

# Delete attendance request

This action requires the "**Delete attendance requests**" permission.

To delete an attendance request, you can click the "**Trash**" icon on the row of the attendance request that you want to delete.

Attendance requests cannot be deleted, if they have been locked or if any of their attendance events have been locked.

| Attendance requests      |                     | T 1                 |       |             |                       | Q Search... |         | + |  | X |  | 🏠 |  | 🔔 |  |
|--------------------------|---------------------|---------------------|-------|-------------|-----------------------|-------------|---------|---|--|---|--|---|--|---|--|
| <input type="checkbox"/> | DATE FROM           | DATE TO             | VALUE | IS APPROVED | ATTENDANCE EVENT TYPE | COMMENT...  | ACTIONS |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2022-11-04 00:00:00 | 2022-11-04 00:00:00 |       | ✓           | Redni letni dopust 🌟  | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2022-11-16 00:00:00 | 2022-11-16 00:00:00 | 0     | ✓           | Delo od doma 🏠        | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2022-11-23 00:00:00 | 2022-11-23 00:00:00 | 0     | ✓           | Delo od doma 🏠        | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2022-12-12 00:00:00 | 2022-12-12 00:00:00 | 0     | ✓           | Delo od doma 🏠        | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2022-12-23 00:00:00 | 2022-12-23 00:00:00 | 0     | ✓           | Delo od doma 🏠        | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2022-12-30 00:00:00 | 2022-12-30 00:00:00 | 0     | ✓           | Redni letni dopust 🌟  | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2023-01-13 00:00:00 | 2023-01-13 00:00:00 | 0     | ✓           | Delo od doma 🏠        | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2023-01-16 00:00:00 | 2023-01-16 00:00:00 | 0     | ✓           | Delo od doma 🏠        | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2023-02-28 12:00:00 | 2023-02-28 12:00:00 | 0     | ✓           | Redni letni dopust 🌟  | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2023-03-15 07:23:00 | 2023-03-15 07:23:00 | 0     | ✓           | Registracija 📄        | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |
| <input type="checkbox"/> | 2023-04-03 15:33:00 | 2023-04-03 15:33:00 | 0     | ✓           | Registracija 📄        | 🗨️ 0        | 📄 🗑️ 🚫  |   |  |   |  |   |  |   |  |

Although attendance requests can be deleted, this should generally be avoided, unless the request is incorrect and has no attached events, in order to maintain data traceability within the HR module.

Revision #4

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