Open ToDos

General

For **decision-makers (managers, personnel)** this menu item is used to process assigned requests.

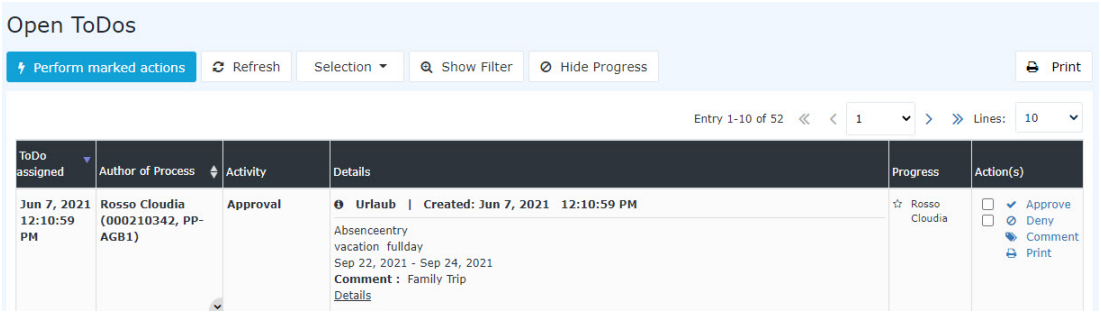
Example: Person A is the manager of person B. Person B makes a Time Correction[1] request. Person A sees this request under the menu item Open ToDos (since person A must approve or reject person B's request). Person B sees the request under the menu item Uncompleted requests.

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

NOTIZ

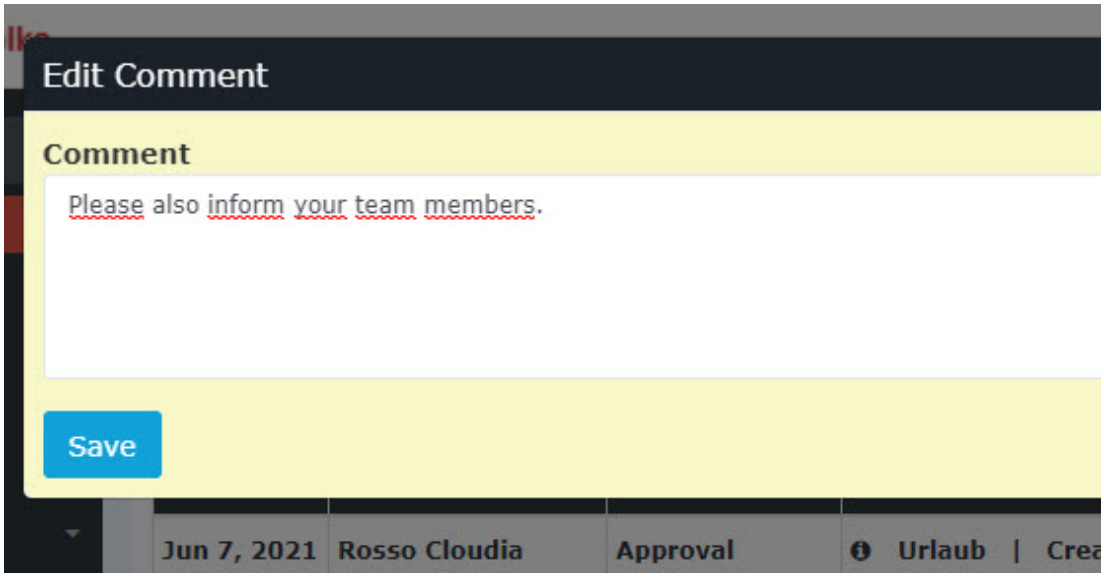
Depending on your role and permissions within the system, not all options may be available to you. For example, the "Approve" option will only appear for supervisors who are authorized to approve leave requests.

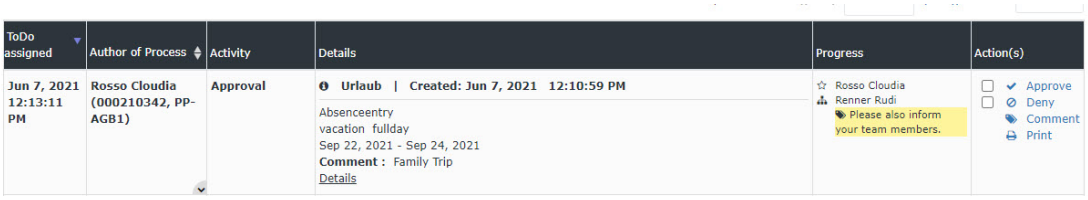


After clicking **Approve** or **Reject**, the request disappears from this view and is moved to the Completed ToDos[2] view.

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

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