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## 2.01.27 Unit

The **Unit** form 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 titled "Unit 001 Bayern". The form is organized into several sections with labels on the left and input fields on the right. The sections are: "Unit" (input: 001 Bayern), "TopUnit" (input: 001 Bayern), "Bezeichnung" (input: 001 Bayern), "Unitleiter" (input: Frenzel Thomas), "Mitarbeiter" (input: Abel Klaus), "Übergeordnete Unit" (input: empty), "Untergeordnete Unit" (input: 010 Nürnberg, 011 München), and "Bemerkung" (input: empty). The form has a menu bar at the top with options: "Dokument", "Bearbeiten", "Ansicht", and "Rückverweise".

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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