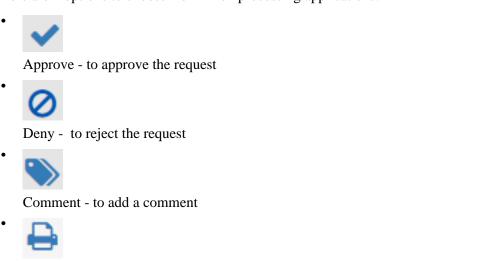
## **Open tasks**

## 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<sup>1</sup> 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:



Print

- to create a version optimized for print output with all the information related to the request

ΝΟΤΙΖ

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 authorized to approve leave requests.

| pen Tol      | Dos               |           |             |               |                 |                  |     |   |         |       |        |        |
|--------------|-------------------|-----------|-------------|---------------|-----------------|------------------|-----|---|---------|-------|--------|--------|
| 9 Perform ma | arked actions     | C Refresh | Selection - | Q Show Filter | O Hide Progress |                  |     |   |         |       |        | 🔒 Prin |
|              |                   |           |             |               |                 | Entry 1-10 of 52 | « < | 1 | • >     | » Lin | es:    | 10     |
| ToDo 🔔       |                   |           |             |               |                 |                  |     |   |         |       |        |        |
|              | Author of Process | Activity  | Details     |               |                 |                  |     | P | rogress | Ac    | tion(s | )      |

After clicking **Approve** or **Reject**, the request disappears from this view and is moved to the Completed ToDos<sup>2</sup> view.

A more detailed description of two additional features can be found under the topics **Filtering** and **Process** details.

## Practical function: Leave a comment

| Edit Co         | mment                 |                  |          |          |        |
|-----------------|-----------------------|------------------|----------|----------|--------|
| Comme           | nt                    |                  |          |          |        |
| <u>Please</u> a | also <u>inform yo</u> | ur team members. |          |          |        |
| Save            | Jun 7, 2021           | Rosso Cloudia    | Approval | 0 Urlaub | Crea   |
|                 | 5017,2021             |                  | Арргота  | O Undub  | 1 Cree |

| ToDo 🚽                        | Author of Process 🔶                       | Activity | Details  | Progress  | Action(s)   |
|-------------------------------|---|----------|--|---|---|
| Jun 7, 2021<br>12:13:11<br>PM | Rosso Cloudia<br>(000210342, PP-<br>AGB1) | Approval | Urlaub   Created: Jun 7, 2021 12:10:59 PM  Absenceentry vacation fullday Sep 22, 2021 - Sep 24, 2021 Comment : Family Trip Details | <ul> <li>☆ Rosso Cloudia</li> <li>▲ Renner Rudi</li> <li>◆ Please also inform<br/>your team members.</li> </ul> | <ul> <li>✓ Approve</li> <li>Ø Deny</li> <li>♥ Comment</li> <li>➡ Print</li> </ul> |

## 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