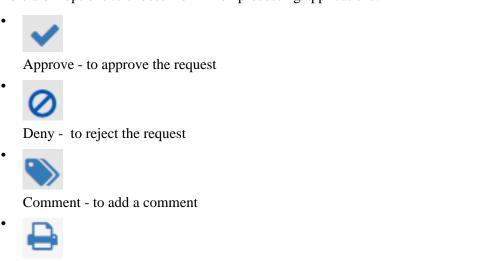
## **Open tasks**

## 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 Comment			
Comment			
<u>Please</u> also <u>inform vo</u>	ur team members.		
Save	Rosso Cloudia	Approval	0 Urlaub   Crea

ToDo 🚽	Author of Process 🔶	Activity	Details	Progress	Action(s)
Jun 7, 2021 12:13:11 PM	Rosso Cloudia (000210342, PP- 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 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/webdesk-manual-admin/5875-dsy.html?language=4

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