

# Organigram - Change group hierarchy

## General

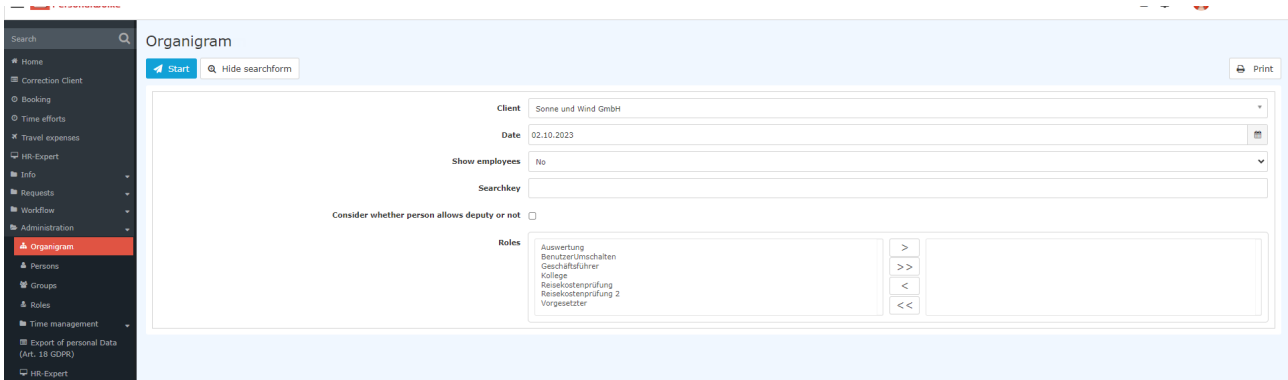
The organigram provides an intuitive and convenient way to edit (delete, move) groups (departments) within the company hierarchy.

### WARNUNG

Adding / removing an employee to / from a LOOSE group is NOT possible via the organigram! For this use case, please proceed as described under "Transferring employees to another department" or "Adding employees to a group".

## Vorgehensweise

In the menu tree under Administration, select the item Organisational chart. In principle, it is not necessary to change settings here for this application



The screenshot shows the 'Organigram' application interface. On the left is a navigation menu with 'Organigram' selected. The main area contains a search form with the following fields:


- Client: Sonne und Wind GmbH
- Date: 02.10.2023
- Show employees: No
- Searchkey: (empty)
- Consider whether person allows deputy or not:
- Roles: Auswertung, Benutzerumschalten, Geschäftsführer, Kollege, Reisekostenprüfung, Reisekostenprüfung 2, Vorgesetzter

Navigation buttons (>, >>, <<, <) are visible next to the roles list.


Clicking on "Start" starts the output of the organigram.

# Organigramm


 Start

 Show searchform

## Organigramm SuW -



 SuW-AUS - Sonne und Wind Ex-Mitarbeiter


### SuW-CEO - Geschäftsleitung


 SuW-Personal - Personal


 SuW-Mark - Marketing


### SuW-SALES - Sales Overhead


  SuW-GuI - Gewerbe und Industrie

 SuW-Serv - Service

 SuW-Priv - Privatkunden


 SuW-FF - Finanzierung und Förderungen

 SuW-Akqu - Aquisition

 SuW-Coop - Co-operativ buildings

 SuW-Eink - Einkauf

### SuW-BauM - Bau und Montage


 SuW-MontWind - Montage Windkraft


 SuW-MontSol - Montage Solar


### SuW-Solar - Sparte Solar


 SuW-ProdSol - Produktion Solar


### SuW-Wind - Sparte Wind


 SuW-ProdWind - Produktion Windkraft

 SuW-FuE - Forschung und Entwicklung

 SuW-PBWien - Planungsbüro Wien

 SuW-PLinz - Planungsbüro Linz

 SuW-PMSol - Agiles Projektmanagement Solar

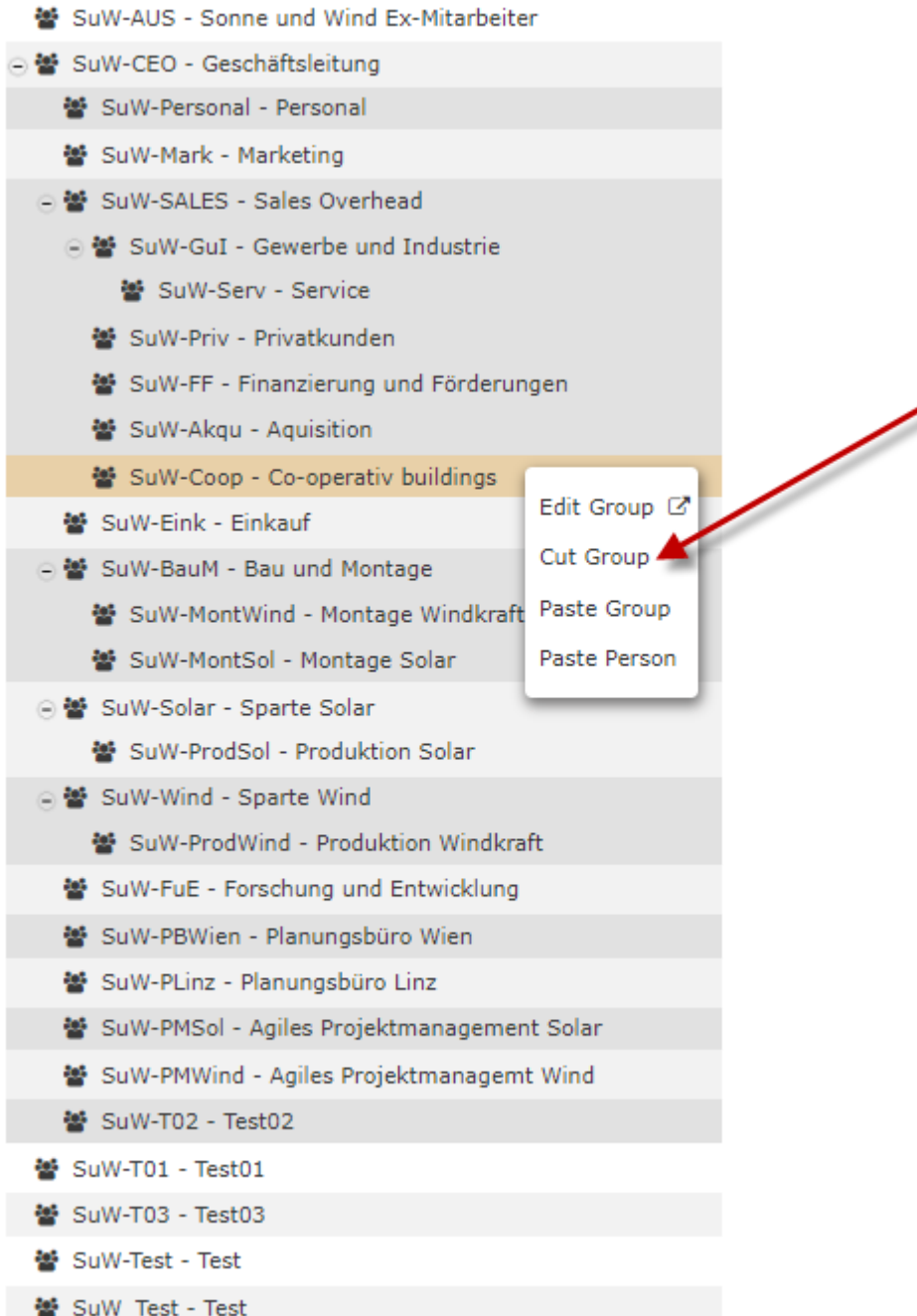
 SuW-PMWind - Agiles Projektmanagemt Wind

WARNUNG

ATTENTION: It is important to understand that when a group is moved, all subgroups of that group are automatically moved as well.

Let us assume that we now want to define the group SuW-Coop as a subgroup of the group SuW-SALES. To do this, we proceed as follows:

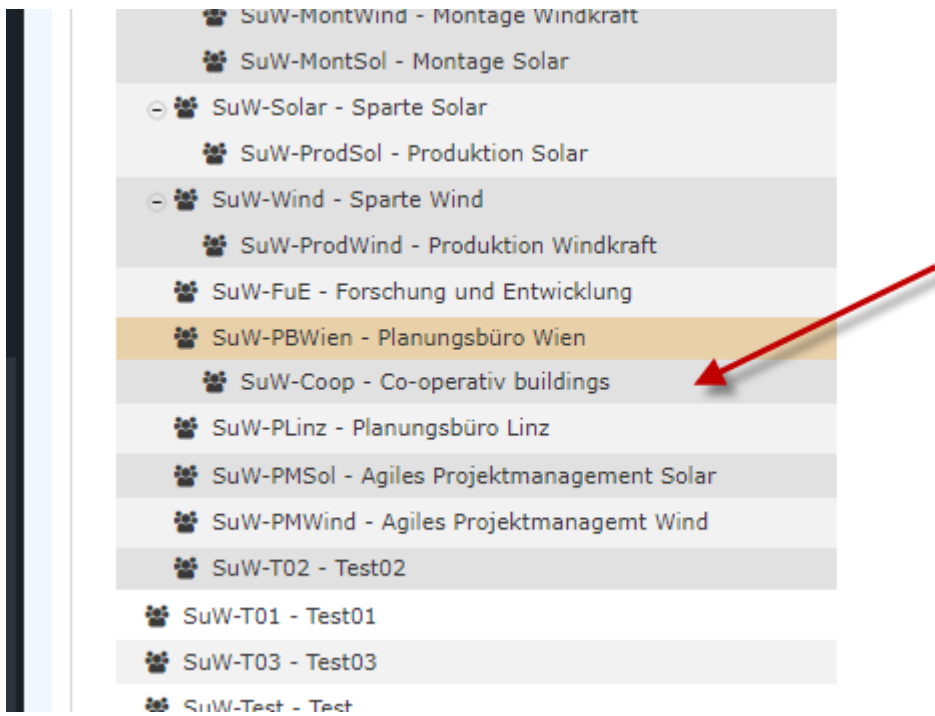
Click on the group SuW-Coop with the right mouse button and select "Cut group"...



... now right-click on the SuW-PBWien group and select "Insert Grou".



... the result is immediately visible.



To change the group name and other properties concerning the group, simply select the entry Edit group. You will then automatically switch to the group management view (see FAQ: Change short name / name of a group [link soon to come])

## Further information

Further information concerning groups can be found here: [Groups](#)<sup>1</sup>

You can find more information on the topic of organigrams under this link: [Organigram](#)<sup>2</sup>

1. </daisy/personalwolke-default/5884-dsy.html?language=4>
2. </daisy/personalwolke-default/5881-dsy.html?language=4>