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2.01.26 Unit

The Mask Unit manages the organizational structures of the company. Usually departments and sub-departments (if necessary also locations) with the corresponding employees are defined here. These units are used (analogous to the projects) as a basis for the local authorization system (see also Administration Guide). They can also be used to assign projects to organizational units.

Note: Functional authorizations can be defined for these units (analogous to the project structures) (see also administration guide).

This mask consists of the following elements:

Master Sheet

Unit Firma 1

Dokument Bearbeiten Ansicht

Stammblatt Sonstiges

Basisinformationen

Bezeichnung Firma 1

Kostenstelle Geschäftsführung aktiv ☒

Bemerkung

Struktur

übergeordnete Unit Holding

untergeordnete Units

	Bezeichnung	aktiv	Unitleiter
1	Abteilung A	☒	006 Damler Katrin
2	Abteilung B	☒	004 Schmidt Norbert, 014 Meier Paula

Unitleiter

Mitarbeiter

Unit Firma 1

Dokument
Bearbeiten
Ansicht

Stammblatt
Sonstiges

Basisinformationen

Bezeichnung
Firma 1

Kostenstelle
Geschäftsführung
aktiv
☒

Bemerkung

Struktur

Unitleiter

	Vorname	Name	Telefon	E-Mail
1	Peter	Schaub	- 11	p.schaub@firma.de

Mitarbeiter

	Vorname	Name	Telefon	E-Mail
1	Katrin	Damler	- 10	k.damler@firma.de
2	Paula	Meier	- 15	p.meier@firma.de
3	Norbert	Schmidt	- 14	n.schmidt@firma.de
4	Jan	Schuster	- 21	j.schuster@firma.de

- Basic Information:**
 - Description:** This field indicates the unit (location, department, subsection, ...).
 - Cost Center:** Here you can define the cost center to which the unit is to be allocated.
 - Active:** At this point you can mark whether the unit in question is active or not.
 - Comment:** This field is used to enter comments.
- Unit Leader:** This multiple selection includes the heads/supervisors of the unit (usually heads of department or, if the units are sites, the heads of the sites).
- Structure:**
 - Superior Unit:** This multiple selection includes all higher-level units (such as main departments or locations).
 - Subordinate Unit:** This multiple selection includes all subordinate units (such as subdivisions).
- Employee:** This multiple selection includes all employees of this unit/department. In addition to the employees, the system also interprets the unit leaders of the subordinate units as employees of the unit.

Miscellaneous

Unit 19 Callcenter

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int. Schlüssel 19

- **int. Key:** This alphanumeric field uniquely identifies the unit in the system.

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