Other Menu Items

User

In this menu, found at the top right, you will find:

- **Settings:** Language settings
- **About:** shows the software version currently in use
- **Log out**

Search

Here you have the option to search for persons, organizational units and, if they are used in your company organization, also cost centers and locations.
Entering a search term immediately lists the pages whose short name or long name contains this keyword.

The Icon Menu on the Left

- **Employees (current):** clicking this green figure icon shows the list of all current employees of all my clients
- **Organization chart:** clicking this blue org-tree icon opens an expandable list of all my client organizations
- **Job:** clicking this purple briefcase icon opens a list of all jobs entered so far
- **Position:** clicking this yellow index card icon opens a list of all positions entered so far
- **Staffing plan:** clicking this green calendar icon opens a possible list with a date field, a selection window for the group to be displayed, an option for whether subordinate OUs are to be included, and a plus sign to expand all levels and a minus sign to collapse all levels again

.

.

.

.