Webdesk EWP User Manual

Welcome to the Webdesk EWP User Manual!

Webdesk EWP is the powerful product of **Workflow HR Systems GmbH** that simplifies human resources, time, and project management within your company. The program is a server-based application and is accessed via the web browser.

Webdesk EWP can be adapted as desired to the needs of the user and offers numerous **modules and functions**:

- **Time & Attendance:** Recording of working time including clear evaluations, overview of the time account, absences, vacation planning, requests, etc.
- **Travel:** Planning of business trips including their approval, settlement (including interface to payroll), and recording in accordance with applicable Austrian or German law.
- **Project-Time:** Recording of project times including billing and assignment to customers, cost centers, departments, etc.
- **Workflow:** Creation and tailored configuration of company-internal processes & tasks including approval management
- **Groupware:** Integration of external organization tools (e.g., IBM Lotus Notes, Microsoft Outlook) and synchronization of Webdesk data (e.g., attendance, working time, appointments) with these services
- **Reporting:** Creation of versatile and tailored reports via Eclipse BIRT, which clearly and dynamically evaluate and display any data from Webdesk EWP

The following pages explain the **features, use, and administration** of Webdesk EWP in more detail, to make working with the application even more efficient and to help you get the most out of your HR management!

Using the interactive **menu** on the **left side**, you can navigate directly to the desired pages.