

Finished requests

General Information

Under this menu item, the employee has the option of receiving an overview of the **requests created by him or herself** and already **completed** (approved / rejected by a decision-maker). The archive displays the completed requests for a defined period of time in the past.

The screenshot shows a web interface titled "finished Requests". At the top, there are buttons for "Perform marked actions", "Refresh", "Show Filter", and "Hide Progress", along with a "Print" button. Below this is a navigation bar showing "Entry 1-10 of 409" and "Lines: 10". The main content is a table with the following data:

Date of application	Author of Process	Details	Progress	Action(s)
May 12, 2021 8:36:23 AM	Renner Rudi (000223412, PP-AGB1)	Zeitkorrektur Timecorrection May 12, 2021 8:00 AM - 8:33 AM (present) Details	☆ Renner Rudi ✓ Huber Peter	<input type="checkbox"/> Delete <input type="checkbox"/> Print

In the screenshot above, you can see,

- When the process was created (**Date of application**)
- who the applicant (Renner Rudi) was and which department / group (PP-AGB1) he belonged to (**Author of Process**)
- that it was a matter of time correction requests (**details**)
- that Renner Rudi was in all cases the applicant (Star-Symbol) and Huber Peter approved it (Check Mark-Symbol) (**Progress**)
- a stopp-symbol would mean that the request was rejected

A more detailed description of the **filter functions** and the **detail view** (by clicking on the black info button / the Details button) can be found in the chapter Workflow / [General Information](#)^{1, 2}.

Additional function

It is possible to open a new form for the specific reason for absence (in this case a special holiday request) directly from the process details view.

Process Details

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Open Process Form

Overview

Requestor: Adam Angelika (Created by Rennard Renate)
Employee-ID: SuW22032801
Orgunit: SuW-Mark
Name of process: Sonderfehlzeit
Process ID: 1204394_StdSonderFehlzeit_StdSonderFehlzeit
Started on: May 11, 2023 1:11:30 PM
Finished at: May 17, 2023 2:34:04 PM
Description: Wg. Eheschließung
State: closed.completed

Form Progress Variables

From-Date 14.07.2023

To-Date 14.07.2023

Absence Reason * special leave

Comment Wg. Eheschließung

Attachments

Felder

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

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