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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

Remove
 Cut
 Copy
 Add to clipboard
 Paste
 Find available Employee
 Create report from list
☒ 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 and...

Project manager

Project team

page 1 of 1

Name	First name	EmployeeStatus
1  Conner	Jane	Fixed

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

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

... afterwards pasted in the element ...

Project manager

Project team

page 1 of 1

Name	First name	EmployeeStatus
 Jane	Jane	Fixed

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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

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

... project manager.

Project manager				
				
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		Name	First name	EmployeeStatus
	1	 Conner	Jane	Fixed
	2	 Müller	Georg	Fixed
	3	 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...

The screenshot shows the SAP Employee Data Maintenance interface for Timothy Jones. The 'Skills' tab is active. Under 'Professional skills', a search icon is highlighted with a tooltip 'Find available documents'. Under 'Soft skills', there are three entries: 'motivation', 'problem solving', and 'teamleading', each with a checkbox and a small icon. Under 'Language skills', there are two entries: 'English' and 'German', each with a checkbox and a small icon.

... with all defined occupations in the system.

 Current selection: Professional skills

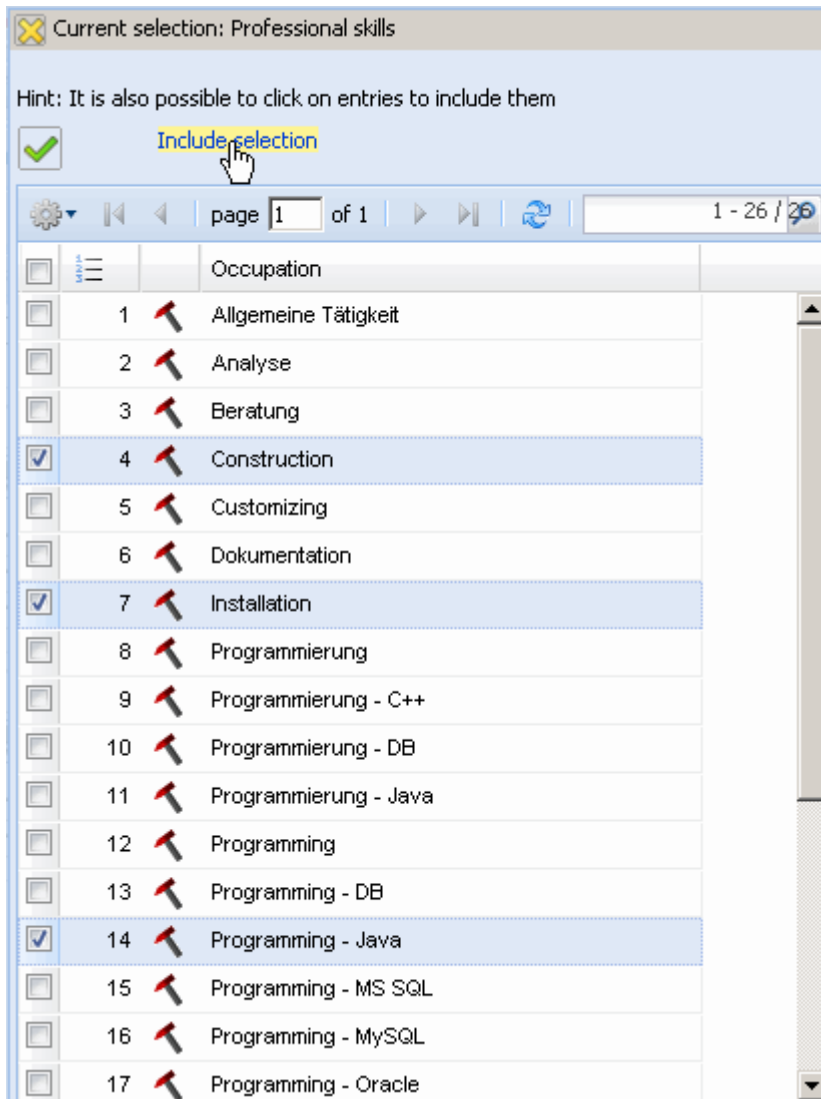
Hint: It is also possible to click on entries to include them

 [Include selection](#)

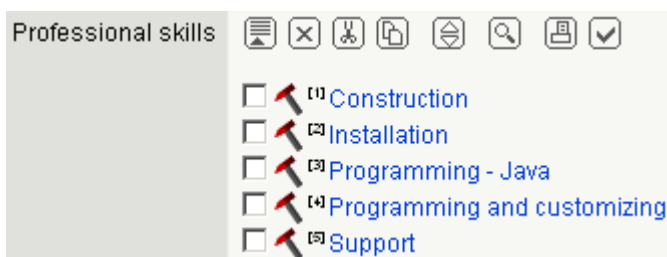
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☐		Occupation
☐	1 	Allgemeine Tätigkeit
☐	2 	Analyse
☐	3 	Beratung
☐	4 	Construction
☐	5 	Customizing
☐	6 	Dokumentation
☐	7 	Installation
☐	8 	Programmierung
☐	9 	Programmierung - C++
☐	10 	Programmierung - DB
☐	11 	Programmierung - Java
☐	12 	Programming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

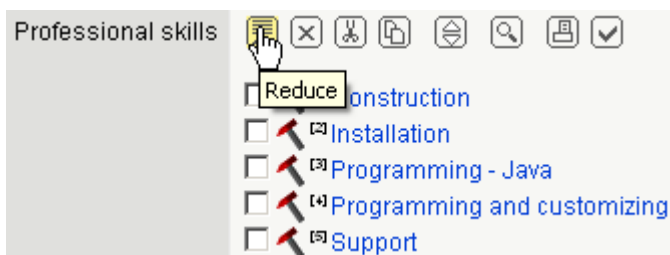
By marking the occupations and by activating the button “Include selection” the marked occupations will be transferred...



... 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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