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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".
- Unitleiter:** A section with a list of users. The first user is "Frenzel Thomas" with a checkbox.
- Mitarbeiter:** A section with a list of users. The first user is "Abel Klaus" with a checkbox.
- Übergeordnete Unit:** A text field that is empty.
- Untergeordnete Unit:** A section with a list of units. The first unit is "010 Nürnberg" and the second is "011 München", both with checkboxes.
- Bemerkung:** A large text area that is 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, subdivision, ...).
- **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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