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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 organisation units.

Tip: For more on this subject see chapter [4.1.08 Unit Administration](#).

Note: 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 form contains the following fields:

- Unit:** 001 Bayern
- TopUnit:** 001 Bayern
- Bezeichnung:** 001 Bayern
- Unitleiter:** Frenzel Thomas
- Mitarbeiter:** Abel Klaus
- Übergeordnete Unit:** (empty)
- Untergeordnete Unit:** 010 Nürnberg, 011 München
- Bemerkung:** (empty)

Unit Cambridge	
Unit	Cambridge
TopUnit	Cambridge
Description	Cambridge
Unit managers	☐ Williams George
Unit members	☐ Timothy Jones ☐ Tate Adam
Parent unit	
Subunits	☐ Marketing and Sales
Issue	
Note	

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.
- **Description:** 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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