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3.11.08 Unit Administration

In Projectile, the department structures can be illustrated in a company by using “units”. There can be one or more unit managers and an associated team. With the possibility to divide the employees into various units, i.e. departments, extensions and refinement of the access permissions system occurs. This is important when units are assigned to [projects](#).

Unit Marketing and Sales	
Unit	Marketing and Sales
TopUnit	Cambridge
Description	Marketing and Sales
Unit managers	☐  Müller Georg
Unit members	☐  Jones Timothy ☐  Griffith Jean
Parent unit	Cambridge
Subunits	
Issue	
Note	

Unit 001 Bayern

Dokument Bearbeiten Ansicht Rückverweise

Unit 001 Bayern

TopUnit 001 Bayern

Bezeichnung 001 Bayern

Unitleiter Frenzel Thomas

Mitarbeiter Abel Klaus

Übergeordnete Unit

Untergeordnete Unit 010 Nürnberg 011 München

Bemerkung

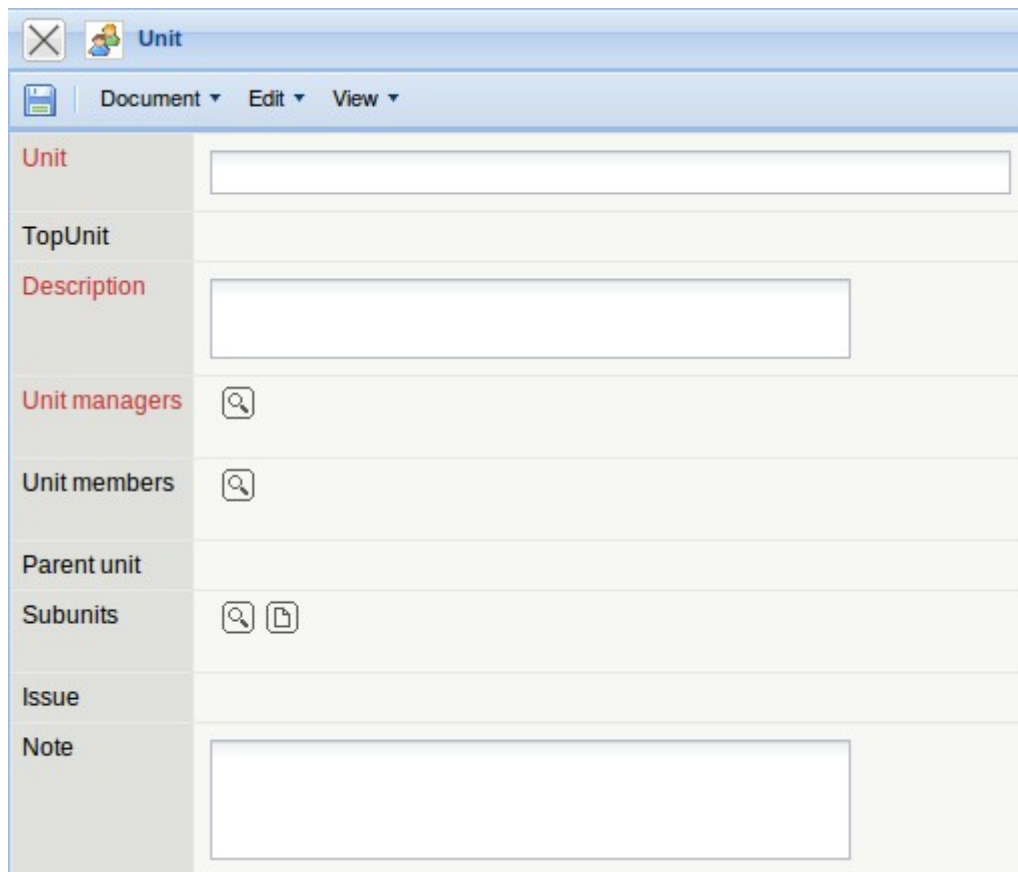
Required fields: Unit, Description, Unit manager

Defining New Units

In the following units a new unit is created. First, the functionality “Create” with the selections “Unit” is activated.

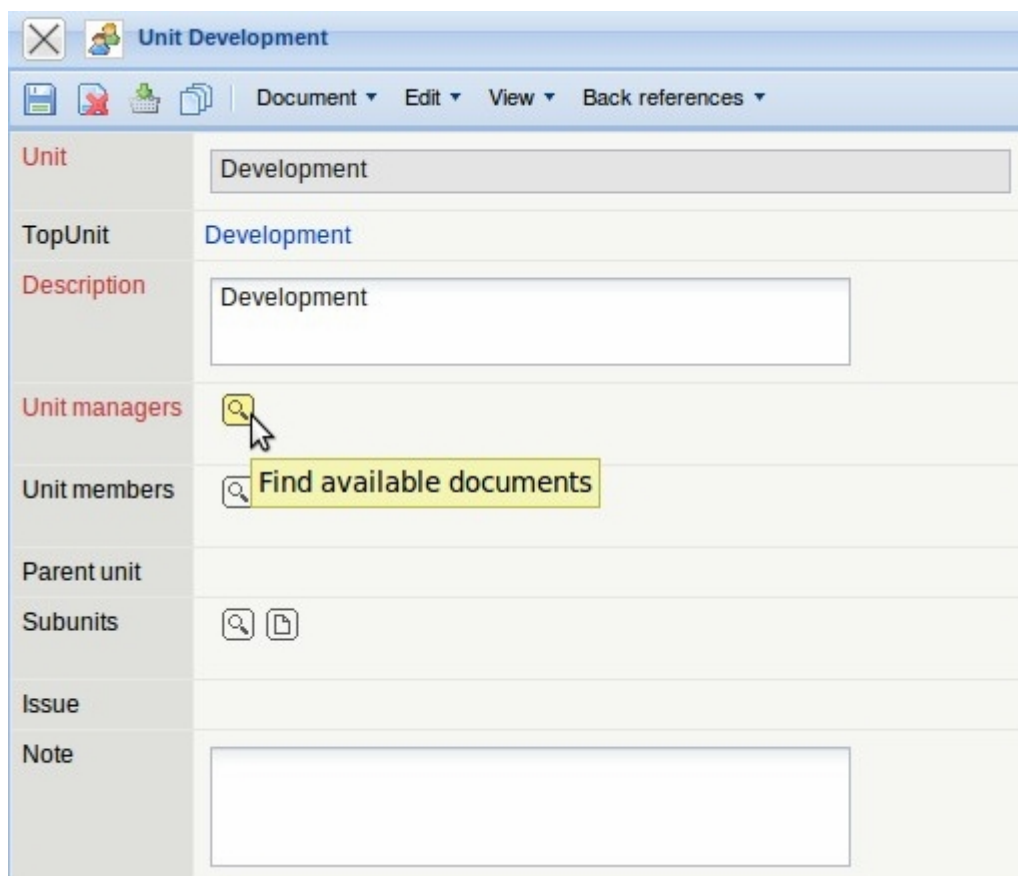


Then, a new document is opened:



Unit	
TopUnit	
Description	
Unit managers	
Unit members	
Parent unit	
Subunits	
Issue	
Note	

In the following example a new unit “Department” with two sub-units is defined. To define the unit manager, using the functionality “Find available documents” ...



Unit	Development
TopUnit	Development
Description	Development
Unit managers	
Unit members	
Parent unit	
Subunits	
Issue	
Note	

... with the appropriate list of all employees is displayed. Here, the employee can be selected and included ...

Current selection: Unit managers

 Toggle filter

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

☒ Include selection

page 1 of 1

	Name	First name
☐	1  Belsito	Marina
☒	2  Conner	Jane
☐	3  Griffith	Jean
☐	4  Hahn	Katrina
☐	5  Jones	Timothy
☐	6  Müller	Georg
☐	7  Tate	Adam

... to be assigned as the unit manager in the unit. The employees are selected for this unit ...

Unit Development

Document Edit View Back references

Unit Development

TopUnit Development

Description Development

Unit managers      

☐  ^[2] Conner Jane

Unit members 

Parent unit Find available documents

Subunits  

Issue

Note

and then assigned to the unit, in the same manner as above.

Current selection: Unit members

 Toggle filter

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

 Include selection

page 1 of 1

	Name	First name
☐	1  Belsito	Marina
☐	2  Conner	Jane
☒	3  Griffith	Jean
☐	4  Hahn	Katrina
☒	5  Jones	Timothy
☒	6  Müller	Georg
☒	7  Tate	Adam

After all information is entered, the document is then saved using 

Unit Development

    Document Edit View Back references

Unit Save the document

TopUnit Development

Description Development

Unit managers      

☐  ^[1] Jane Conner

Unit members       

☐  ^[1] Griffith Jean

☐  ^[2] Jones Timothy

☐  ^[3] Müller Georg

☐  ^[4] Tate Adam

Parent unit

Subunits  

Issue

Note

It is possible to create sub-units for this unit "Department". To create the sub-unit, activate the

functionality “New Document” in the sub-unit row.

The screenshot shows a web application window titled "Unit Development". It features a menu bar with "Document", "Edit", "View", and "Back references". The main content area is divided into several sections:

- Unit:** A text field containing "Development".
- TopUnit:** A text field containing "Development".
- Description:** A text field containing "Development".
- Unit managers:** A section with icons for list, delete, add, search, and print. Below the icons is a checkbox and a user icon next to the name "Jane Conner".
- Unit members:** A section with icons for list, delete, add, search, and print. Below the icons are four checkboxes, each followed by a user icon and a name: "Griffith Jean", "Jones Timothy", "Müller Georg", and "Tate Adam".
- Parent unit:** A text field.
- Subunits:** A section with icons for search and add. A mouse cursor is hovering over the add icon, which has triggered a yellow tooltip that says "New document".
- Issue:** A text field.
- Note:** A large text area.

A new unit manager must be entered once again.

Es muss wieder ein Untitleiter angegeben werden.

Unit	
Unit	Marketing 1.1
TopUnit	
Description	Marketing and Public Relations
Unit managers	
Unit members	 Find available documents
Parent unit	Development
Subunits	 
Issue	
Note	

Unit	
Unit	Marketing
Bezeichnung	Marketing & Öffentlichkeitsarbeit
Unitleiter	 
Mitarbeiter	  alle verfügbaren Dokumente
Übergeordnete Unit	Sales
Untergeordnete Unit	 
Bemerkung	

Nach Definition dieser untergeordneten Unit "Marketing", wird ...

Unit Marketing

Neues Dokument aus Vorlage

Bezeichnung Marketing & Öffentlichkeitsarbeit

Unitleiter ☐ [1] Krause Sabine

Mitarbeiter ☐ [1] Müller Julia
☐ [2] Möller Frauke
☐ [3] Tolker Jan

Übergeordnete Unit Sales

Untergeordnete Unit

Bemerkung

... eine zweite Unit "Vertrieb" erstellt.

Unit Vertrieb

Dokument speichern

Unit

Bezeichnung: Vertrieb, Messen & Roadshows

Unitleiter: ☐ [1] Lange Wolf

Mitarbeiter: ☐ [1] Franke Helene [2] Müller Frank [3] Rainert Thorsten

Übergeordnete Unit: Sales

Untergeordnete Unit:

Bemerkung:

Nach dem Schließen der beiden untergeordneten Units ergibt sich folgende Organisationsstruktur. Die Unit "Sales" besteht aus den zwei untergeordneten Abteilungen "Marketing" und "Vertrieb".

Unit Sales

Dokument speichern

Unit: Sales

Bezeichnung: Marketing & Vertrieb

Unitleiter: ☐ [1] Krause Sabine [2] Lange Wolf

Mitarbeiter: ☐ [1] Müller Julia [2] Möller Frauke [3] Rainert Thorsten [4] Schiefer Claudia

Übergeordnete Unit:

Untergeordnete Unit: ☐ [1] Marketing [2] Vertrieb

Bemerkung:

Für die definierte Unit "Sales" ergibt sich dann folgende Struktur:

Suchergebnis			
01 - ReportMaker			
Name	26.09.2005 18:37:18		
gefunden	1 - 26 / 26		
☒	+	-	
1	☐	☒	Sales
2	☐	☒	Unitleiter
3	☐	☒	Krause Sabine
4	☐	☒	Lange Wolf
5	☐	☒	Mitarbeiter
6	☐	☒	Müller Julia
7	☐	☒	Möller Frauke
8	☐	☒	Rainert Thorsten
9	☐	☒	Schiefer Claudia
10	☐	☒	Untergeordnete Unit
11	☐	☒	Marketing
12	☐	☒	Unitleiter
13	☐	☒	Krause Sabine
14	☐	☒	Mitarbeiter
15	☐	☒	Müller Julia
16	☐	☒	Möller Frauke
17	☐	☒	Tolker Jan
18	☐	☒	Übergeordnete Unit
19	☐	☒	Vertrieb
20	☐	☒	Unitleiter
21	☐	☒	Lange Wolf
22	☐	☒	Mitarbeiter
23	☐	☒	Franke Helene
24	☐	☒	Müller Frank
25	☐	☒	Rainert Thorsten
26	☐	☒	Übergeordnete Unit

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