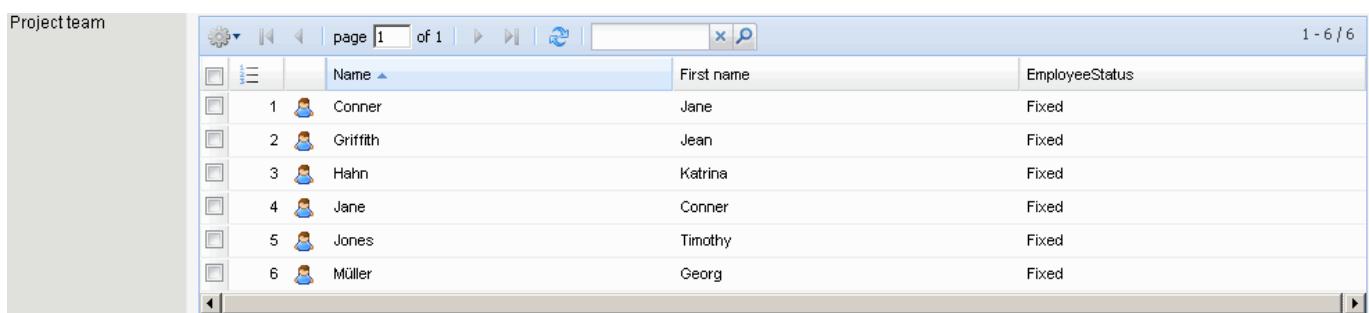


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## 3.03 Documents (... continued)

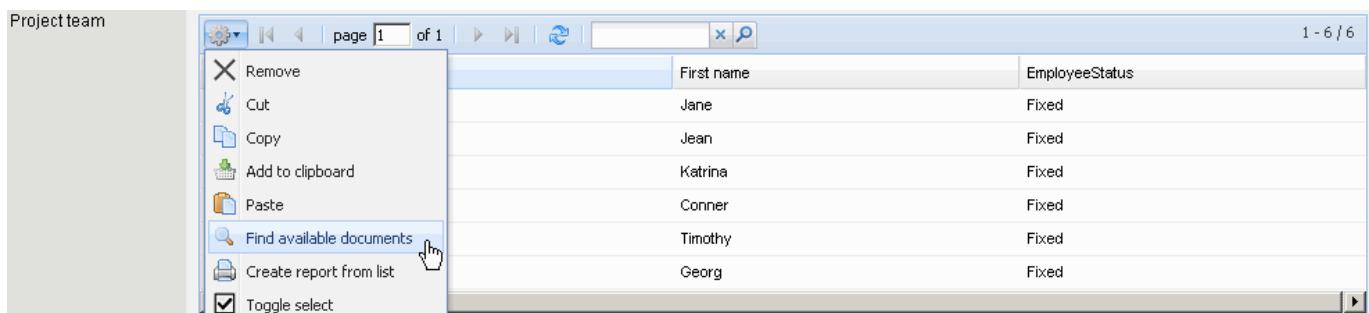
### Elements for Multiple Selections:

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.



	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:



	Name	First name	EmployeeStatus
X		Jane	Fixed
Cut		Jean	Fixed
Copy		Katrina	Fixed
Add to clipboard		Conner	Fixed
Paste		Timothy	Fixed
Find available documents		Georg	Fixed
Create report from list			
<input checked="" type="checkbox"/> Toggle select			

 = 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...

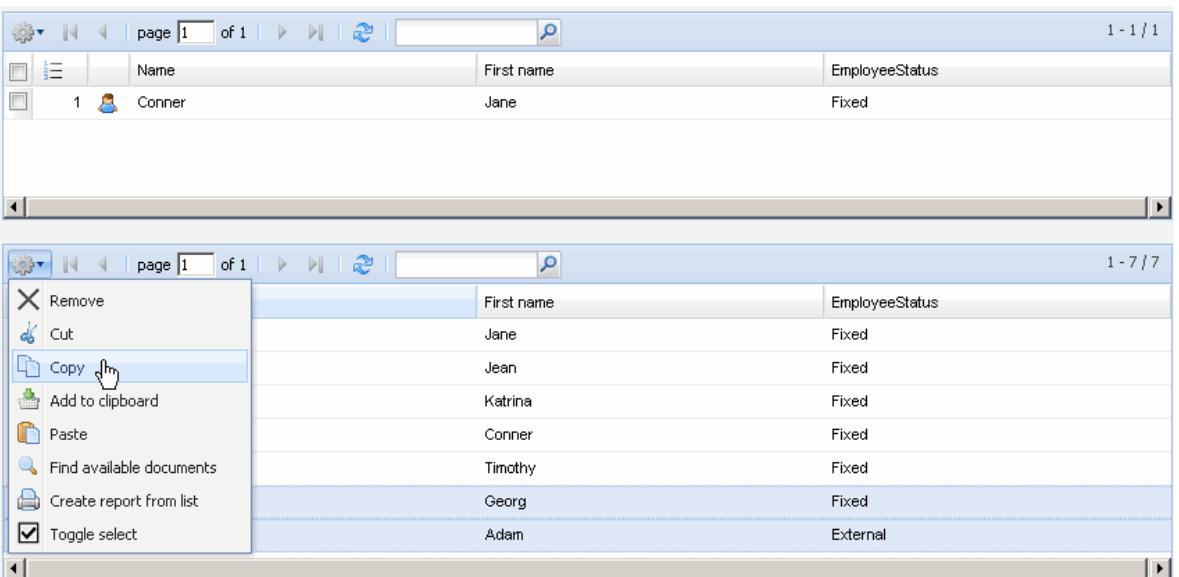
Project manager

Name	First name	EmployeeStatus
1 Conner	Jane	Fixed

Project team

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

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



The screenshot shows two tables side-by-side. The left table, titled 'Project manager', contains one row with a user icon and the name 'Conner'. The right table, titled 'Project team', contains seven rows with names: Jane, Jean, Katrina, Conner, Timothy, Georg, and Adam. A context menu is open over the first row of the 'Project manager' table, with the 'Copy' option highlighted.

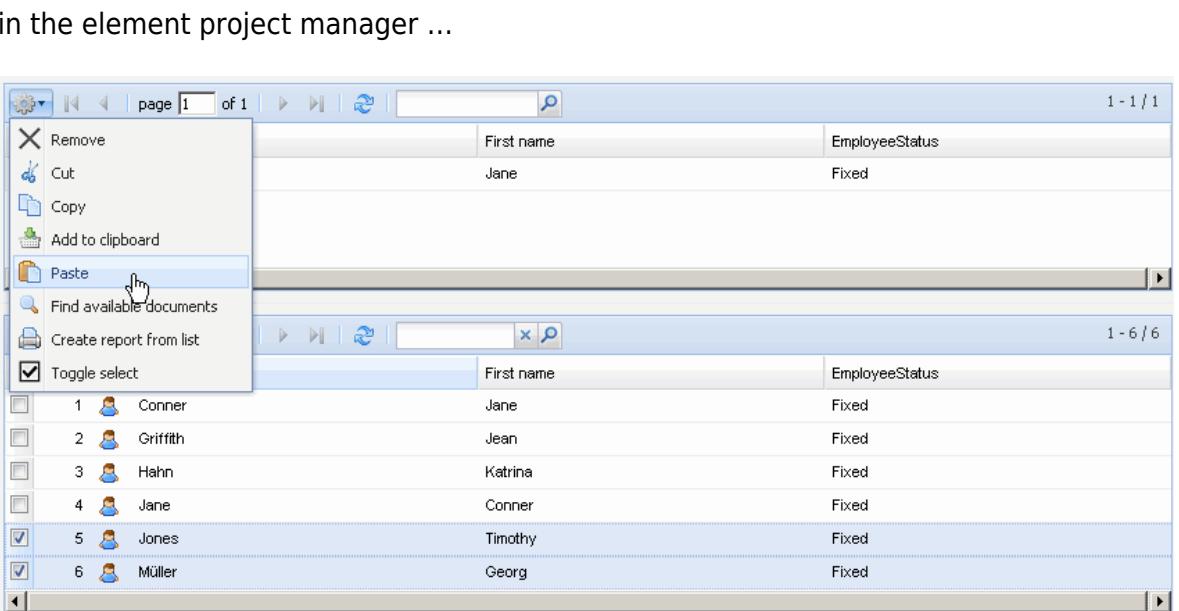
Project manager

Name	First name	EmployeeStatus
1 Conner	Jane	Fixed

Project team

	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.



The screenshot shows the same two tables. The context menu over the 'Project manager' table now has 'Paste' selected. The 'Project team' table now has six new rows (5-10) with names: Griffith, Hahn, Jane, Jones, Müller, and Tate, all listed under the 'Conner' entry in the 'Name' column.

Project manager

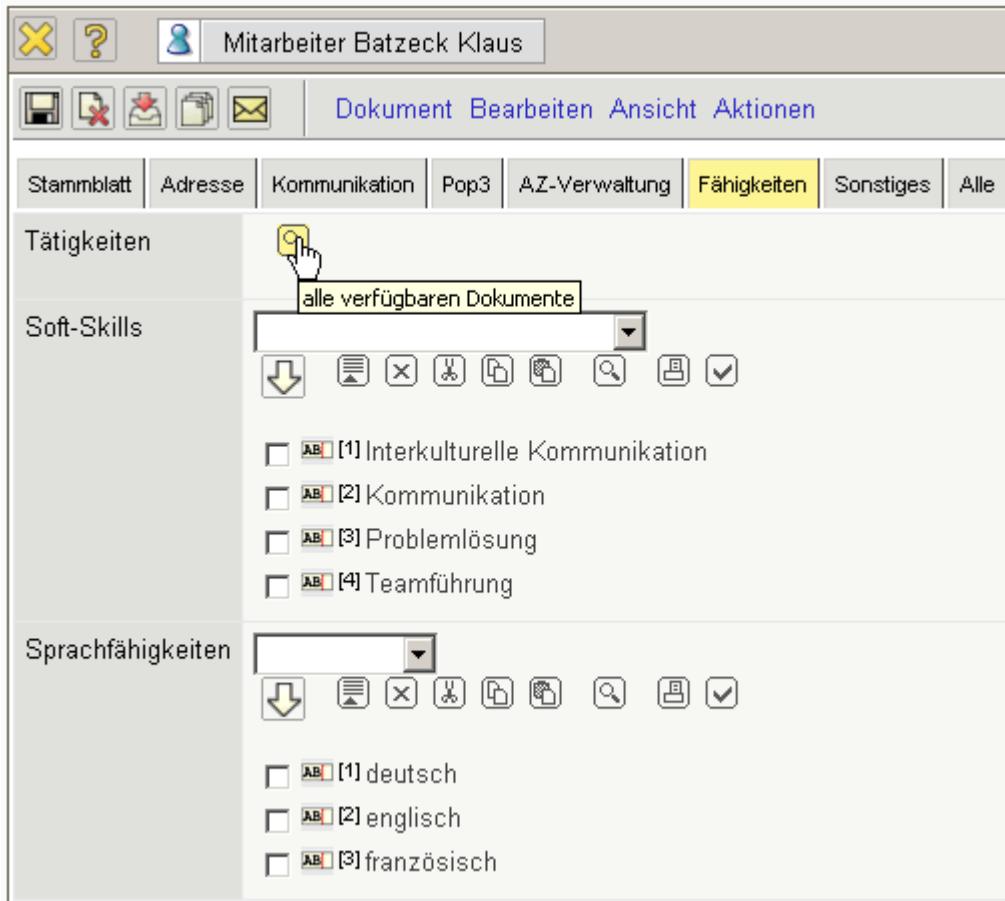
Name	First name	EmployeeStatus
1 Conner	Jane	Fixed
2 Müller	Georg	Fixed
3 Tate	Adam	External

Project team

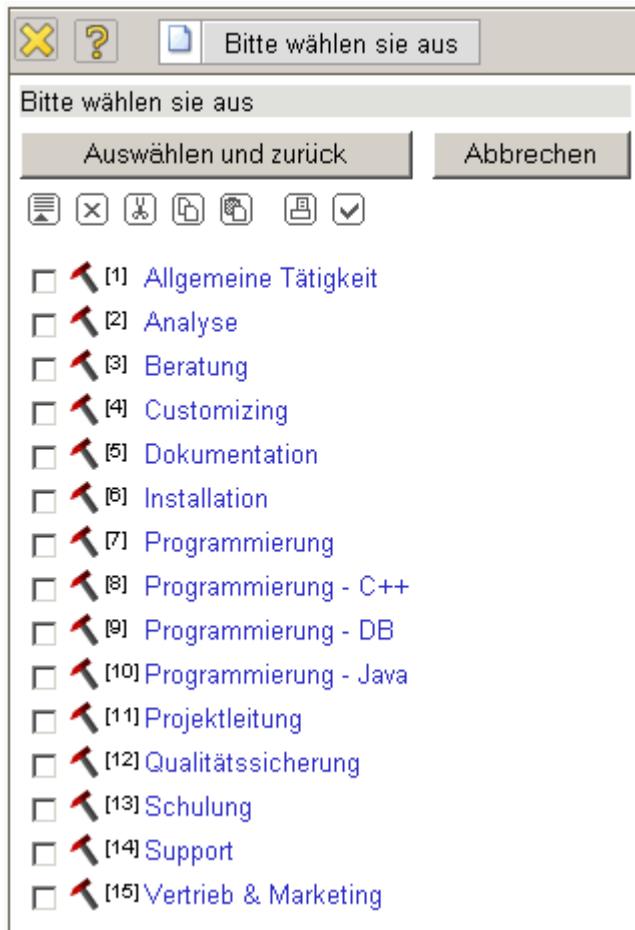
Name	First name	EmployeeStatus
1 Conner	Jane	Fixed
2 Griffith	Jean	Fixed
3 Hahn	Katrina	Fixed
4 Jane	Conner	Fixed
5 Jones	Timothy	Fixed
6 Müller	Georg	Fixed
7 Tate	Adam	External

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...



... with all defined occupations in the system.



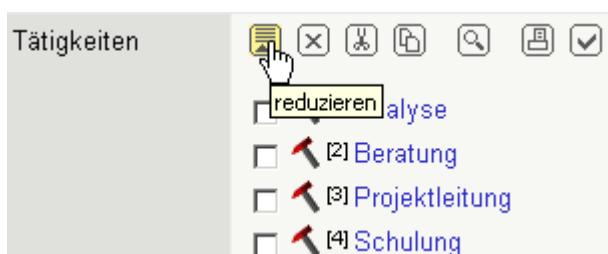
By marking the occupations and by activating the button “Selection and back” the marked occupations will be transferred...



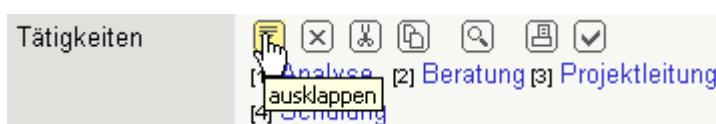
... into the employee document.



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.



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