3.03 Documents (... continued)

Elements for Multiple Selections:

If several entries can be assigned to field content, multiple selections are used. The fields of multiple selections consist of a central button for all editing functions (removal/delete, cut and paste, create new document, create report...) and the search window for the full-text search.

Project team	÷	14	4	page 1 of 1 🕨 🕅 🥲	× P	1-6/6
				Name 🔺	First name	EmployeeStatus
		1	8	Conner	Jane	Fixed
		2	8	Griffith	Jean	Fixed
		3	8	Hahn	Katrina	Fixed
		4	8	Jane	Conner	Fixed
		5	8	Jones	Timothy	Fixed
		6	8	Müller	Georg	Fixed
	•					[+]

These elements contain generally also the following functionalities:

Project team	÷۳	🚽 🚳 🚽 page 🚺 of 1			
	X	Remove		First name	EmployeeStatus
	dó	Cut		Jane	Fixed
		Сору		Jean	Fixed
		Add to clipboard		Katrina	Fixed
		Paste		Conner	Fixed
		Find available documents		Timothy	Fixed
		Create report from list		Georg	Fixed
		Toggle select			▶

- X = Deleting the marked elements of the multiple selections (without clipboard-function)
- 4 = Cutting out the marked elements of the multiple selections (deleting with clipboard function)
- = Copying the marked elements of the multiple selections.
- Pasting the marked elements of the multiple selections.
- Searching all valid data records of the type
- riangledown = Creates a report for the selected data records of the multiple selections.
- Inverts all the entries (mark all not marked entries and vice versa)

In the following example ... two employees out of the project team have to be promoted to project managers. For this purpose the team members have to be first marked, than copied/duplicated and...

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Projektmanager	🗉 1-1	/1	<u> </u>)
		Name 🔶 '	Vorname	Mitarbeiterstatus 👄
	1 🗖 🤱	Müller	Julia	Festangestellt
Projektteam		10		1
2	9 1-9	79	C	,
	🙁 entferi	nen		eiterstatus 👄
	👗 aussc	hneiden		ngestellt
	<mark>ြက် kobi</mark> မှ	en		ngestellt
	🕓 alle 😽	ngestellt		
	📳 Repor	ngestellt		
	Selekt	tion invertie	eren	ngeotent
			riadico	, Jonahgestellt
	6 🗖 🤱	Müller	Julia	Festangestellt
	7 🗖 🤱	Schaub	Peter	Festangestellt
	8 🔽 🤱	Schaub	Peter	Festangestellt
	9 🔽 🤱	Schröder	Sandra	Festangestellt

... afterwards in the element project manager ...



... pasted.

Projektmanager	🗏 1-3	/3	9	
		Name 🔶	Vorname	Mitarbeiterstatus
	1 🗖 🤱	Müller	Julia	Festangestellt
	2 🗖 🤱	Schaub	Peter	Festangestellt
	3 🗖 🤱	Schröder	Sandra	Festangestellt
Projektteam	■ 1-9	/9	9	
		Name 🔶	Vorname	Mitarbeiterstatus 👄
	1 🗖 🤱	Batzeck	Klaus	Festangestellt
	2 🗖 🤱	Meier	Dieter	Festangestellt
	3 🗖 🤱	Miller	Frank	Festangestellt
	4 🗖 🤰	Miller	John	Festangestellt
	5 🗖 🤱	Möller	Frauke	Festangestellt
	6 🗖 🤱	Müller	Julia	Festangestellt
	7 🗖 🤱	Schaub	Peter	Festangestellt
	8 🔽 🤱	Schaub	Peter	Festangestellt
	9 🗹 🤱	Schröder	Sandra	Festangestellt

A multiple selection is either automatically defined by the system functionalities or manually. A system functionality of this kind is for example the project team in the document project. All issuers (persons in charge) of the jobs are automatically transferred here. An example for the manual definition is the basis for the skill management of Projectile: Assigning occupations to the employees.

By clicking on the magnifying glass in the field occupations, a dialog is opened...

🔀 🥐 🚨 Mitarbeiter Batzeck Klaus			
	Dokument Bearbeiten Ansicht Aktionen		
Stammblatt Adresse	Kommunikation Pop3 AZ-Verwaltung Fähigkeiten Sonstiges Alle		
Tätigkeiten	₩.		
Soft-Skills	alle verfügbaren Dokumente Image: state st		
Sprachfähigkeiten	 Image: Sign of the second s		

... with all defined occupations in the system.

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By marking the occupations and by activating the button "Selection and back" the marked occupations will be transfered...



... into the employee document.



The example illustrates a compressed multiple selection. With ... the entries of the multiple selections are collapsed and ...



...and with \overline{e} the entries of the multiple selections are expanded once again.

Tätigkeiten	<u>R</u> ×₩P Q P ∨
	(Apply 2) Beratung [3] Projektleitung [4] Scholong

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