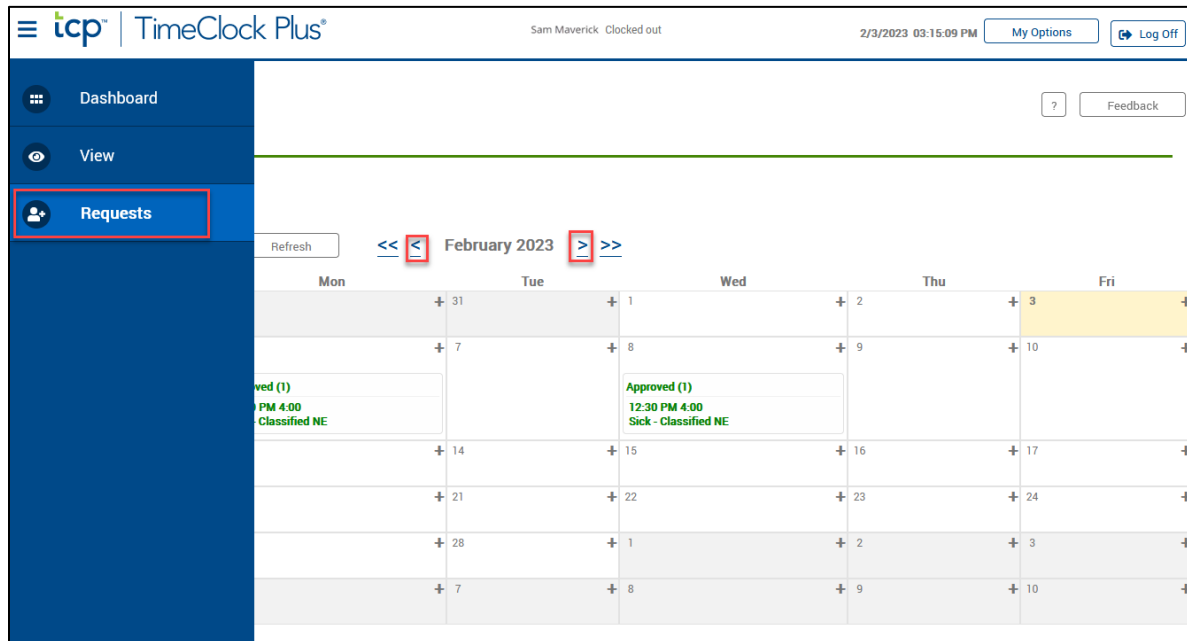


## Viewing Requests in TCP Job Aid

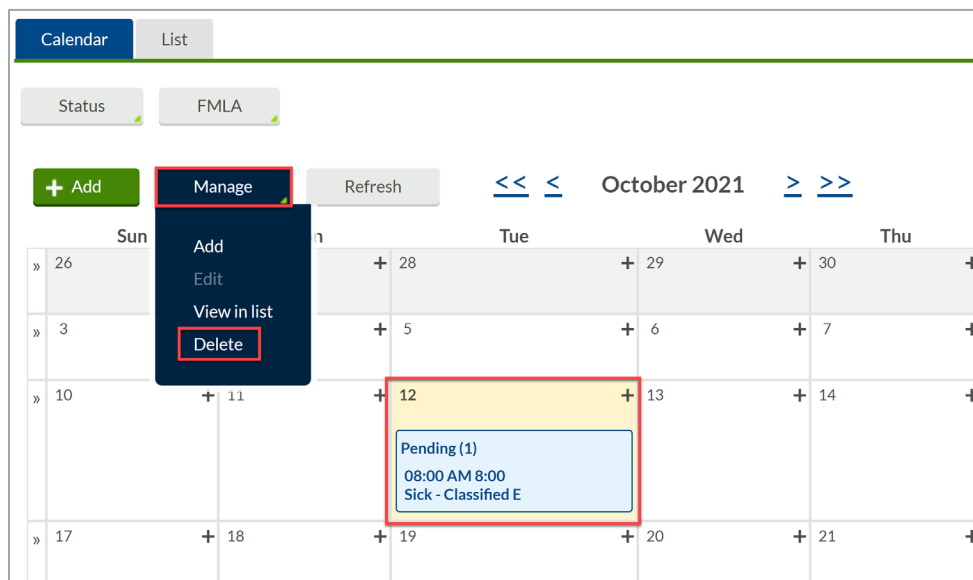
The purpose of this job aid is to explain how to view existing requests in TCP, using any of the three following methods: WebClock, Remote Data Terminal (RTD), or MobileClock.

### 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”.

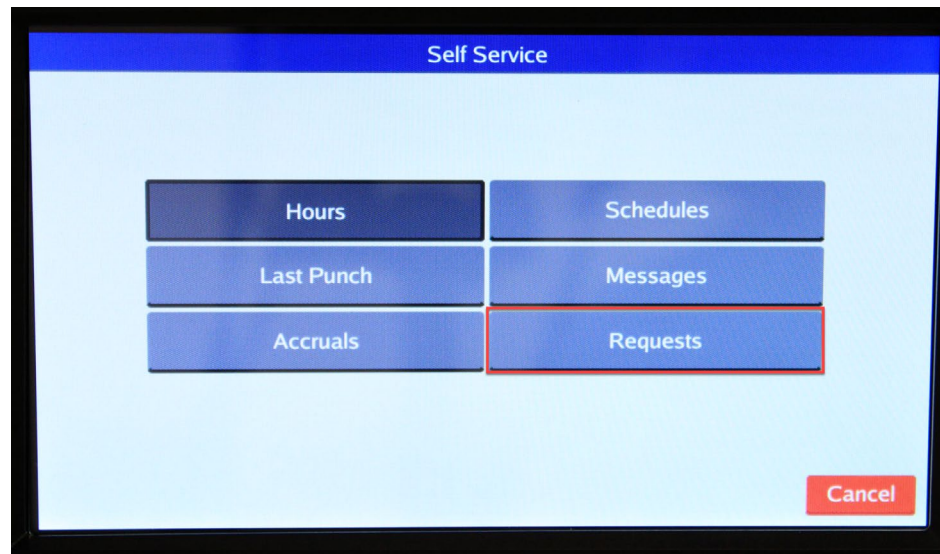


## Viewing Requests in TCP Job Aid

**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.



The screenshot shows a 'View Requests' screen with a date range of 08/02/2021 - 10/17/2021 and a 'Select' button. The 'Show' options are checked for Approved, Denied, and Pending. Below is a table of request data:

Date Submitted	Notice Days	Request Date	Start Time	Level 1	Request Type	Request D
10/8/2021	-26	9/11/2021	08:00 AM 8:00	Approved	Leave Code	11 - Milita
10/8/2021	-25	9/12/2021	08:00 AM 8:00	Approved	Leave Code	11 - Milita
10/8/2021	-19	9/18/2021	08:00 AM 8:00	Approved	Leave Code	11 - Milita
10/8/2021	-18	9/19/2021	08:00 AM 8:00	Approved	Leave Code	11 - Milita
10/8/2021	-12	9/25/2021	08:00 AM 8:00	Approved	Leave Code	11 - Milita
10/8/2021	-11	9/26/2021	08:00 AM 8:00	Approved	Leave Code	11 - Milita
10/8/2021	-5	10/2/2021	08:00 AM 8:00	Approved	Leave Code	11 - Milita
10/8/2021	-4	10/3/2021	08:00 AM 8:00	Approved	Leave Code	11 - Milita

Buttons for 'Add' and 'Close' are visible at the bottom right.

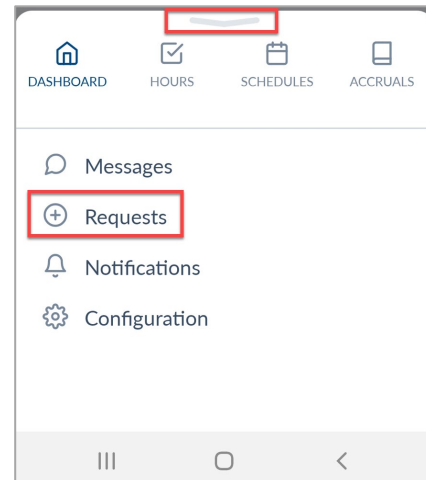
5. To delete a request, highlight it and select "Remove".

## Viewing Requests in TCP Job Aid

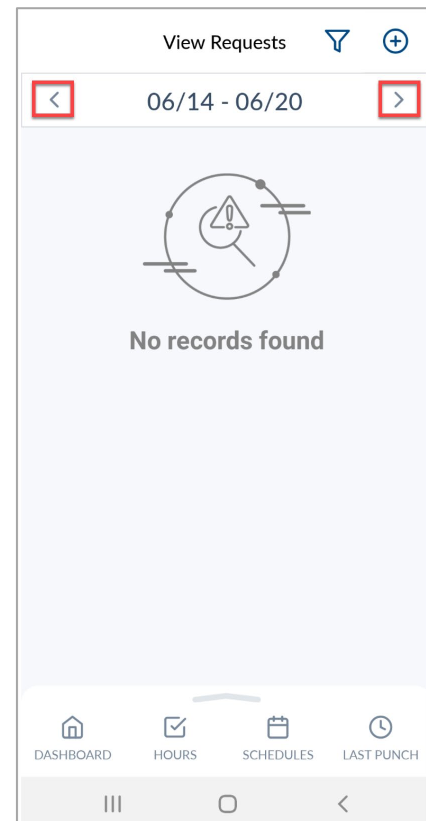
**Note:** *If a mistake was entered on a submitted request, delete the request and resubmit. A request cannot be deleted once approved.*

### 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".

## Viewing Requests in TCP Job Aid

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