

# Groups Overview

## General information

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

The screenshot shows a table with 7 entries. The columns are: Shortname, Name, Description, Auto-add new persons?, Client, Orgstructure, Valid from, and Valid till. The entries are:

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 PIV 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.

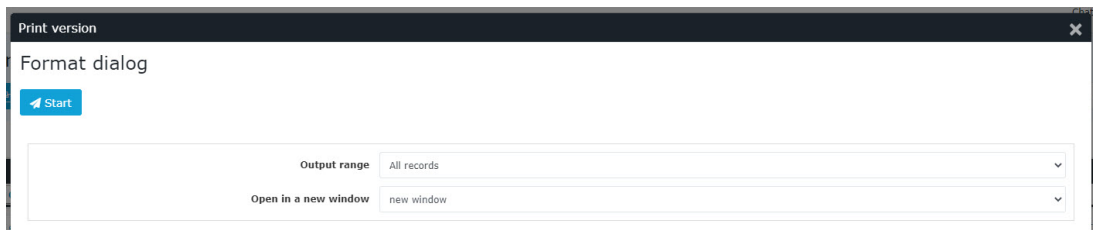
In addition, the white text fields at the beginning of the list offer the possibility to restrict the displayed data records according to various criteria, e.g.: Short name "er" shows only groups whose short name "er" contains. (enter it in the text field and start the search by pressing Enter / click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

The screenshot shows a table with 4 entries, filtered by shortname 'SUP'. The columns are: Shortname, Name, Description, Auto-add new persons?, Client, Orgstructure, Valid from, and Valid till. The entries are:

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

## Practical functions

By clicking one of the 3 icons (Print, PDF, Excel) 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.