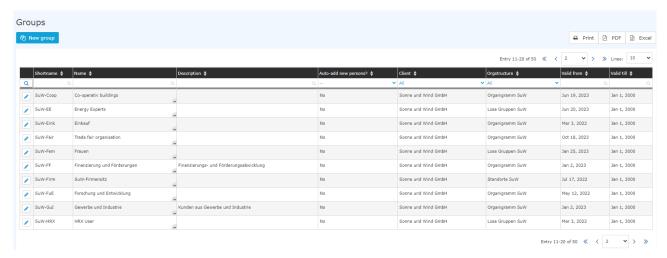
## FAQ: Changing the short name/name of a group

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).

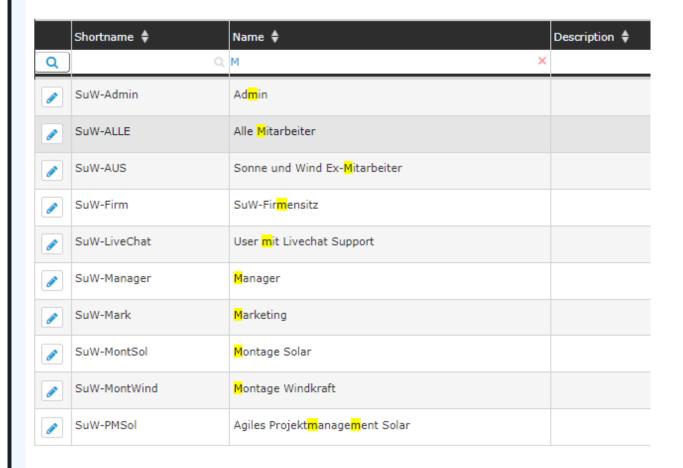


Using the input fields under Short name, Name, Description, Client, Organisational structure, Valid from and Valid to, the list can be restricted accordingly.

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".

1

## Groups Page New group



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

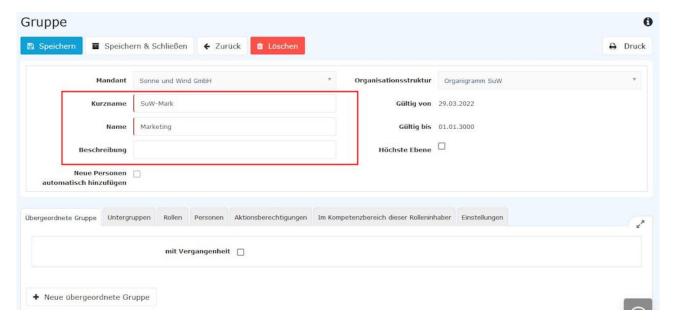
edit symbol.

## 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)!



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: Groups <sup>1</sup>

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