

# Administration

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Here you find the **manual for administration and configuration** of Webdesk EWP. The application has a **modular structure** and offers a multitude of possibilities for individual **adaptation** of the program to the requirements of your company.

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

The **Administrator's Guide** is divided into the following parts:

- [Portal & Organisation<sup>1</sup>](#)  
General administration of organizational units (person master data, groups, etc.), authorization control, layout adjustment, system settings
- [Time & Attendance<sup>2</sup>](#)  
Setting and configuration of functions for time recording, time correction, overtime, time schedules, etc.
- [Travel<sup>3</sup>](#)  
Setting and configuration of functions for travel planning, travel expense accounting, interface to payroll accounting, responsibilities, etc.
- [Workflow<sup>4</sup>](#)  
Creation and configuration of your own, tailor-made workflows including allocation of responsibilities and approval processes
- [Groupware<sup>5</sup>](#)  
Settings for integration of external planning tools such as groupware calendars (IBM Lotus Notes, Microsoft Outlook) and synchronization with Webdesk EWP functions
- [Reporting<sup>6</sup>](#)  
Creation and configuration of individual Eclipse BIRT report definitions based on data collected by Webdesk EWP
- [Projecttime<sup>7</sup>](#)  
Settings in connection with the recording of project times and their allocation to customers, cost centers, groups, etc.

1. </daisy/webdesk-manual-en/g3/2682-dsy.html>
2. </daisy/webdesk-manual-en/g3/2675-dsy.html>
3. </daisy/webdesk-manual-en/g3/2676-dsy.html>
4. </daisy/webdesk-manual-en/g3/2674-dsy.html>
5. </daisy/webdesk-manual-en/g3/2678-dsy.html>
6. </daisy/webdesk-manual-en/g3/5239-dsy.html>
7. </daisy/webdesk-manual-en/g3/5754-dsy.html>