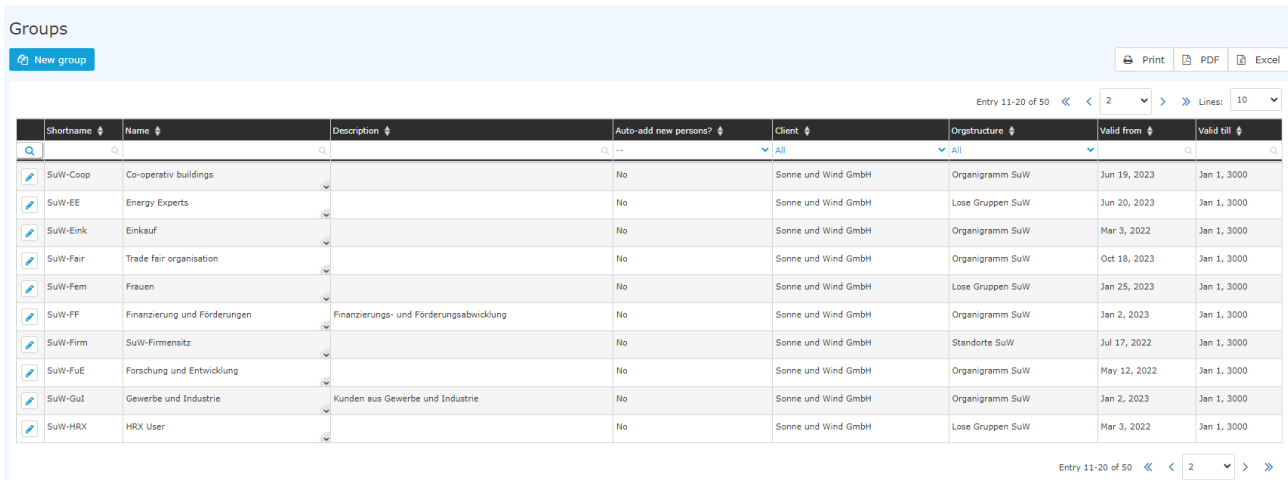


FAQ: Changing the short name/name of a group

Select the item **Groups** in the menu tree under **Administration**.

This menu item provides a **list of all created groups** (loose groups and hierarchical groups) of the client (company).



The screenshot shows the 'Groups' application interface. At the top, there is a 'New group' button and navigation options for Print, PDF, and Excel. Below this is a table with the following columns: Shortname, Name, Description, Auto-add new persons?, Client, Orgstructure, Valid from, and Valid till. The table contains 11 rows of data, each representing a different group type. The 'Auto-add new persons?' column has a dropdown menu set to 'All'. The 'Valid from' and 'Valid till' columns show dates and times.












| Shortname | Name | Description | Auto-add new persons? | Client | Orgstructure | Valid from | Valid till |
|-----------|------------------------------|---|-----------------------|---------------------|------------------|--------------|-------------|
| SuW-Coop | Co-operativ buildings | | No | Sonne und Wind GmbH | Organigramm SuW | Jun 19, 2023 | Jan 1, 3000 |
| SuW-EE | Energy Experts | | No | Sonne und Wind GmbH | Lose Gruppen SuW | Jun 20, 2023 | Jan 1, 3000 |
| SuW-Eink | Einkauf | | No | Sonne und Wind GmbH | Organigramm SuW | Mar 3, 2022 | Jan 1, 3000 |
| SuW-Fair | Trade fair organisation | | No | Sonne und Wind GmbH | Organigramm SuW | Oct 18, 2023 | Jan 1, 3000 |
| SuW-Fem | Frauen | | No | Sonne und Wind GmbH | Lose Gruppen SuW | Jan 25, 2023 | Jan 1, 3000 |
| SuW-FF | Finanzierung und Förderungen | Finanzierungs- und Förderungsabwicklung | No | Sonne und Wind GmbH | Organigramm SuW | Jan 2, 2023 | Jan 1, 3000 |
| SuW-Firm | SuW-Firmensetz | | No | Sonne und Wind GmbH | Standorte SuW | Jul 17, 2022 | Jan 1, 3000 |
| SuW-FuE | Forschung und Entwicklung | | No | Sonne und Wind GmbH | Organigramm SuW | May 12, 2022 | Jan 1, 3000 |
| SuW-GuI | Gewerbe und Industrie | Kunden aus Gewerbe und Industrie | No | Sonne und Wind GmbH | Organigramm SuW | Jan 2, 2023 | Jan 1, 3000 |
| SuW-HRX | HRX User | | No | Sonne und Wind GmbH | Lose Gruppen SuW | Mar 3, 2022 | Jan 1, 3000 |

Using the input fields under **Short name**, **Name**, **Description**, **Client**, **Organisational structure**, **Valid from** and **Valid to**, the list can be restricted accordingly.


For example, by entering "M" in the Short name field, the list can be restricted to groups whose short name contains at least one "M".

Groups

 New group

| | Shortname ▾ | Name ▾ | Description ▾ |
|---|--------------|--------------------------------|-------------------------------|
|  | | <input type="text" value="M"/> | <input type="text" value=""/> |
|  | SuW-Admin | Admin | |
|  | SuW-ALLE | Alle Mitarbeiter | |
|  | SuW-AUS | Sonne und Wind Ex-Mitarbeiter | |
|  | SuW-Firm | SuW-Firmensitz | |
|  | SuW-LiveChat | User mit Livechat Support | |
|  | SuW-Manager | Manager | |
|  | SuW-Mark | Marketing | |
|  | SuW-MontSol | Montage Solar | |
|  | SuW-MontWind | Montage Windkraft | |
|  | SuW-PMSol | Agiles Projektmanagement Solar | |

To edit the desired group, simply click in the line or on the

edit  symbol.

Changing the group name

After selecting a group, you are in edit mode. You can customise the group details using the **short name**, **name** and **description** field

WARNUNG

ATTENTION: The field Short name contains a client-specific abbreviation that cannot be changed / removed by you (in this case: SuW)!

Group

Save Save & Close Back Delete Edit in HR-Expert Print

Client Sonne und Wind GmbH

Orgstructure Organigramm SuW

Shortname SuW-Mark

Name Marketing

Description

Group type Organisationseinheit

Valid from 29.03.2022

Valid till 01.01.3000

Top Level Group Automatically add new persons to this group

After you have made the desired changes, the changes must be applied by clicking on **Save**.

Additional information

You can find more information on the topic of groups / departments in the manual under the following link:
[Groups¹](#)

1. </daisy/personalwolke-default-en/Time-Base/10473-dsy/Groups.html>