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2.01.26 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 [3.11.08 Unit Administration](#).

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

The screenshot shows a web-based form titled "Unit Marketing and Sales". The form is organized into several sections, each with a label on the left and a corresponding input area on the right. The sections are: "Unit" (a text field containing "Marketing and Sales"), "TopUnit" (a text field containing "Marketing and Sales"), "Description" (a text area containing "Marketing and Sales"), "StatusActive" (a checkbox that is checked), "Unit managers" (a list box containing "Miska Magdalena"), "Unit members" (a list box containing "Jacobs Marcel" and "Smith Melissa"), "Parent unit" (a list box containing "Develop Workshop"), and "Issue Note" (a large text area). Each list box has a set of icons above it for actions like add, delete, search, etc. The form has a blue header bar and a menu bar with "Document", "Edit", "View", and "Back references".

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).
- **Issue:** If an issue is assigned to the unit, it is displayed in here.
- **Note:** This field is designate for entering comments.

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Last update: **2019/10/25 14:09**

