Administration

Here you will find the **manual for the administration and configuration** of Webdesk EWP. The application is **modular in design** and offers a wide range of options for the individual **customization** of the program to the requirements of your company.

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*To make the **settings** described in this chapter, you must have **extended administrator permissions** in the system. The activated permissions and modules of Webdesk EWP differ depending on the configuration in each company.*

The **manual for administrators** is divided into the following parts:

- Portal & Organization[1]
  General management of organizational units (master data of persons, groups, etc.), permission control, layout customization, system settings
- Time & Attendance[2]
  Setup and configuration of the functions for time tracking, time correction, overtime, time schemes, etc.
- Travel[3]
  Setup and configuration of the functions for travel planning, travel expense reports, interface to payroll, responsibilities, etc.
- Workflow[4]
  Creation and configuration of custom, tailored workflows including assignment of responsibilities and approval management
- Groupware[5]
  Settings for integrating external planning tools such as groupware calendars (IBM Lotus Notes, Microsoft Outlook) and synchronization with Webdesk EWP functions
- Reporting[6]
  Creation and configuration of individual Eclipse BIRT report definitions based on the data collected by Webdesk EWP
- Projecttime[7]
  Settings related to the recording of project times and their assignment to customers, cost centers, groups, etc.

1. /daisy/personalwolke-admin/2682-dsy.html?language=4
2. /daisy/personalwolke-admin/2675-dsy.html?language=4
3. /daisy/personalwolke-admin/2676-dsy.html?language=4
4. /daisy/personalwolke-admin/2674-dsy.html?language=4
5. /daisy/personalwolke-admin/2678-dsy.html?language=4
6. /daisy/personalwolke-admin/5239-dsy.html?language=4
7. /daisy/personalwolke-admin/5754-dsy.html?language=4