

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](#)¹, 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.

The screenshot shows a web interface titled 'completed ToDos'. 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 columns: 'ToDo finished', 'Author of Process', 'Activity', 'Details', 'Progress', and 'Action(s)'. The table contains one entry:

ToDo finished	Author of Process	Activity	Details	Progress	Action(s)
May 4, 2021 2:21:13 PM	Auer Franz (000200236, PP-BAS)	Approval	• Zeitkorrektur Created: May 4, 2021 2:21:12 PM Timecorrection Mar 2, 2021 8:00 AM - 12:00 PM (present) Comment: Vergessen einzubuchen Details	☆ Auer Franz ✓ Renner Rudi	<input type="checkbox"/> Delete <input type="checkbox"/> Print

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](#)².

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.

Process Details

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Open Process Form

Overview

Requestor: Rennard Renate
Employee-ID: SuW0001
Orgunit: SuW-Personal
Name of process: Fehlzeit (Standard)
Process ID: 1216072_StdFehlzeit_StdFehlzeit
Started on: May 25, 2023 1:01:58 PM
Finished at: May 25, 2023 1:04:32 PM
Description:
State: closed.completed

Form

Progress

Variables

From-Date 25.05.2023

To-Date 25.05.2023

Absence Reason * vacation

Absence type halfday

Comment

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