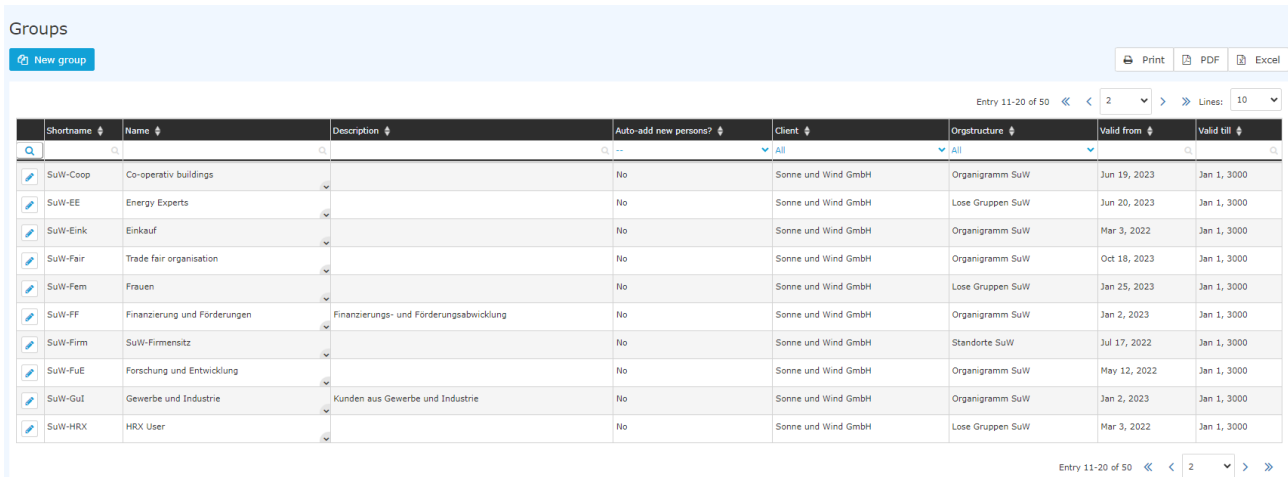


Changing the short name/name of a group

Select the item **Groups** in the menu tree under **Administration**.

This menu item provides a **list of all created groups** (loose groups and hierarchical groups) of the client (company).



The screenshot shows the 'Groups' application interface. At the top, there is a 'New group' button and utility icons for Print, PDF, and Excel. Below this is a table with the following columns: Shortname, Name, Description, Auto-add new persons?, Client, Orgstructure, Valid from, and Valid till. The table contains 11 rows of data, each representing a different group. The 'Shortname' column has a search input field.












Shortname	Name	Description	Auto-add new persons?	Client	Orgstructure	Valid from	Valid till
SuW-Coop	Co-operativ buildings		No	Sonne und Wind GmbH	Organigramm SuW	Jun 19, 2023	Jan 1, 3000
SuW-EE	Energy Experts		No	Sonne und Wind GmbH	Lose Gruppen SuW	Jun 20, 2023	Jan 1, 3000
SuW-Eink	Einkauf		No	Sonne und Wind GmbH	Organigramm SuW	Mar 3, 2022	Jan 1, 3000
SuW-Fair	Trade fair organisation		No	Sonne und Wind GmbH	Organigramm SuW	Oct 18, 2023	Jan 1, 3000
SuW-Fem	Frauen		No	Sonne und Wind GmbH	Lose Gruppen SuW	Jan 25, 2023	Jan 1, 3000
SuW-FF	Finanzierung und Förderungen	Finanzierungs- und Förderungsabwicklung	No	Sonne und Wind GmbH	Organigramm SuW	Jan 2, 2023	Jan 1, 3000
SuW-Firm	SuW-Firmensetz		No	Sonne und Wind GmbH	Standorte SuW	Jul 17, 2022	Jan 1, 3000
SuW-FuE	Forschung und Entwicklung		No	Sonne und Wind GmbH	Organigramm SuW	May 12, 2022	Jan 1, 3000
SuW-GuI	Gewerbe und Industrie	Kunden aus Gewerbe und Industrie	No	Sonne und Wind GmbH	Organigramm SuW	Jan 2, 2023	Jan 1, 3000
SuW-HRX	HRX User		No	Sonne und Wind GmbH	Lose Gruppen SuW	Mar 3, 2022	Jan 1, 3000

Using the input fields under **Short name**, **Name**, **Description**, **Client**, **Organisational structure**, **Valid from** and **Valid to**, the list can be restricted accordingly.


For example, by entering "M" in the Short name field, the list can be restricted to groups whose short name contains at least one "M".

Groups

 New group

	Shortname ▾	Name ▾	Description ▾
		<input type="text" value="M"/>	<input type="text" value=""/>
	SuW-Admin	Admin	
	SuW-ALLE	Alle Mitarbeiter	
	SuW-AUS	Sonne und Wind Ex-Mitarbeiter	
	SuW-Firm	SuW-Firmensitz	
	SuW-LiveChat	User mit Livechat Support	
	SuW-Manager	Manager	
	SuW-Mark	Marketing	
	SuW-MontSol	Montage Solar	
	SuW-MontWind	Montage Windkraft	
	SuW-PMSol	Agiles Projektmanagement Solar	

To edit the desired group, simply click in the line or on the

edit  symbol.

Changing the group name

After selecting a group, you are in edit mode. You can customise the group details using the **short name**, **name** and **description** field

WARNUNG

ATTENTION: The field Short name contains a client-specific abbreviation that cannot be changed / removed by you (in this case: SuW)!

Group

Save Save & Close Back Delete Edit in HR-Expert Print

Client Sonne und Wind GmbH

Orgstructure Organigramm SuW

Shortname SuW-Mark

Name Marketing

Description

Group type Organisationseinheit

Valid from 29.03.2022

Valid till 01.01.3000

Top Level Group Automatically add new persons to this group

After you have made the desired changes, the changes must be applied by clicking on **Save**.

Additional information

You can find more information on the topic of groups / departments in the manual under the following link:
[Groups¹](#)

1. </daisy/webdesk-manual-admin/5884-dsy.html?language=4>