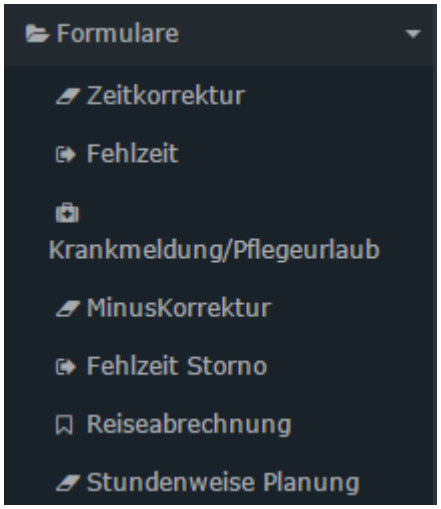
Requests

This menu bar groups requests that cover a subsequent correction and a planned absence in the future.

Possible examples:



With the help of the **correction forms**, events can be recorded retroactively. When a request is opened, a **help text** is displayed on the right-hand side, explaining how to use the request.

A defined approval process is stored behind these forms by the administrator. For each request, the administrator also defines how far the date may be in the past or in the future. If an entered date is outside this period (or before the lock date of Time & Attendance or outside the entry and exit date), a corresponding message is displayed when saving.

Each request process can be started immediately by clicking the "**Start process**" button ("**Start process and go back**" starts the process and returns to the previous page). If the administrator has provided for it for the request, it can also be saved as a draft. If you click the "**Save as draft**" button, the request is moved to the menu item "**My Tasks**". There the request can be edited further. There are **3 options** to choose from: Forward, Edit, Comment.

- **Forward:** clicking the "Forward" button starts the process
- **Edit:** clicking the "Edit" button allows the request to be edited (changes to times, date, absence reason, etc.). To start the process, click the "**Save and forward**" button. "**Save**" only saves the changes and the request remains as a draft in "My Tasks".
- **Comment:** clicking this button makes it possible to add a comment. A pop-up appears in which you can enter your comment. With "Save" it is added to the request and can be seen in the "History" column.