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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

	Name	First name	EmployeeStatus
1	Conner	Jane	Fixed
2	Griffith	Jean	Fixed
3	Hahn	Katrina	Fixed
4	Jane	Conner	Fixed
5	Jones	Timothy	Fixed
6	Müller	Georg	Fixed

These elements contain generally also the following functionalities:

Project team

	Name	First name	EmployeeStatus
		Jane	Fixed
		Jean	Fixed
		Katrina	Fixed
		Conner	Fixed
		Timothy	Fixed
		Georg	Fixed



= Deleting the marked elements of the multiple selections (without clipboard-function)



= 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



= 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...

Projektmanager

Projektteam

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		Name	Vorname	Mitarbeiterstatus
1		Müller	Julia	Festangestellt

1 - 9 / 9

entfernen
ausschneiden
kopieren
alle verfügbaren Dokumente
Report aus Liste erzeugen
Selektion invertieren

		Name	Vorname	Mitarbeiterstatus
6		Müller	Julia	Festangestellt
7		Schaub	Peter	Festangestellt
8		Schaub	Peter	Festangestellt
9		Schröder	Sandra	Festangestellt

Project manager

Project team

page 1 of 1

	Name	First name	EmployeeStatus
1	Conner	Jane	Fixed

page 1 of 1

Remove
Cut
Copy
Add to clipboard
Paste
Find available documents
Create report from list
Toggle select

		First name	EmployeeStatus
		Jane	Fixed
		Jean	Fixed
		Katrina	Fixed
		Conner	Fixed
		Timothy	Fixed
		Georg	Fixed
		Adam	External

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

Project manager

Project team

page 1 of 1

	Name	First name	EmployeeStatus
		Jane	Fixed

page 1 of 1

Remove
Cut
Copy
Add to clipboard
Paste
Find available documents
Create report from list
Toggle select

		First name	EmployeeStatus
1	Conner	Jane	Fixed
2	Griffith	Jean	Fixed
3	Hahn	Katrina	Fixed
4	Jane	Conner	Fixed
5	Jones	Timothy	Fixed
6	Müller	Georg	Fixed

... pasted.

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Project manager		page 1 of 1			1 - 3 / 3	
	Name	First name	EmployeeStatus			
1	Conner	Jane	Fixed			
2	Müller	Georg	Fixed			
3	Tate	Adam	External			

Project team		page 1 of 1			1 - 7 / 7	
	Name	First name	EmployeeStatus			
1	Conner	Jane	Fixed			
2	Griffith	Jean	Fixed			
3	Hahn	Katrina	Fixed			
4	Jane	Conner	Fixed			
5	Jones	Timothy	Fixed			
6	Müller	Georg	Fixed			
7	Tate	Adam	External			

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

🔍

alle verfügbaren Dokumente

⬇ ⬆ ✖ ✂ 📄 📧 🔍 📄 ✓

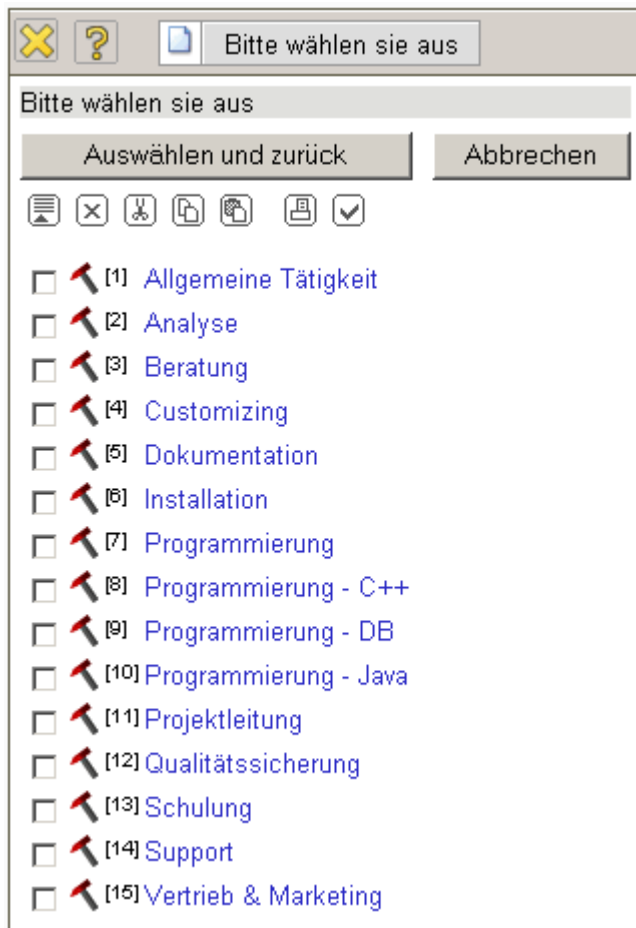
☐ AB [1] Interkulturelle Kommunikation
☐ AB [2] Kommunikation
☐ AB [3] Problemlösung
☐ AB [4] Teamführung

Sprachfähigkeiten

⬇ ⬆ ✖ ✂ 📄 📧 🔍 📄 ✓

☐ AB [1] deutsch
☐ AB [2] englisch
☐ AB [3] französisch

... with all defined occupations in the system.



Bitte wählen sie aus

Auswählen und zurück Abbrechen

☐ [1] Allgemeine Tätigkeit

☐ [2] Analyse

☐ [3] Beratung

☐ [4] Customizing

☐ [5] Dokumentation

☐ [6] Installation

☐ [7] Programmierung

☐ [8] Programmierung - C++

☐ [9] Programmierung - DB

☐ [10] Programmierung - Java

☐ [11] Projektleitung

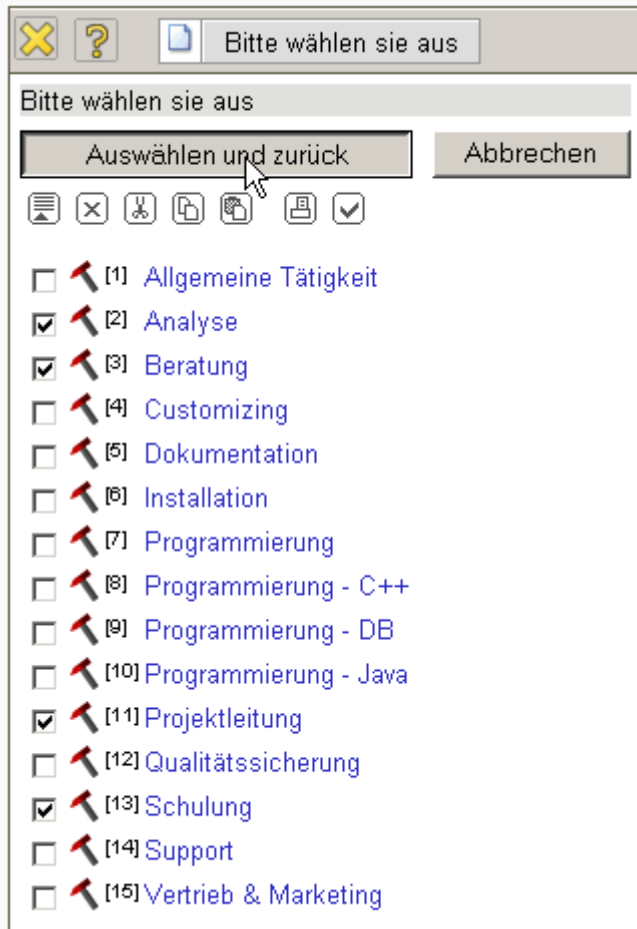
☐ [12] Qualitätssicherung

☐ [13] Schulung

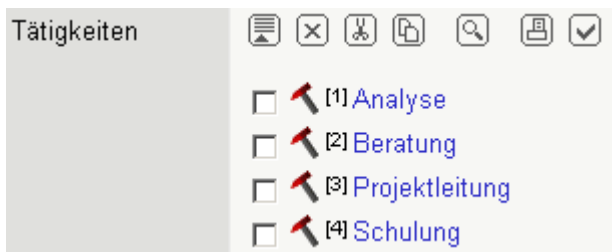
☐ [14] Support

☐ [15] Vertrieb & Marketing

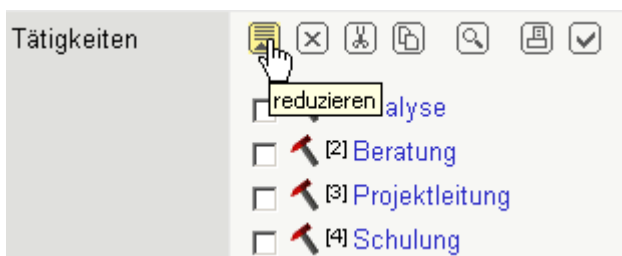
By marking the occupations and by activating the button "Selection and back" the marked occupations will be transfered...



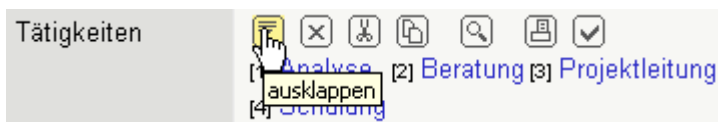
... into the employee document.



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



...and with ☷ the entries of the multiple selections are expanded once again.



Project manager

		page 1 of 1		1 - 3 / 3	
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	3	Tate	Adam	External	

Project team

		page 1 of 1		1 - 7 / 7	
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	6	Müller	Georg	Fixed	
	7	Tate	Adam	External	

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