Administration

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

1. /daisy/webdesk-manual-en/admin/po-overview.html
2. /daisy/webdesk-manual-en/admin/2675-dsy.html
3. /daisy/webdesk-manual-en/admin/2676-dsy.html
4. /daisy/webdesk-manual-en/admin/2674-dsy.html
5. /daisy/webdesk-manual-en/admin/2678-dsy.html
6. /daisy/webdesk-manual-en/admin/5239-dsy.html
7. /daisy/webdesk-manual-en/admin/5754-dsy.html