



Open Requests

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 [Zeitkorrektur](#)¹ time correction request. Person A sees this request under the menu item Open Tasks (since person A must approve or reject person B's request). Person B sees the request under the menu item Open requests. [Offene Anträge](#)²

There are 4 options to choose from when processing applications:

- - to approve the request
- - to reject the request
-  [Kommentieren](#)
- to add a comment - see below
-  [Drucken](#)
- to generate a version optimized for print output with all the information relating to the request

After clicking **Approve** or **Reject**, the request disappears from this view and is moved to the [erledigte Aufgaben](#)³ Completed Tasks view.

A more detailed description of the **filter functions** and the **detail view** (by clicking on the blue info button

Details button) can be found in the chapter Workflow / General Information [Allgemeine Informationen](#)⁴.

Practical Function: Commenting

(In this example you can see that Honey Helga has added 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/5878-dsy.html?language=4>
3. </daisy/webdesk-manual-admin/5880-dsy.html?language=4>
4. </daisy/webdesk-manual-admin/5921-dsy.html?language=4>