

# Overview

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## General information

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

**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.

## Practical functions

By clicking one of the 3

icons   

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.