Glossary for the Webdesk Admin Manual

Action - stand-alone action (recognizable by the action postfix ".act")

Action permission -

Action type - a distinction is made here between action, configuration, or process (relevant when creating new actions)

Attendance board - the attendance list displays the presence and absence of employees

Workspace - The workspace displays the actions and is where data is entered in masks; confirmations from the server are also displayed here if an action has been performed

Archive - the processed requests can be found in the archive

Attribute -

Output formats - possible output formats are print, PDF, XLS

Custom - The text module is not inherited; a separate translation exists

Permission -

Image set - Icons for actions are organized in folders with specific topic areas

Button bar - located between the title bar and menu bar; the buttons can be found here

Cache (menu cache, permission cache)

View permission - the selection of the view permission determines which actions can be performed for which competence target

Creation date - date on which a process was started

Escalation - Escalation ensures that, e.g., time correction requests for previous months additionally run through an escalation role. There are different modes: empty, monthly, quarterly, expert mode.

Absence reasons - individually configurable reasons for absence (e.g., vacation, business errand, sick, ...)

Absence - the absence is used to enter planned half-day and full-day absence reasons into the time management system in compliance with a defined approval procedure

Filter

Follow-up absence reason - sick notification of a colleague

Form type - e.g., time correction, absence, follow-up absence reason, permission

Groupware appointments - appointments from the groupware system (only available if the Calendaring module is switched on).

Group - grouping of certain persons from a department or area

Group permission - all persons of the selected group are permitted to perform the action

Group calendar - display of all planned and consumed full-day and half-day absences of a defined group of persons.

Grouping level

Validity period - Action permissions can also be granted for a limited period. If these two fields are not explicitly set during assignment, "Valid from" is set to today's date and "Valid until" to infinity (i.e., 1/1/3000)

Hierarchy - Only one hierarchical organizational structure can be assigned per client. If this is the case, the "Hierarchy" field is grayed out and cannot be edited. If the value "**Yes**" is selected for "Hierarchy", the "Organization type" field is automatically set to "1 - hierarchical organizational structure". If "**No**" is selected, you can choose between the three types "1 - Cost center", "3 - Project groups", and "4 - Loose group".

Help - help text that appears in the process form

Intervals

Jobs - Jobs take over certain tasks that were previously defined during configuration (e.g., "WfSyncPersons" synchronizes the names of persons from the Po module with the Shark database).

Job trigger - A trigger specifies, for example, when, how often, and at what intervals the job is to be executed.

Calendar - The absence calendar is used for planning and an overview of full-day and half-day absence reasons (vacation, training, illness, ...).

Calendar details

Area of competence - defined area for which the role holder is responsible

Competence target - Everyone (the entire company), a specific person, or a specific group can be defined as the competence target.

Configuration - action derived from a parent action (action postfix ".cact")

Context menu

Header bar - displays the personnel number and user name of the respective logged-in employee

LDAP name - name of the user (e.g., cn=Max Muster,o=Workflex)

Logs (log entries) - A log file contains the automatically created record of all or certain actions of one or more users in Webdesk, without them noticing it or their work being affected.

Mail - email notification text for a process

Client - A client represents a company. In a large corporation, several clients can also exist. This ensures a clear separation within the structure (e.g., permission structure).

Client permission - all persons of the selected client are permitted to perform the action.

Menu bar - combines all menu items

Menu structure

Modules - po, ta, wf; po - Portal & Organization (employee portal, organization chart), ta - Time & Attendance, wf - Workflow

Monthly journal - The journal contains all important personal time information for a month, with the current month displayed up to today. One row contains the bookings and certain account values per day.

Organization chart - the organization chart offers a graphical overview of the company structure.

Organizational structure - the organizational structure represents a division of the clients into departments or groups.

Organization type - depends on the hierarchical organizational structure, see the item Hierarchy Yes/No. Determines the behavior and the relationship of the groups to one another

Org unit - can represent, e.g., a department

Personnel number - should likewise match the personnel number from the time management system; can be stored as desired if needed

Person permission - the selected person is permitted to perform the action

Process - A process can be used to map workflows in a company and underlay them with an approval workflow (e.g., vacation, business errand, overtime, ...)

Process author - creator of a process (requester)

Reference ID

Role - The role describes the function that a group or an individual fulfills in a company. Different user roles make it possible to restrict or extend access to certain areas and functions. The function of the individual roles can be of a decisive, advisory, or informational nature. The roles make it possible to allow or restrict access to certain areas and functions.

Role permission - all persons who hold the selected role are permitted to perform the action.

Role holder - person or group of persons to whom a role has been assigned

Setup properties - basic settings in Webdesk EWP that have a direct influence on how it functions.

Save - after saving, the form in question can continue to be edited

Save & Close - after saving, you return to the overview

Language code - country code that is valid for the corresponding language (de for German, en for English, ...)

Languages - languages currently available in Webdesk EWP

Deputy - the role of the deputy can be determined for a person by the supervisor/administrator.

Submit - performing a query

Text modules - Each text module is characterized by a key and a value (i.e., translation). Furthermore, each text module is assigned to an action and a language.

Title bar - The title bar contains the corresponding heading / header for the masks / lists displayed in the workspace, as well as the action selection

Type - enables the selection/display of certain account values

Parent group

Subgroup

Username - required for logging in to the server (must be unique). In the case of a single sign-on solution, the username must correspond to the NT user ID

Validation time span - determination of the time span in which a process can be validated (into the future, into the past, ...)

Inherited - A text module is inherited from a parent text module

Effective date

Workflow - A defined approval process is stored behind each request

Workflow ID - serves as an internal reference for the approval process. It does not have to be filled in, since the workflow ID is by default assigned the name of the role.

ZEF master record number - master record number from the time management system (must match it)

Time correction - Time corrections are used to make up bookings that were forgotten, missed, or not made due to other circumstances.