## **Completed ToDos**

## **General information**

Under this menu item, decision-makers (superiors, personnel) have the opportunity to obtain an overview of the **requests processed / completed** by them.

The view is essentially the same as that of the Open ToDos<sup>1</sup>, with the difference that only **completed requests** are displayed in the completed tasks that can no longer be processed further. This view is a kind of archive that only serves to document the completed tasks.



In the screenshot above, you can see,

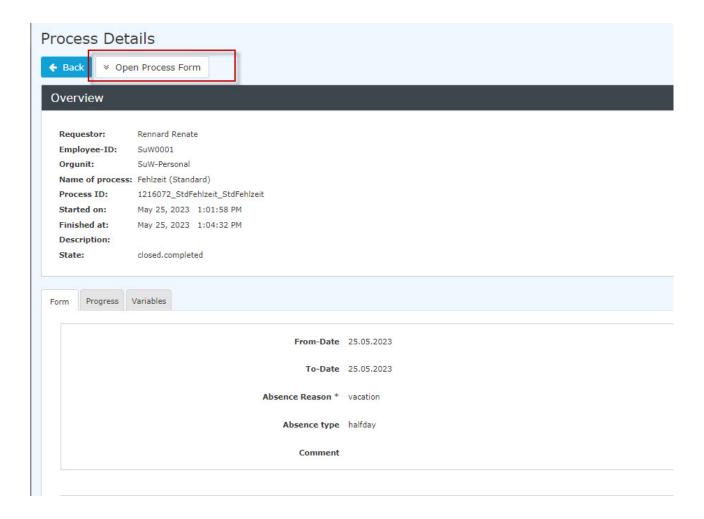
- when the requests were completed (**ToDo finished**)
- who the requestor (Auer Franz) was and which department / group (PP-BAS) he belonged to (Author of Process)
- Which activity (approval, that is, a request requiring approval) the request was for (activity)
- that it was a matter of time correction / special absenteeism requests (details)
- that Auer Franz was in all cases the applicant (star symbol) and that Renner Rudi rejected and approved (check mark symbol) it

A more detailed description of the filter functions and the detail view (by clicking on the black info button / Details button) can be found in the chapter Workflow / General Information<sup>2</sup>.

## Additional function of the details view

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

Completed ToDos 1



## **Felder**

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

- 1. /daisy/webdesk-manual-admin/5877-dsy.html?language=4
- 2. /daisy/webdesk-manual-admin/5921-dsy.html?language=4

2