

Open ToDos

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](#)¹ 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

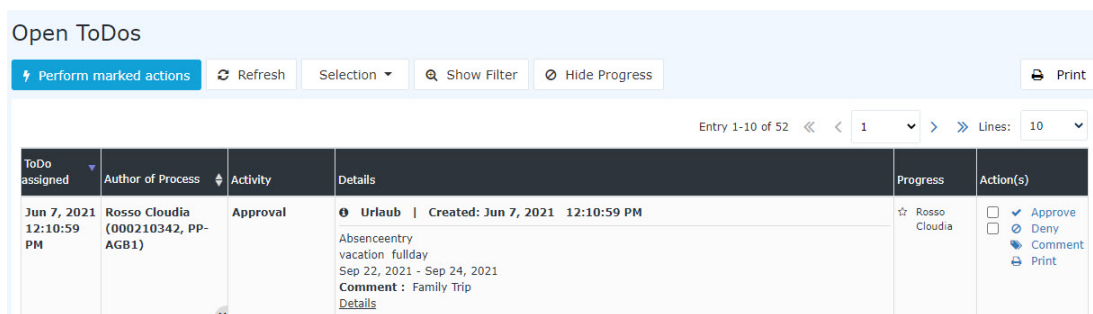


- to create a version optimized for print output with all the information related to the request

Print

NOTIZ

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.



ToDo assigned	Author of Process	Activity	Details	Progress	Action(s)
Jun 7, 2021 12:10:59 PM	Rosso Claudia (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	☆ Rosso Claudia	<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Comment <input type="checkbox"/> Print

After clicking **Approve** or **Reject**, the request disappears from this view and is moved to the [Completed ToDos](#)² view.

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

