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 (Adam Angelika) was and which department / group (SuW-Mark) she belonged to (**Requester**)
- that these were special absence / absence / sick note requests (**Details**)
- that Adam Angelika was the requester in all cases (star icon)
- that Sonne Susanne approved the requests and created the comments (**History**)

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