

Completed ToDos

General informations

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.

ToDo finished	Author of Process	Activity	Details	Progress	Action(s)
May 4, 2021 2:21:13 PM	Auer Franz (000200236, PP-BAS)	Approval	• Zeltkorrektur 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.

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](#)