Overview

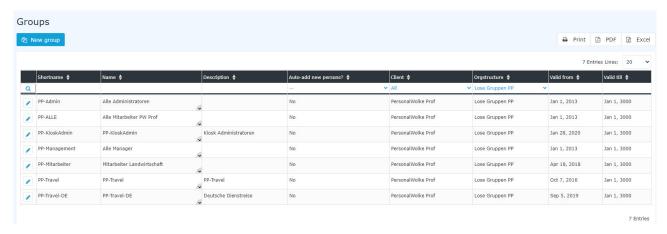## General information

Under the menu item **Groups** you will find an overview of all created groups (departments) for your client (company).

Shortname	Name	Description	Auto-add new persons?	Client	Orgstructure	Valid from	Valid till
PP-Admin	Alle Administratoren		No	PersonalWolke Prof	Lose Gruppen PP	Jan 1, 2013	Jan 1, 3000
PP-ALLE	Alle Mitarbeiter PW Prof		No	PersonalWolke Prof	Lose Gruppen PP	Jan 1, 2013	Jan 1, 3000
PP-KioskAdmin	PP-KioskAdmin	Kiosk Administratoren	No	PersonalWolke Prof	Lose Gruppen PP	Jan 28, 2020	Jan 1, 3000
PP-Management	Alle Manager		No	PersonalWolke Prof	Lose Gruppen PP	Jan 1, 2013	Jan 1, 3000
PP-Mitarbeiter	Mitarbeiter Landwirtschaft		No	PersonalWolke Prof	Lose Gruppen PP	Apr 18, 2018	Jan 1, 3000
PP-Travel	PP-Travel	PP-Travel	No	PersonalWolke Prof	Lose Gruppen PP	Oct 7, 2016	Jan 1, 3000
PP-Travel-DE	PP-Travel-DE	Deutsche Dienstreise	No	PersonalWolke Prof	Lose Gruppen PP	Sep 5, 2019	Jan 1, 3000

Short name - the short name of the group incl. prefix (must be unique!)
Name - the (long) name of the group
Description - Description of the group (optional)
Client - the company the group is assigned to
Organizational structure - is it a hierarchical group (organigram XX) or a loose group (loose groups)?
Valid from / Valid to - period in which this group exists (e.g. for a group consisting of only one person, the **Valid to** date could be set to the end of contract date of this one person - so the removal of the group from the organigram happens automatically)
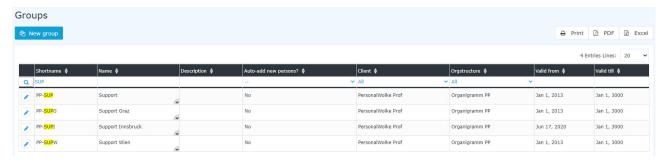
Sorting / Search options

This list can be sorted according to various criteria (short name, name, description, client, organizational structure, valid from, valid to) using the blue triangles ( ).

In addition, the white text fields at the beginning of the list offer the possibility to restrict the displayed data records according to various criteria, e.g.: Short name "er" shows only groups whose short name "er" contains. (enter it in the text field and start the search by pressing Enter / click on the /
key). To make all records visible again, simply delete the search term from the corresponding field and press Enter again.

Shortname	Name	Description	Auto-add new persons?	Client	Orgstructure	Valid from	Valid till
SUP			--	All	All		
PP-SUP	Support		No	PersonalWolke Prof	Organigramm PP	Jan 1, 2013	Jan 1, 3000
PP-SUPG	Support Graz		No	PersonalWolke Prof	Organigramm PP	Jan 1, 2013	Jan 1, 3000
PP-SUPI	Support Innsbruck		No	PersonalWolke Prof	Organigramm PP	Jun 17, 2020	Jan 1, 3000
PP-SUPW	Support Wien		No	PersonalWolke Prof	Organigramm PP	Jan 1, 2013	Jan 1, 3000

Practical funktions

By clicking one of the 3

icons in
the upper right area, the following dialog box opens to specify the data to be displayed in the selected
medium (print, PDF, Excel):

Output range

- *All Records*
  All employees of the company are displayed in the selected output medium.

- *Current selection*
  Only the currently displayed employees of the company are displayed in the selected output medium.

Open in new window

- *new window*
  The selected data sets are displayed in a new window.

- *current window*
  The selected datasets are displayed in the current window.

This function is also useful if you want to export a list of employees, possibly filtered according to various
criteria. The Excel format is ideal for this.