

















# Standard elements

Following standard elements appear recurrent in the Webdesk EWP:

	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. 
 <b>Abfrage</b>	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 workflow-progress.
	The Info-button delivers detailed information concerning an application.
 <b>Sichten</b>	With the review / view symbol you receive information according a certain application, and shift it to the archive.
 <b>Löschen</b>	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/nonconformance, the exclamation mark shows you the affected input-field. 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.