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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 ...

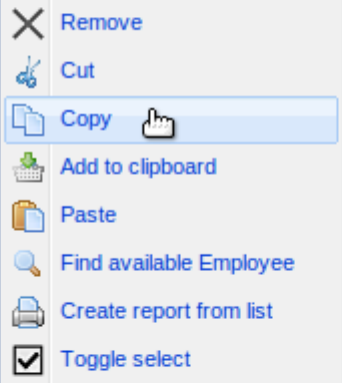
Project manager



	Name	First name	EmployeeStatus
1 	Adoro	Luca	Fixed

Project team





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

... afterwards pasted in the element ...

Project manager

Project team

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Remove

Cut

Copy

Add to clipboard

Paste

Find available Employee

Create report from list

Toggle select

		First name	EmployeeStatus
		Luca	Fixed

		First name	EmployeeStatus
☒	2	Carter	Simon
☐	3	Chavez	Marc
☐	4	Dominguez	Jose
☐	5	Miles	Sarah
☐	6	Thomá	Miriam

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... project manager.

Project manager

Project team

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		Name	First name	EmployeeStatus
☐	1	Adoro	Luca	Fixed
☐	2	Carter	Simon	Fixed

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		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

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 Carter Simon

Document Edit View Back references Actions

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

Education

Careers

Certificates

SkillPortfolio

ItSkills

Skills

SubjectSkills

ManagementSkills

Professional skills

Soft skills

Find available Occupations

AB1 [1] motivation

AB1 [2] problem solving

AB1 [3] teamleading

Language skills

AB1 [1] Englisch#Grundkenntnisse

AB1 [2] Deutsch#Muttersprache

... 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 Berater Lucy
☐	4 Berater Sanchez
☐	5 Beratung
☐	6 Beratung - Finanzie...
☐	7 Beratung - Projekt...
☐	8 Beratung - Qualitäts...
☐	9 Beratung J
☐	10 Beratung M
☐	11 Consulting
☐	12 Custom B
☐	13 Custom C
☐	14 Customizing
☐	15 Customizing Horst
☐	16 Develop Forster
☐	17 Develop Fritz

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

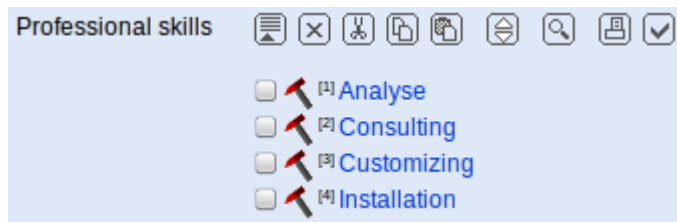
Current selection: Professional skills

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

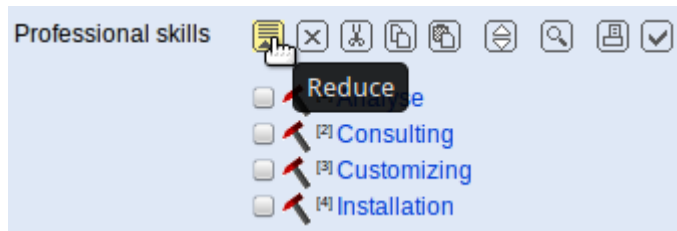
page 1 of 1 1 - 45 / 45 show 100 entries

	Occupation
☒	11 Consulting
☐	12 Custom B
☐	13 Custom C
☒	14 Customizing
☐	15 Customizing Horst
☐	16 Develop Forster
☐	17 Develop Fritz
☐	18 Develop H
☐	19 Develop Linda
☐	20 Develop Mayer
☐	21 Develop Morgan
☐	22 Develop Workshop
☐	23 Development Jose
☐	24 Dokumentation
☐	25 Implementierung R
☒	26 Installation
☐	27 Konstruktion

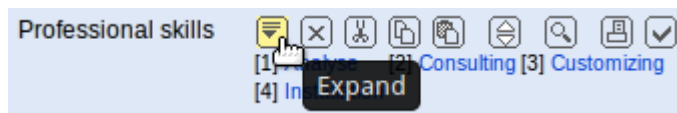
... into the employee document.



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.



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