Action management

The majority of the functional scope in Webdesk EWP is made up of so-called **actions**.

The **action** is a definition of the dialog that the user can have with Webdesk. Almost all activities that the user carries out in Webdesk have an action behind them, such as calling up the monthly journal (action ta_getJournal) or the project time booking mask (action ptm_doprojectTimeBooking).

The following **distinction** can be made between actions:

Actions[1]	Configurations[2]	Process references[3]

Actions

These are **master actions that cannot be modified (configured).** If an action is not configurable, there is no way to create a personalized configuration. Such master actions are usually highly standardized actions that perform basic Webdesk functions and for which it would make no sense to modify them.

--> more information[4]

Configurations

These are **actions** that can be **configured**. If there is a need for a new, personalized configuration of an existing form, this can be created without major effort. This would be the case, for example, if some additional failure reasons have to be created for certain groups, or if the output of the master data/accounts mask is to contain additional data for other groups. Here a new configuration of the form can be created that affects only one or a few groups and is to be usable and retrievable for them.

- An **unlimited number of configurations** (i.e. action type = "Configuration") can be derived from each configurable action.
- In a specific configuration, you can determine which and how many fields are displayed to the user. This makes it possible to adapt **forms** or **presented information** to the needs and wishes of individual users or user groups.
- Whether an action is configurable or not can be seen in the **action overview** : if the "New configuration" button is visible in the "Configuration" column, new configurations (variations) can be added.

--> more information & creating a new configuration[5]

Process references

To map **workflows** in Webdesk (e.g. a leave request), so-called **process definitions** are used. These serve as a kind of "route description" and define the path and properties of the workflow. When a new process is created, a process reference must first be designed, which is then linked to an action so that it can be integrated into the menu tree.

You therefore create a new action that serves as the **process reference** for the respective process (when creating a new action, "Process reference" is automatically specified as the action type).

Example:
For the leave request process, for instance, there can be a process reference (action) that is also called Leave request. This action is linked to the process and applies only to this one process. This means that for every process that is created, a corresponding process reference (action) must also be created and linked to it, as the processes otherwise cannot be assigned and displayed in the menu tree.

--> more information & creating a new process reference[6]

1. /daisy/webdesk-manual-admin/5369-dsy.html?language=4
2. /daisy/webdesk-manual-admin/8595-dsy.html?language=4
3. /daisy/webdesk-manual-admin/8596-dsy.html?language=4
4. /daisy/webdesk-manual-admin/5369-dsy.html?language=4
5. /daisy/webdesk-manual-admin/8595-dsy.html?language=4
6. /daisy/webdesk-manual-admin/8596-dsy.html?language=4