

# Completed ToDos

## General information

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](#)<sup>1</sup>, 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.

The screenshot shows a web interface titled "completed ToDos". At the top, there are buttons for "Perform marked actions", "Refresh", "Show Filter", and "Hide Progress", along with a "Print" button. Below the buttons, there is a table with the following columns: "ToDo finished", "Author of Process", "Activity", "Details", "Progress", and "Action(s)". The table contains one entry:

ToDo finished	Author of Process	Activity	Details	Progress	Action(s)
May 4, 2021 2:21:13 PM	Auer Franz (000200236, PP-BAS)	Approval	• Zeitkorrektur   Created: May 4, 2021 2:21:12 PM Timecorrection Mar 2, 2021 8:00 AM - 12:00 PM ( present ) Comment: Vergessen einzubuchen Details	☆ Auer Franz ✓ Renner Rudi	<input type="checkbox"/> Delete <input type="checkbox"/> Print

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 (star symbol) and that Renner Rudi rejected and approved (check mark symbol) 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](#)<sup>2</sup>.

## Additional function of the details view

It is possible to open a new form for the specific reason for absence (in this case a holiday request) directly from the process details view.

## Process Details

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Open Process Form

### Overview

**Requestor:** Rennard Renate  
**Employee-ID:** SuW0001  
**Orgunit:** SuW-Personal  
**Name of process:** Fehlzeit (Standard)  
**Process ID:** 1216072\_StdFehlzeit\_StdFehlzeit  
**Started on:** May 25, 2023 1:01:58 PM  
**Finished at:** May 25, 2023 1:04:32 PM  
**Description:**  
**State:** closed.completed

Form

Progress

Variables

**From-Date** 25.05.2023

**To-Date** 25.05.2023

**Absence Reason \*** vacation

**Absence type** halfday

**Comment**

## Felder

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

1. /daisy/personalwolke-default/5877-dsy.html?language=4
2. /daisy/personalwolke-default/5921-dsy.html?language=4