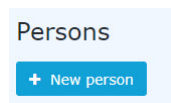
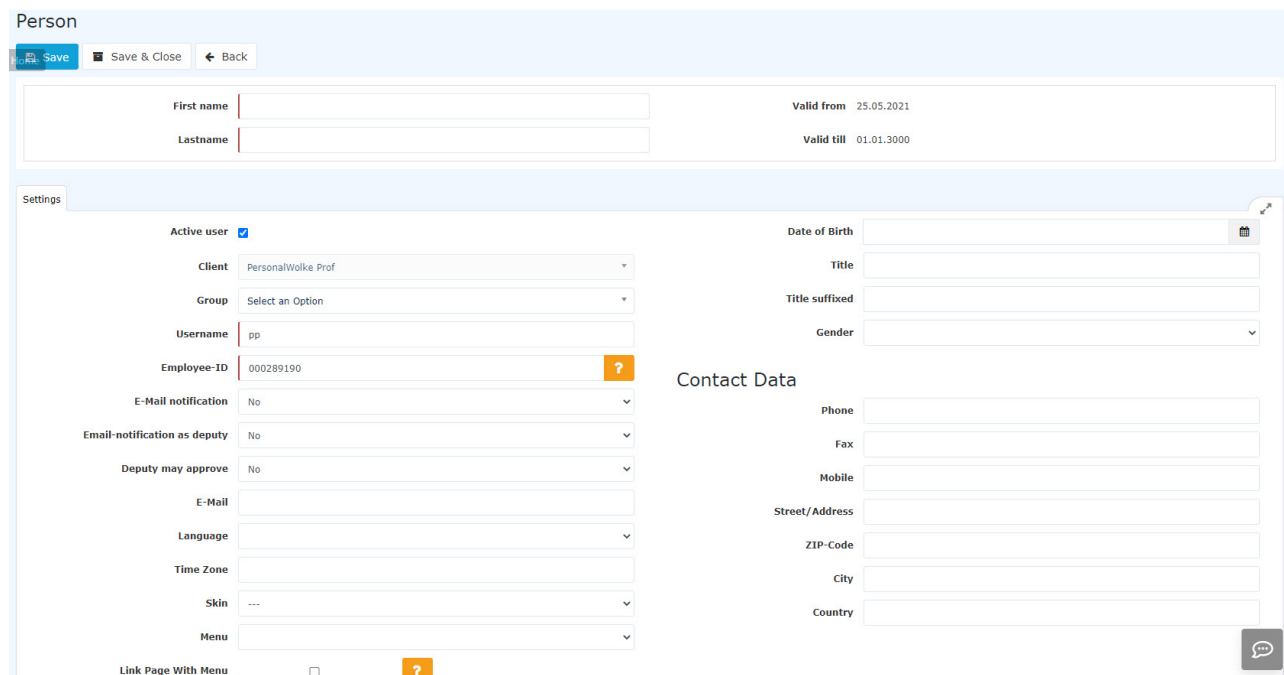


## General

A click on "New person" starts the process for creating a new employee.



The following input mask then opens:

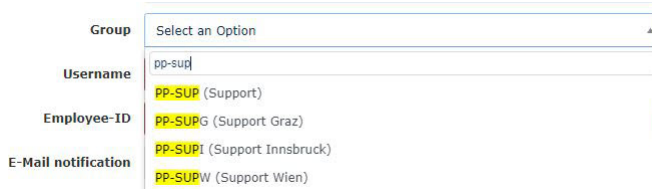


The fields marked with a red line must be filled in while the unmarked fields are optional.

After entering your **first name** and **surname**, you have to select your company under **Client** and then a **group** to which the person should belong.

### WARNUNG

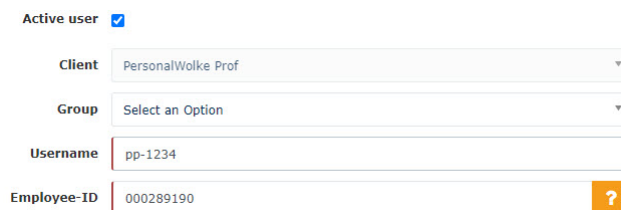
Note: In principle, the required hierarchical [groups](#)<sup>1</sup> (departments) should be created BEFORE persons are created, since a new employee must be assigned directly!



### WARNUNG

Important: **After saving** the person, it **MUST** be **added** to at least the **loose group "xxx-ALLE"** under the newly appearing tab Groups (not visible before saving). **Otherwise no menu tree** is available to the user after the login!

After selecting the client, the fields **User name** and **Personnel** number are automatically filled with fixed client-specific prefixes (in this example, "pb" and "0001"). Except for these two prefixes, the **user name** and **personnel number** can be freely selected - but must be unique within the company.



**ZEF Master record number** is automatically filled by the system and cannot be changed.

**E-mail notification** controls whether the user should receive an e-mail when new requests for approval / review are received.

**E-mail notification** as a deputy analogous to the point E-mail notification, only from the viewpoint of the deputy

**Activates / deactivates** the deputy regulation, i.e. the deputy is authorized / not authorized to approve proposals.

**E-mail** the e-mail address of the user to whom the notifications will be delivered.

As already mentioned, **the other fields** are optional and self-explanatory.

Once all fields have been filled in, the person can be created by clicking on **Save**. The successful saving is confirmed with a corresponding message (person 'Mustermann Max' was saved successfully!). Only **now** can the password for the user be reset to the default password (=user name) by clicking the **Reset password** button. This must be changed when the user logs in for the first time.

## Password-Management

**After saving** a person, the password of the user can be reset to the default password using **Reset Password**.

### WARNING

Note: The **default password** corresponds to the **user name including prefix** (case sensitive!) and must be changed after the first login!

### Password management

Password defined ☒

Last Password Creation time 09.12.2016 10:24

Reset Password

Reset 2nd factor Authentication

Mit Passwort löschen kann das Passwort des des Mitarbeiters gelöscht werden - ein Login ist danach so lange nicht möglich, bis mittels Passwort zurücksetzen wieder ein Passwort vergeben wurde.

## People Management

After successful saving, the additional tabs **Groups**, **Roles**, **Action permissions**, **In the competence area** of these role owners and **Modules** appear.








## Tab: Groups

Under **Groups**, you can change the assignment to a hierarchical group (organization chart) and add the assignment to a lot group.

### Hierarchical Groups

Organigramm PP ▾

with History ☐

New group		Valid from	Valid till	
Select an Option				
Orgstructure	Name	Valid from	Valid till	Delete
 Organigramm PP	 PP-AGB1 (Geschäftsbereich 1)	06/07/2020	 01/01/3000	 

Here you can see that the selected user is currently assigned to the group PB-ENTW (Development) in the organization chart PB. With **Valid from** and **Valid to**, you can define a period in which the person is assigned to a particular group. Under **New Group**, you can select another group and define a time period for the validity of the group membership. The check mark at **with past** determines whether expired (past) group memberships should also be displayed in the list of group memberships.

As an example: Mr. Müller works until 02.05.2013 in the PB-ENTW group and is to belong to the PB-VERTR group from 03.05.2013. To realize this automatically, the Valid until date can already be changed to 02.05.2013 and the group PB-VERTR with Valid from 03.05.2013 can be saved under new group. Thus the group change takes place automatically on the specified key date.

#### WARNUNG

Note: A person can only be a member of one hierarchical group at a time!

1. </daisy/personalwolke-default/5884-dsy.html?language=4>