



## Personalwolke Travel

If you are a user of the "Travel" module, the following loose groups are also available for managing user rights:

PB-TM-User	PB-TM-Manager	PB-TM-Admin
<ul style="list-style-type: none"> <li>Apply for / account for trip (depending on the definition according to the furnishing workshop)</li> <li>Info / My travels</li> </ul>	<ul style="list-style-type: none"> <li>Management / Travel of my employees</li> </ul>	<ul style="list-style-type: none"> <li>Administration / Travel Expenses / All Trips</li> <li>Management / Travel of my employees</li> </ul>

## Personalwolke Project-Time

If you are a user of the "Project Time" module, the following loose groups are also available for managing user rights:

PB-PTM-Usr	PB-PTM-Mgm	PB-PTM-ProjMngr	PB-PTM-Admin
<ul style="list-style-type: none"> <li>Project time booking</li> <li>Enter project time</li> <li>Info / My project times</li> </ul>	<ul style="list-style-type: none"> <li>Enter project time</li> <li>Management / project times of my employees</li> </ul>	<ul style="list-style-type: none"> <li>Management / Project expenses</li> </ul>	<ul style="list-style-type: none"> <li>Enter project time</li> <li>Administration / Project time / Projects</li> <li>Management / project times of my employees</li> </ul>

## How to add user to a group

We select the **PB-ALLE** group and click Save. This assigns the employee to the loose group **PB-ALLE**.

The screenshot shows the 'Lose Gruppen PP' configuration page. At the top, there is a navigation bar with tabs: Settings, Groups, Roles, Action Permissions, In competence of roleholders, Cache, Login Attempts, NFC Tags, and Modules. Below the navigation bar, there is a dropdown menu for 'Lose Gruppen PP'. A search bar with 'with History' is visible. The main content area shows a table with the following data:

Orgstructure	Name	Valid from	Valid till	Delete
Lose Gruppen PP	PP-KioskAdmin (PP-KioskAdmin)	28/01/2020	01/01/3000	<input type="checkbox"/>
Lose Gruppen PP	PP-Admin (Alle Administratoren)	06/06/2013	01/01/3000	<input type="checkbox"/>
Lose Gruppen PP	PP-ALLE (Alle Mitarbeiter PW Prof)	27/03/2013	01/01/3000	<input type="checkbox"/>
Lose Gruppen PP	PP-Management (Alle Manager)	27/03/2013	01/01/3000	<input type="checkbox"/>

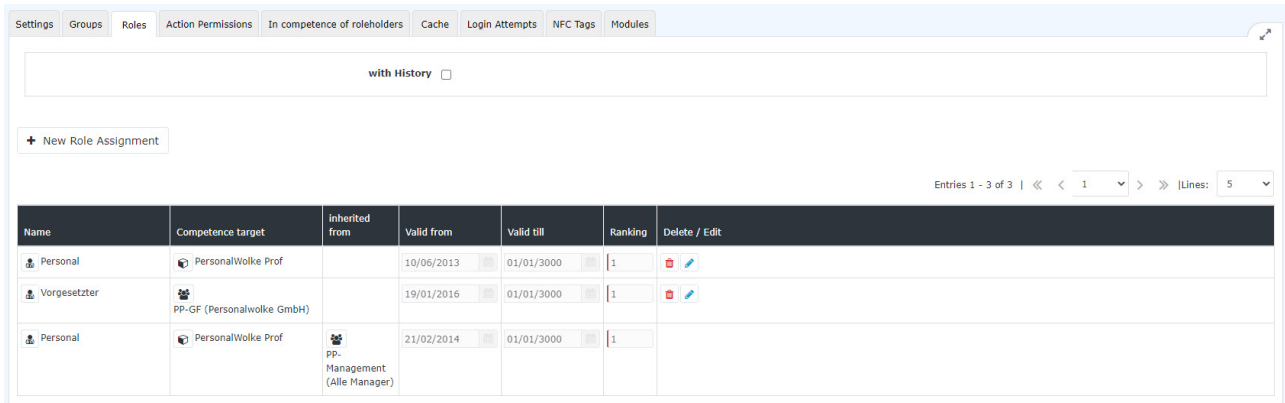
In summary, it can be said that when creating a new person regarding the groups / roles, the following things must be considered:

- **Person has been assigned to exactly one hierarchical group.**
- **Person has been assigned to the loose group PB-ALLE.**
- Person gets optional additional rights by adding to loose groups
  - PB management and / or PB admin (when using the time module)
  - PB-TM user / PB-TM manager / PB-TM admin (when using the travel module)
  - PB-PTM-User / PB-PTM-Mgm / PB-PTM-ProjMngr / PB-PTM-Admin (when using the project time module)
- Person gets optional additional rights (correction client) by adding the role Personnel

Role assignment for managers and personnel is explained in the next section.

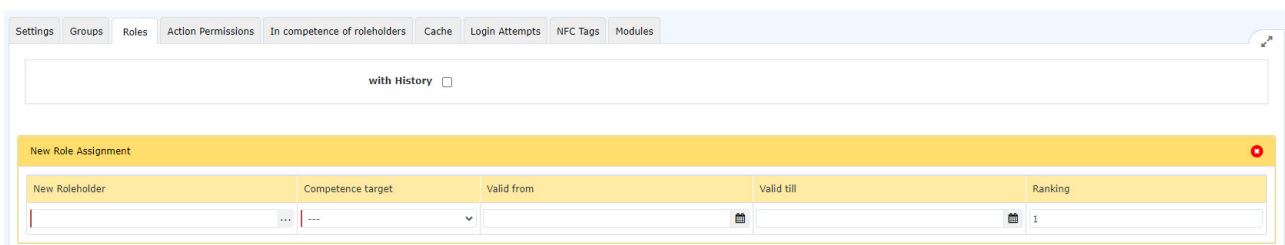
## Tab: Roles

Under **Roles**, you can find an overview of the roles assigned to this person in the company. The following screenshot shows that the person has not yet been assigned a role.



Name	Competence target	Inherited from	Valid from	Valid till	Ranking	Delete / Edit
Personal	PersonalWolke Prof		10/06/2013	01/01/3000	1	[Delete] [Edit]
Vorgesetzter	PP-GF (Personalwolke GmbH)		19/01/2016	01/01/3000	1	[Delete] [Edit]
Personal	PersonalWolke Prof	PP-Management (Alle Manager)	21/02/2014	01/01/3000	1	

If the employee is now to be assigned another role (superior, personnel), this is done by clicking on the **New Role Holder** button.

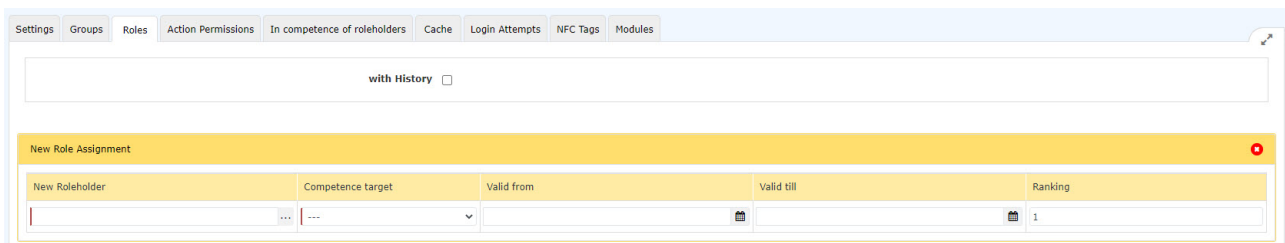


New Roleholder	Competence target	Valid from	Valid till	Ranking
				1

- **New role assignment** Selection of the role (personnel) to be assigned to the employee.
- **Competence target** refers to the person/group for which the employee is to be responsible.
- **Valid from / Valid to** describes the period in which the employee is assigned the selected role.
- The **order** determines the deputy (sequence 1 = superior, 2 = deputy, 3,4 = if several persons are defined as deputies, the system determines who receives an application for processing).

Example: New role assignment "superior", competence objective: group, "PB-ENTW (development)" - this means that the person performs the role of superior for the group PB-ENTW, i.e. all applications submitted by a person from the group PB-ENTW and requiring approval / review by the role of superior end up with this person. Of course, a special person could also be appointed instead of the group. In this case, the Superior role only applies to the person who was defined.

A person can be assigned several roles with different competence goals!



New Roleholder	Competence target	Valid from	Valid till	Ranking
				1

A click on **Save** defines that the employee is now the **manager of the PB-ENTW (Development)** group.

The assigned roles can also be withdrawn / changed from the user by means of

Delete 

Edit 

1. /daisy/personalwolke-admin/6024-dsy.html?language=4
2. /daisy/personalwolke-admin/6025-dsy.html?language=4
3. /daisy/personalwolke-admin/6026-dsy.html?language=4
4. /daisy/personalwolke-admin/6027-dsy.html?language=4
5. /daisy/personalwolke-admin/5881-dsy.html?language=4
6. /daisy/personalwolke-admin/5885-dsy.html?language=4
7. /daisy/personalwolke-admin/5884-dsy.html?language=4
8. /daisy/personalwolke-admin/5886-dsy.html?language=4
9. /daisy/personalwolke-admin/5887-dsy.html?language=4