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2.01.27 Unit

The unit menu administers the organisation structure of the company. Usually, departments and subdivisions (possibly also branch locations) are defined, along with the corresponding employee. These units are used as a basis for the local permission system (see administration guide). Furthermore, they can be used for assigning projects to the organisational units.

Tip: For more on this subject see chapter [4.1.07 Work Time Administration](#) [4.1.08 Verwaltung von Units](#).

Annotation: For these units (analog to the project structure) functional permissions can be defined (see also administration guide).

Unit	
Unit	001 Bayern
TopUnit	001 Bayern
Bezeichnung	001 Bayern
Unitleiter	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="checkbox"/> Frenzel Thomas
Mitarbeiter	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="checkbox"/> Abel Klaus
Übergeordnete Unit	
Untergeordnete Unit	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input checked="" type="checkbox"/> <input type="button"/> <input type="checkbox"/> 010 Nürnberg <input type="checkbox"/> 011 München
Bemerkung	

The mask consists of the following elements:

- **Unit:** This field specifies the unit.
- **Top Unit (Highest Unit):** The highest unit of the defined unit is automatically displayed here.
- **Definition:** This field describes the unit (location, department, sub-department, ...).
- **Unit Supervisor:** This drop-down menu consists of the supervisor of the unit (usually, the head of the department, or if the units are locations, the supervisor of the location).

- **Employee:** Diese Mehrfachauswahl beinhaltet alle Mitarbeiter dieser Unit/Abteilung. Zusätzlich zu den Mitarbeitern werden vom System die Unitleiter der untergeordneten Units ebenfalls als Mitarbeiter der Unit interpretiert.
- **Übergeordnete Unit:** Diese Mehrfachauswahl beinhaltet alle übergeordneten Units (beispielsweise Hauptabteilungen oder Standorte).
- **Sub-Unit:** Diese Mehrfachauswahl beinhaltet alle untergeordneten Units (beispielsweise Unterabteilungen).
- **Comment:** This field is designate for entering comments.

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Last update: **2019/10/25 14:09**