

# Finished requests

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## 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 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 ) <a href="#">Details</a>	☆ 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](#)<sup>1, 2</sup>.

## 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