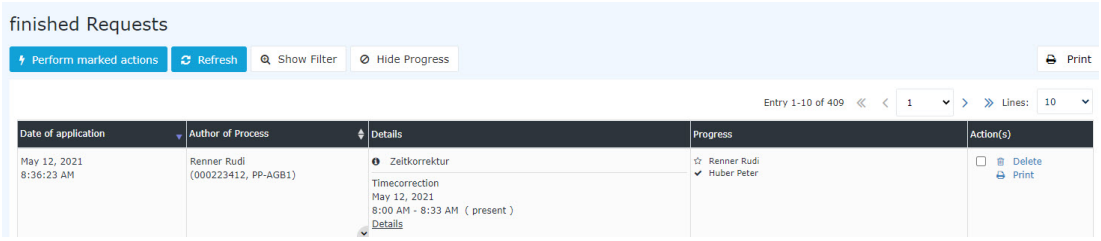
# Completed requests

Under this menu item, employees can get an overview of the requests they **created themselves** and that are already **completed** (approved / rejected by a decision maker). The archive displays the completed requests for a defined period in the past.



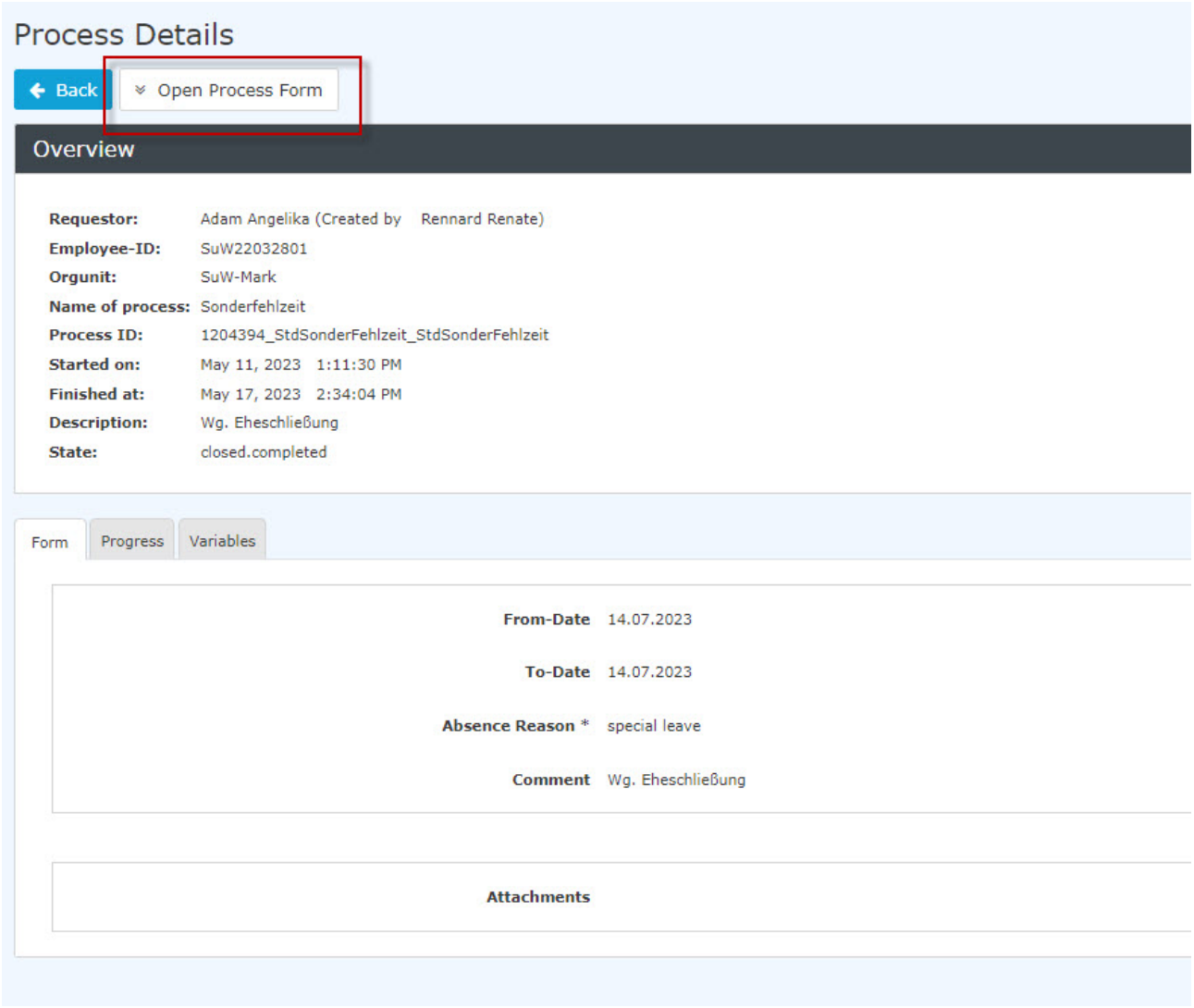

In the screenshot above, you can see

- when the process was created (**Process created**)
- who the requester (Renner Rudi) was and which department / group (PP-AGB1) he belonged to (**Requester**)
- that these were time correction requests (**Details**)
- that Renner Rudi was the requester in all cases (star icon) and that Huber Peter approved them (check mark icon) (**History**)
- a stop icon would mean that the request was rejected

For more information, see the chapters Using the filter[1] and Displaying process details[2].

## Additional function of the details view for completed requests

You can open a new form for the specific absence reason (in this case a special absence request) directly from the process details view.




# Felder

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

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