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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 organistaion 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).

The screenshot shows a software window titled "Unit 001 Bayern". The window has a menu bar with "Dokument", "Bearbeiten", "Ansicht", and "Rückverweise". The main area contains several form fields:

- Unit:** A text field containing "001 Bayern".
- TopUnit:** A text field containing "001 Bayern".
- Bezeichnung:** A text field containing "001 Bayern" with a small dropdown arrow on the right.
- Unitleiter:** A section with a list of icons (document, delete, copy, paste, search, print) and a search bar. Below the search bar, there is a checkbox and a user icon labeled "Frenzel Thomas".
- Mitarbeiter:** A section with a list of icons (document, delete, copy, paste, search, print) and a search bar. Below the search bar, there is a checkbox and a user icon labeled "Abel Klaus".
- Übergeordnete Unit:** A text field that is currently empty.
- Untergeordnete Unit:** A section with a list of icons (document, delete, copy, paste, search, print, checkmark) and a search bar. Below the search bar, there are two checkboxes with user icons labeled "010 Nürnberg" and "011 München".
- Bemerkung:** A large text area for notes, currently empty.

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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