

Uncompleted requests

General

In this menu item the process author has the possibility to get an overview of the status of his currently submitted requests which are still in the approval process.

In this view, the requestor has the option to

- Approve - to approve the request made
- Deny - to deny the request made
- Comment - to write a comment
- Print - to generate a version optimized for print output with all the information relating to the request

Date of application	Performers	Details	Progress	Action(s)
Jun 7, 2021 12:10:59 PM	Renner Rudi	Urlaub Absenceentry vacation fullday Sep 22, 2021 - Sep 24, 2021 Comment : Family Trip Details	Rosso Cloudia Renner Rudi Please also inform your team members.	<input type="checkbox"/> Delete <input type="checkbox"/> Print

In the screenshot above you can see that

- the process was created on 20.05.2021 at 2:59:27 PM (**date of application**)
- the person who is waiting for the application to be approved / rejected / sighted is Rosso Cloudia (**Performers**)
- it is a special absence request (**details**)

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

details button) can be found in the chapter Workflow / [General Informations](#)¹.

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	getMyOpenRequests
Artefakt-Typ	Action

1. /daisy/webdesk-manual-admin/5921-dsy.html?language=4