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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:

General Data



- **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.

Misc



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

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