **filter functions** and the **detail view** (by clicking on the blue info button

Details button) can be found in the chapter Workflow / General Information [Allgemeine Informationen](#)<sup>4</sup>.

## Practical Function: Commenting

*(In this example you can see that Honey Helga has added a comment.)*

## Felder

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

1. </daisy/personalwolke-default-en/Time-Base/10091-dsy/StdZeitkorrektur.proc.html>
2. [/daisy/personalwolke-default-en/Time-Base/10064-dsy/wf\\_getMyOpenRequests.act.html](/daisy/personalwolke-default-en/Time-Base/10064-dsy/wf_getMyOpenRequests.act.html)
3. [/daisy/personalwolke-default-en/Time-Base/10064-dsy/Archive/wf\\_getMyFinishedToDos.act.html](/daisy/personalwolke-default-en/Time-Base/10064-dsy/Archive/wf_getMyFinishedToDos.act.html)
4. </daisy/personalwolke-default-en/5921-dsy.html>