## 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:



Approve - to approve the request



Deny - to reject the request



Comment - to add a comment



Print

- to create a version optimized for print output with all the information related to the 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 authorized to approve leave requests.

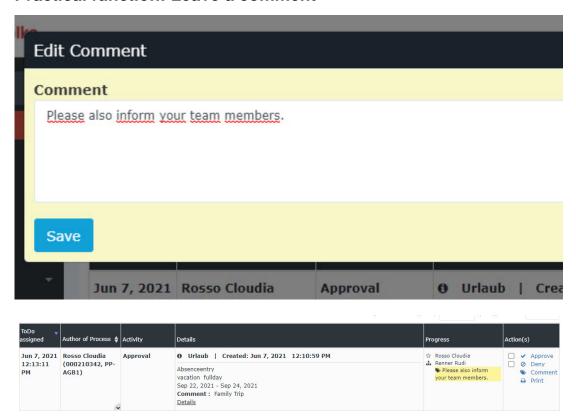


After clicking **Approve** or **Reject**, the request disappears from this view and is moved to the Completed ToDos<sup>2</sup> view.

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

Open tasks 1

## **Practical function: Leave a comment**



## **Felder**

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

- 1. /daisy/webdesk-manual-admin/5875-dsy.html?language=4
- 2. /daisy/webdesk-manual-admin/5880-dsy.html?language=4

Open tasks 2