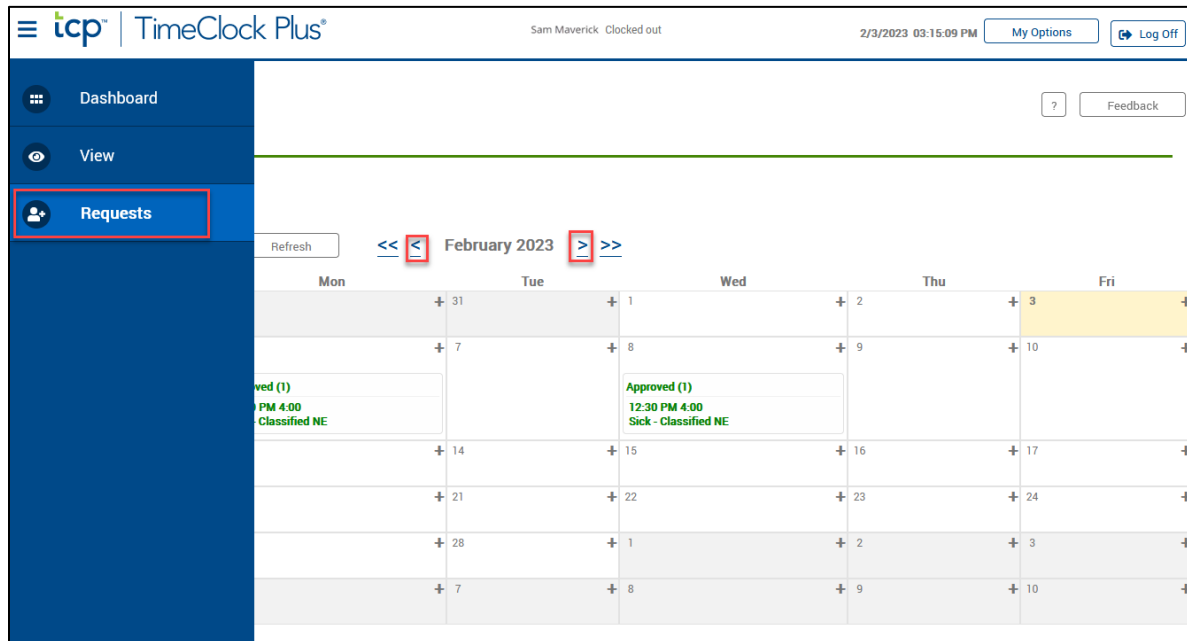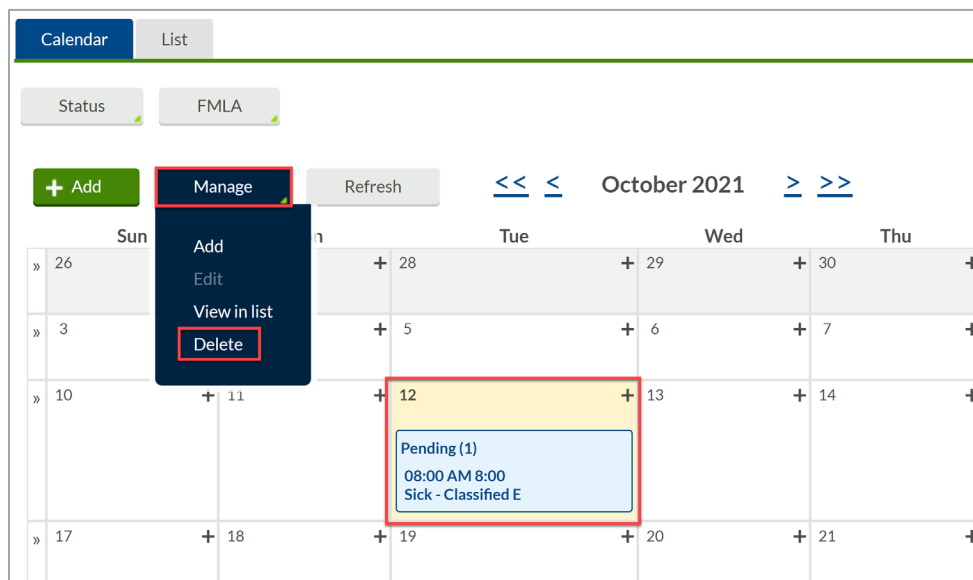# Viewing Requests in TCP Job Aid

The purpose of this job aid is to explain how to view existing requests in TCP, using any of the three following methods: WebClock, Remote Data Terminal (RTD), or MobileClock.

WebClock

1. Click Requests.

2. Use the < > to navigate to the desired date.

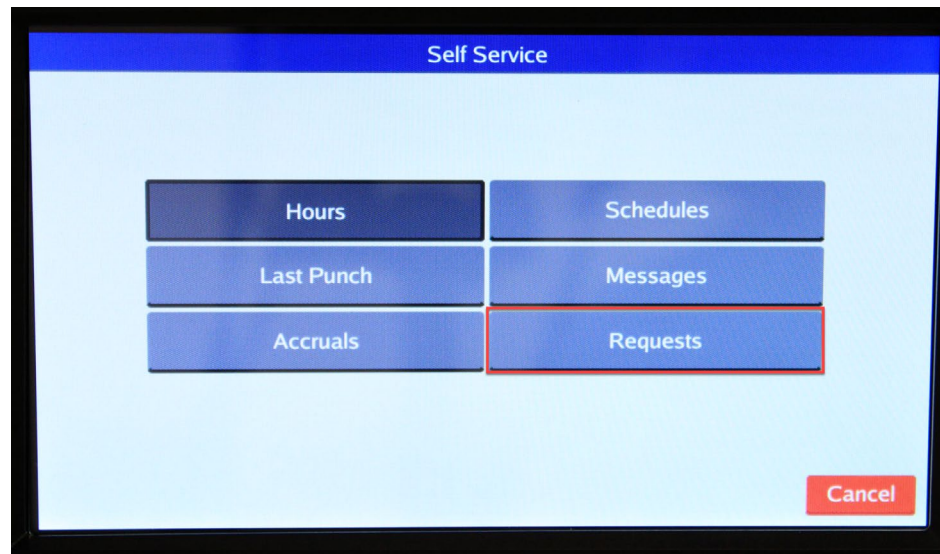3. To delete a request, highlight it and select "Manage", then "Delete".

Note: *If a mistake was entered on a submitted request, delete the request and resubmit. A request cannot be deleted once approved.*

Remote Data Terminal (RDT)

1. Enter the Employee ID. Alternatively, scan your employee ID badge.

2. Enter your PIN.

3. Select SelfService.

4. Click "Requests".

Current requests will show for the populated period.

5. To delete a request, highlight it and select "Remove".

Note: *If a mistake was entered on a submitted request, delete the request and resubmit. A request cannot be deleted once approved.*

MobileClock

1. Open the menu by sliding up on the menu bar.

2. Select "Request".

3. Navigate to the desired date by using < and >.

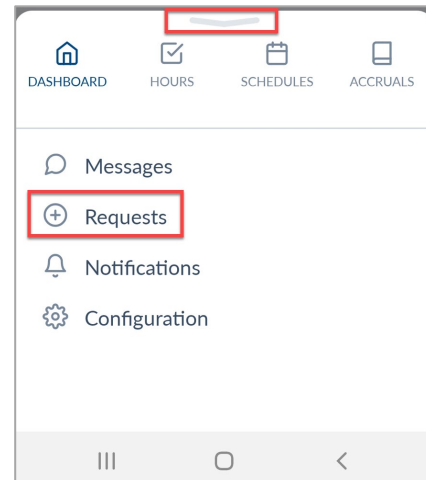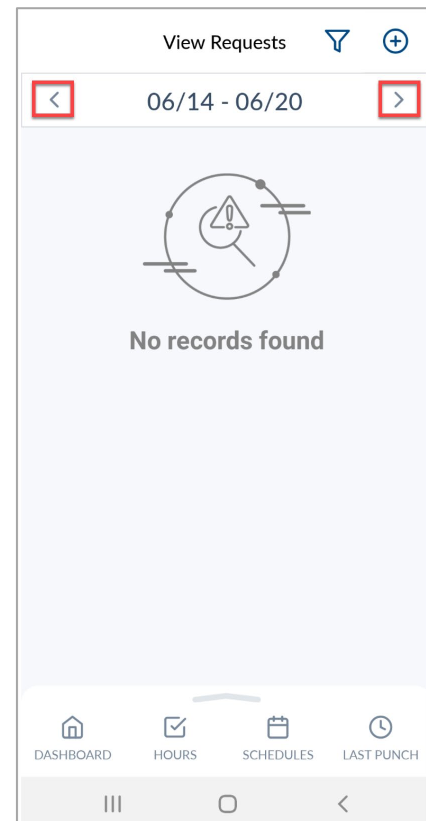4. To delete a request, highlight it and select "Remove".

Note: *If a mistake was entered on a submitted request, delete the request and resubmit. A request cannot be deleted once approved.*

Last Revision: 2/3/2023