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3.03 Documents (continued 2)

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		Adoro	Luca	Fixed
2		Carter	Simon	Fixed
3		Chavez	Marc	External
4		Dominguez	Jose	Fixed
5		Miles	Sarah	Fixed
6		Thomá	Miriam	Fixed

These elements contain generally also the following functionalities:

Project team

		First name	EmployeeStatus
		Luca	Fixed
		Simon	Fixed
		Marc	External
		Jose	Fixed
		Sarah	Fixed
		Miriam	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 and...

Project manager

Projectteam

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	Name	First name	EmployeeStatus
1	Conner	Jane	Fixed

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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

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... afterwards pasted in the element ...

Project manager

Projectteam

page 1 of 1

	First name	EmployeeStatus
	Jane	Fixed

1 - 1 / 1

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

1

	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

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... project manager.

Project manager				
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		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...

Employee Jones Timothy

Document Edit View Back references Actions

Master data Address Communication Work time management **Skills** Misc

Professional skills

Soft skills

Find available documents

☐ **AB**^[1] motivation
☐ **AB**^[1] problem solving
☐ **AB**^[1] teamleading

Language skills

☐ **AB**^[1] English
☐ **AB**^[1] German

... with all defined occupations in the system.

 Current selection: Professional skills

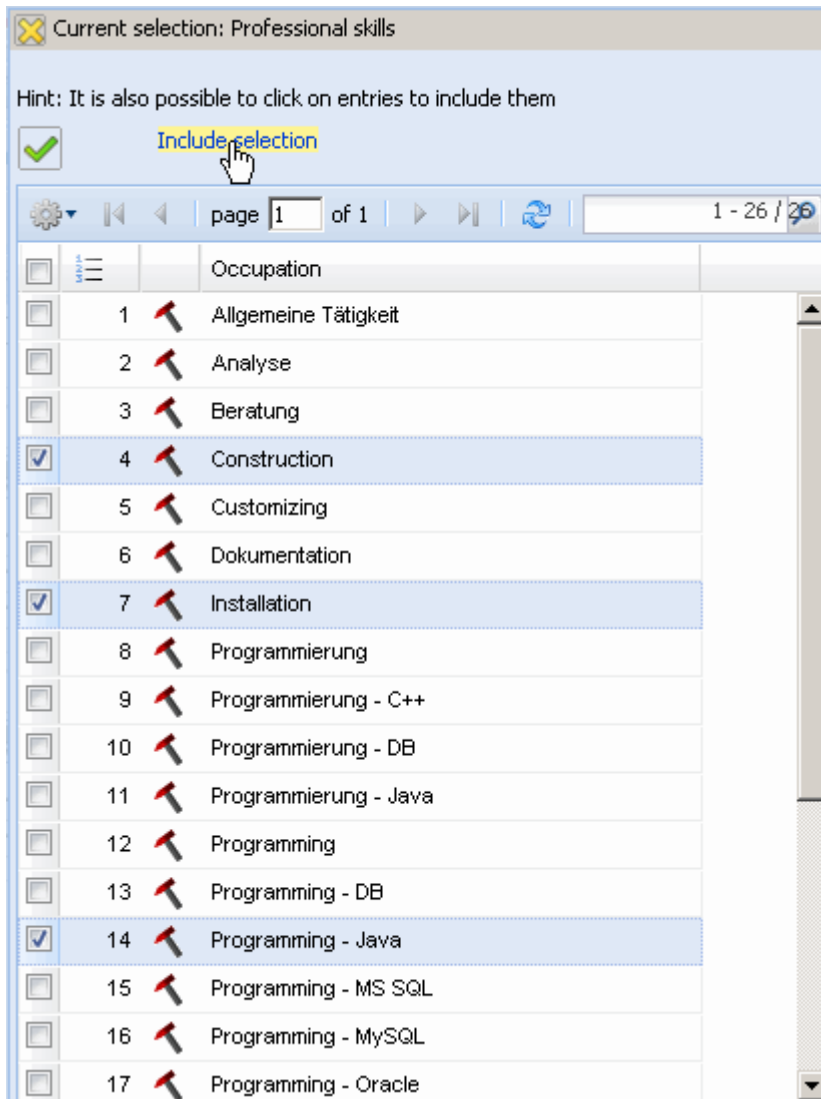
Hint: It is also possible to click on entries to include them

 [Include selection](#)

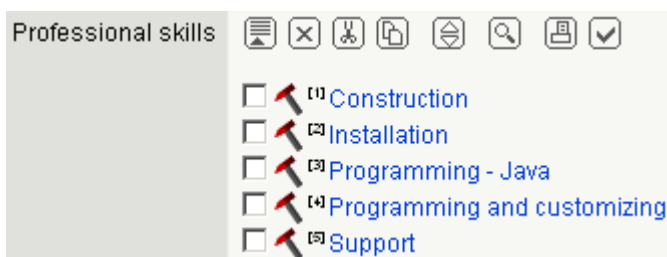
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☐		Occupation
☐	1 	Allgemeine Tätigkeit
☐	2 	Analyse
☐	3 	Beratung
☐	4 	Construction
☐	5 	Customizing
☐	6 	Dokumentation
☐	7 	Installation
☐	8 	Programmierung
☐	9 	Programmierung - C++
☐	10 	Programmierung - DB
☐	11 	Programmierung - Java
☐	12 	Programming
☐	13 	Programming - DB
☐	14 	Programming - Java
☐	15 	Programming - MS SQL
☐	16 	Programming - MySQL
☐	17 	Programming - Oracle

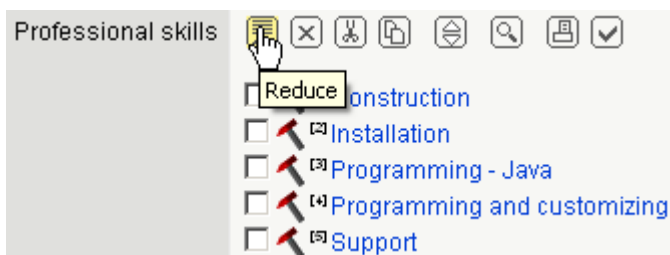
By marking the occupations and by activating the button “Include selection” the marked occupations will be transferred...



... into the employee document.



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



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

Professional skills



Construction

[2] Installation [3] Programming - Java

[4] Expand programming and customizing [5] Support

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