Open tasks

General

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

Example: Person A is the supervisor of person B. Person B submits a time correction[1] 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[2].)

A new feature as of November 2023 prevents a task from being processed by two or more responsible persons at the same time. If one person has opened a task, the second person is notified, or opening is blocked, as soon as they click the task.

There are 4 options to choose from when processing requests:

- Check mark - to approve the request
- Stop - to reject the request
- Price tag - to add a comment - see below
- Printer icon - to create a version optimized for print output with all the information related to the request

NOTIZ

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

Example of open tasks as they appear for a supervisor:

After clicking **Approve** or **Reject**, the request disappears from this view and is moved to the finished tasks[3] view.

Further information is available on using the filter[4] and on displaying the details[5].

Practical function: Commenting

This is what the comment looks like after saving:

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/10069-dsy.html?language=4
5. /daisy/webdesk-manual-admin/10074-dsy.html?language=4