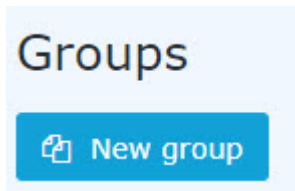


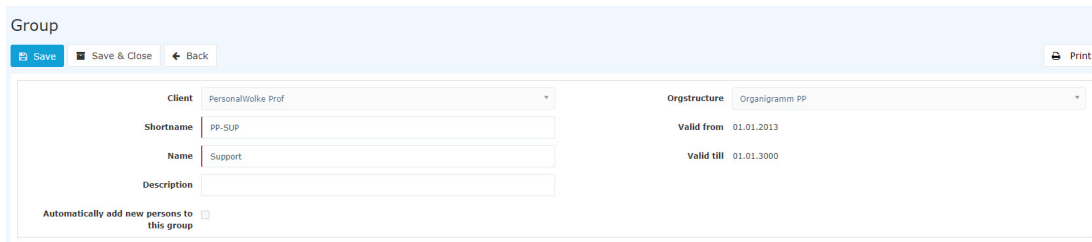
New group

General information

A click on "New group" starts the process for creating a new group (department).



Then the following input mask opens:

A screenshot of a web form titled 'Group'. The form has a light blue header with the title 'Group' and navigation buttons: 'Save', 'Save & Close', 'Back', and 'Print'. The main content area contains several input fields: 'Client' (a dropdown menu with 'PersonalWolke Prof' selected), 'Shortname' (text input with 'PP-SUP'), 'Name' (text input with 'Support'), 'Description' (text input), 'Orgstructure' (a dropdown menu with 'Organigramm PP' selected), 'Valid from' (text input with '01.01.2013'), and 'Valid till' (text input with '01.01.3000'). At the bottom left, there is a checkbox labeled 'Automatically add new persons to this group' which is currently unchecked.

The fields marked with an orange star must be filled in while the unmarked fields are optional.

Client identifies your own Company

Organizational structure determines whether the new group is to be integrated into the hierarchical structure (organizational chart XXXX) or whether a lot group (lot groups) is to be created.

Short name means the abbreviation of the new group incl. fixed prefix (e.g. SUP for support).

Name is the freely selectable meaningful name of the group.

Description is a description of the group (optional).

After a click on Save the group is created and further settings have to be made in the tabs **Parent group, Subgroups, Roles, Persons, Action permissions, In the competence area of these role owners.**

The check mark at **Highest level** [*ONLY for hierarchical groups*] must be set for exactly 1 created group. This then represents the topmost group (root) in the organigram. All other groups are subordinated to it.

Tab: Parent group

[This tab is only available for hierarchical groups]

Under **Parent Group**, you define where in the hierarchy, of the company, this new group is to be assigned. To do this, click on **Group assignment**. Then, under **New parent group**, select the group that should be directly above the newly created group.

Group

Save Save & Close Back Print

Client PersonalWolke Prof Orgstructure Organigramm PP

Shortname PP-SUP Valid from 01.01.2013

Name Support Valid till 01.01.3000

Description

Automatically add new persons to this group

Parent Group Child groups Roles Persons Action Permissions In competence of roleholders Modules

with History

+ New Parent Group

Entries 1 - 1 of 1 | << 1 >> | Lines: 5

Name	Valid from	Valid till
PP-AGB1 (Geschäftsbereich 1)	06.07.2020	01.01.3000

In this example, the PB-SUP (Support) group just created is to be placed below the PB-SERV (Services) group.

With **Valid From** and **Valid To**, this integration can be limited in time, for example, if the group has only 1 employee with a limited contract. The checkbox **with past** is used to display expired group assignments if desired. With a click on **Save** the changes are accepted.

WARNUNG

It is also important to mention that a hierarchical group can only have exactly one other hierarchical group as a direct superior group!

Tab: subgroups

[This tab is only available for hierarchical groups]

Subgroups can be used to define those groups that are to be located below the current group in the hierarchy of the company. Please note that the groups added in this tab are **automatically assigned to the current group as the parent group**. Normally, this tab is empty and only a parent group is created under **parent group** and this automatically results in which groups are further down in the hierarchy.

Group

Save Save & Close Back Print

Client PersonalWolke Prof Orgstructure Organigramm PP

Shortname PP-SUP Valid from 01.01.2013

Name Support Valid till 01.01.3000

Description

Automatically add new persons to this group

Parent Group Child groups Roles Persons Action Permissions In competence of roleholders Modules

with History

+ New Child Group

Entries 1 - 3 of 3 | << 1 >> | Lines: 5

Name	Valid from	Valid till	#	Delete /
PP-SUPG (Support Graz)	10/06/2013	01/01/3000	0	[Delete] [Edit] [Up] [Down]
PP-SUPI (Support Innsbruck)	17/06/2020	01/01/3000	0	[Delete] [Edit] [Up] [Down]
PP-SUPW (Support Wien)	06/07/2020	01/01/3000	0	[Delete] [Edit] [Up] [Down]

Tab: Roles

Under Roles, the group can be assigned a certain role (supervisor, personnel), which is then assigned to all employees added to the group. To do this, click on **Role assignment**.

Under **Role** you select the appropriate role by clicking on the 3 horizontal dots (in this case Personnel). Under Competence Objective you can select a **person** or a **group** for which the current group should perform the selected role.

An example: If you select Personnel as role and Person as competence target, the current group is responsible for the selected person XYZ in personnel questions. This means that all members of this group are responsible for personnel questions concerning person XYZ.

With **Valid From** and **Valid To**, you can define a validity period for the role assignment. A click on **Save** saves the settings.

Role	Competence target	Valid from	Valid till	#	
Personal	PP-SUP (Support)	24/04/2019	01/01/3000	1	

With Delete and Edit the selected role can be deleted from the group or the displayed settings can be edited.

Tab: Persons

Under **Persons**, you define which persons are to belong to this group. It is important to note that the people who are added to the group are assigned roles in the group in addition to their own roles. After clicking on the **person assignment** button, a new person can be selected by

With **Valid from** and **Valid to** a period can be defined in which the person is assigned to this group. A person can only be a member in ONE hierarchical group at a time but in any number of lots of groups.

Name	Valid from	Valid till	Active user	Delete / Edit
Huber Anna	15/01/2018	01/01/3000	<input checked="" type="checkbox"/>	
Sandler Rudolf	02/11/2017	01/01/3000	<input checked="" type="checkbox"/>	

After a click on **Save** the person was added to the group. Under **Active** you can see whether the person is unlocked (checked) or locked (no checked). This can be changed in the menu item **Person** directly at the corresponding person by setting / deleting the check mark at **Active**.

The selected person can be deleted from the group or the validity period can be edited using Delete and Edit .

Tab: Action Permissions

Nothing can be changed under **Action permissions**.

For the sake of good order, however, it should be mentioned that the actions that can be called by the members of the group are displayed here.

Tab: In the area of competence of these role owners

In the competence area of these role holders, you will find an overview of those role holders who have authorizations for this group.

Role	Owner	Ranking	Valid from	Valid till
Personal	Rosso Claudia (PersonalWolke Prof)	1	04.05.2017	01.01.2000