


Completed 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.

In the screenshot above you can see,

- When the process was created (**Process Created**)
- who the applicant (Honig Helga) was and which department / group (PB) he belonged to (**applicant**)
- that it was a matter of special absenteeism / absenteeism / sick leave requests (**details**)
- that honey Helga was in all cases the applicant
()
and approved 2 requests
()
(in this case honey Helga herself approves the requests, since she was defined as superior for herself)
(**history**)
- that Wollein Franz rejected 1 request
()
(**history**)
- that Honig Helga and Gschäftig Gunter have each seen 1
request()
(**history**))

NOTIZ

In this case, viewing means something like "taking note" - this step is necessary to ensure that Wollein Franz can be sure that Honey Helga also noticed the rejection in the application for special absenteeism. In the case of the illness report "only" is sighted, since an illness report cannot be rejected by telephone / E-Mail / etc. and/or an illness report generally.

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

the Details button) can be found in the chapter Workflow / [General Informationen](#)^{1,2}

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