Loose Groups

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Under **Loose groups** you can define the affiliation to several non-hierarchical groups. The number of loose groups to which the employee can be assigned is unlimited.

WARNUNG

Note: The user must in any case be assigned to the loose group xx-ALLE - otherwise no menu tree is available after login!

*(This screenshot shows the 2 standard lot groups. The new user must be assigned to the group xx-ALLE (PW-ALLE) **at least**)*

WARNUNG

In order to grant the user **additional rights**, he must also be added to the **xx-Management** group!

Of course it is also possible to add a user to all loose groups and thus unlock the administration AND management menu items to the user or a simple standard user is created which is only added to the loose group PB-ALLE.

WARNUNG

A special case is the menu item Time management --> Correction client. Only persons who have assigned the Personnel role can use this correction client (regardless of the loose groups to which they have been added) to change bookings.

We select the group **PB-ALLE** and click on Save. This assigns the employee to the loose group **PB-ALLE**.

In summary, when creating a new person with regard to the groups, the following things must be considered:

- Person was assigned to exactly one hierarchical group
- Person has been assigned to the loose group PB-ALLE.
- Person gets optional additional rights by adding to loose groups PB management and / or PB admin

Role assignment for supervisors and personnel is explained in the next section.

Tab: Roles

Roles (supervisor, personnel) cannot be assigned to an employee with a time-free account. To be able to use this feature, an upgrade to a Time Base account or a Time Professional account is required.

More information about roles can be found at the following link: Roles - What is it?[1]

1. /daisy/webdesk-manual-admin/5886-dsy.html?language=4