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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 selection list showing "Frenzel Thomas".
- Mitarbeiter:** A selection list showing "Abel Klaus".
- Übergeordnete Unit:** A text field, currently empty.
- Untergeordnete Unit:** A selection list showing "010 Nürnberg" and "011 München".
- Bemerkung:** A text area, 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, subdivision, ...).
- **Unit Supervisor:** This selection list 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:** This selection list consists of all employees of this unit/department. Additionally to the employees, the unit supervisors for the sub-units are also interpreted from the system, as an employee of the unit.
- **Superordinate Unit:** This selection list consists of all the higher level units (for example main departments or locations).
- **Sub-Unit:** This selection list consists of all sub level units (for example subdivisions).
- **Comment:** This field is designate for entering comments.

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