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).

| 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-Firmensitz		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".

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

edit ![symbol]

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[1]

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