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 Correction[1] 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:

- Approve - to approve the request
- Deny - to reject the request
- Comment - to add a comment
- Forward - to reassign the request to another staff member
- Print - to create a version optimised for print output with all the information related to the request
- Cancel - to cancel the request without deleting it
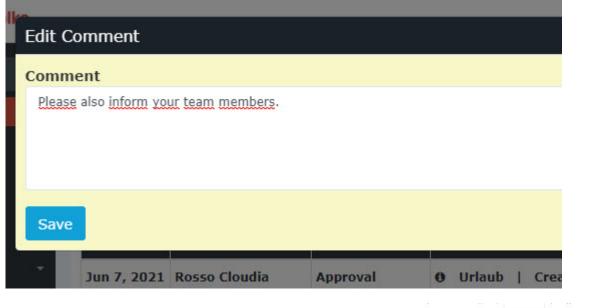- Delete - to delete a request

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 authorised to approve leave requests.

After clicking **Approve** or **Reject**, the request disappears from this view and is moved to the Completed ToDo`s[2] view.

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 Informations[3].

Practical function: Leave a comment

Edit Comment

Comment

Please also inform your team members.

[Save]

| | Jun 7, 2021 | Rosso Cloudia | Approval | ℹ Urlaub | Crea... |

ToDo assigned ▼	Author of Process ⬍	Activity	Details	Progress	Action(s)
Jun 7, 2021 12:13:11 PM	Rosso Cloudia (000210342, PP-AGB1)	Approval	ℹ 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 ☐ ⊘ Deny 🏷 Comment 🖶 Print

Felder

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

1. /daisy/personalwolke-default/5875-dsy.html?language=4
2. /daisy/personalwolke-default/5880-dsy.html?language=4
3. /daisy/personalwolke-default/5921-dsy.html?language=4