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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 [4.1.08 Unit Administration](#) [4.1.08 Verwaltung von Units](#).

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

The screenshot shows a web-based form for managing units. The form is titled "Unit 001 Bayern" and has a menu bar with "Dokument", "Bearbeiten", "Ansicht", and "Rückverweise". The form fields are:

- Unit:** Text input field containing "001 Bayern".
- TopUnit:** Text input field containing "001 Bayern".
- Bezeichnung:** Text input field containing "001 Bayern".
- Unitleiter:** Selection list with a search icon and a dropdown arrow. The selected item is "Frenzel Thomas".
- Mitarbeiter:** Selection list with a search icon and a dropdown arrow. The selected item is "Abel Klaus".
- Übergeordnete Unit:** Empty text input field.
- Untergeordnete Unit:** Selection list with a search icon and a dropdown arrow. The selected items are "010 Nürnberg" and "011 München".
- Bemerkung:** Text area for notes.

The form 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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