# Standard elements

Following standard elements appear recurrent  in the Webdesk EWP:

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|  | This element allows you to scroll backward in all queries, referring to a certain period of time. |
|  | This element allows you to scroll forward in all queries, referring to a certain period of time. |
|  | The calendar symbol helps you to choose the date you need.<br> |
|  | The query-symbol starts or refreshes the selected query. |
|  | The print button opens the print menu. |
|  | Output format in PDF. |
|  | Output format in Excel. |
|  | The green check-mark appears, after an application has been approved. |
|  | The red cross appears, after an application has been declined. |
|  | Name of applicant in the work-flow-progress. |
|  | The Info-button delivers detailed information concerning an application. |
|  | With the review / view symbol you receive information according a certain application, and shift it to the archive. |
|  | The delete-symbol deletes the chosen application from the overview. |
|  | All fields marked with the star-symbol are mandatory, and have to be filled out. If not, you won't be able to close the form. |
|  | In case of a mistake/non-conformance, the exclamation mark shows you the affected input-field. |

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| | By clicking on the symbol a detailed error-info will appear. |
|  | This elements (you find them to the right in the menu bar) allow you to vary the width of the menu bar. |