Completed Requests

This menu item is the **archive** for completed requests that were created by the logged-in user himself or herself. In other words: These are completed process instances whose author (creator) was the logged-in user. The "**completed requests**" archive gives every user the option to trace back and reconstruct his or her completed requests over a certain period of time.

Clicking the **info icon** (="Details") once again provides a detailed summary of the request.

You will find a more detailed description of the individual info items in the chapter **Workflow - General information on the workflow lists**.