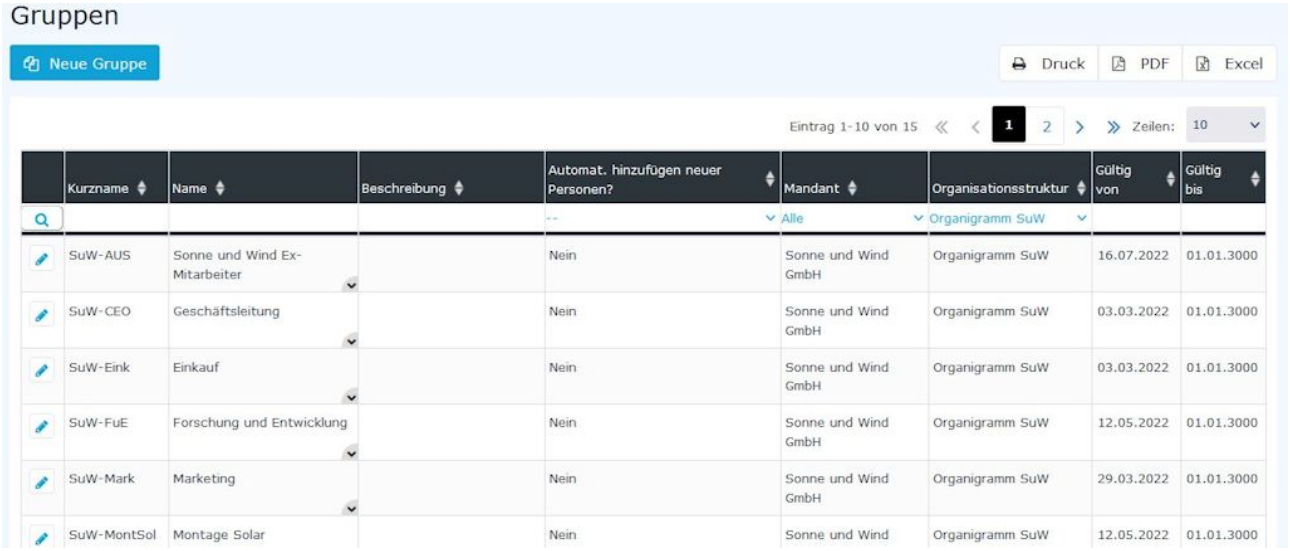
# Changing the short name/name of a group

In the menu tree under **Administration**, select the item **Groups**.

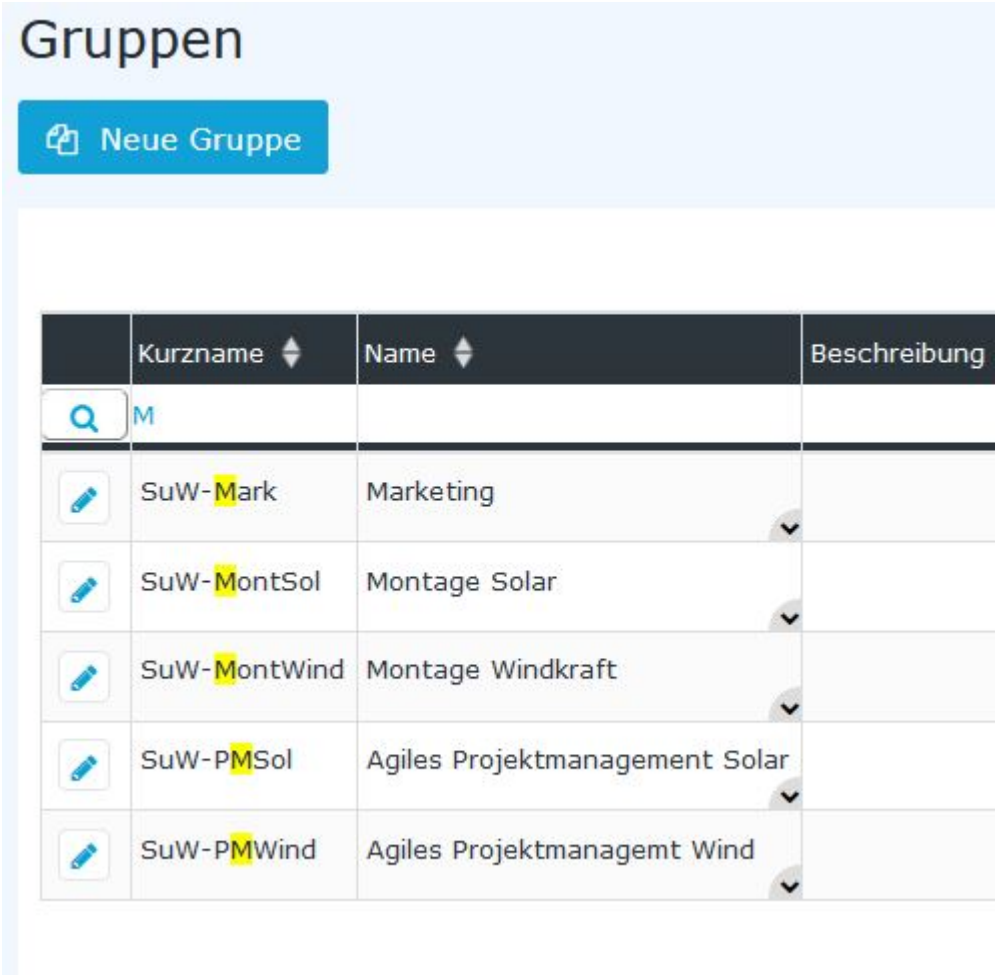
This menu item provides a **list of all created groups** (permission groups and organizational units) of the client (company).




*[Note: the screenshots still contain the names "Organigram group" and "Loose groups" that were in use for organizational units and permission groups before July 2024.]*

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

For example, entering "**M**" in the **Short name** field restricts the list to groups whose short name contains at least one "**M**".




To edit the desired group, simply click the row or the edit icon

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## Changing the group name

After selecting a group, you are in edit mode. You can customize the group details using the **Short name**, **Name** and **Description** fields.

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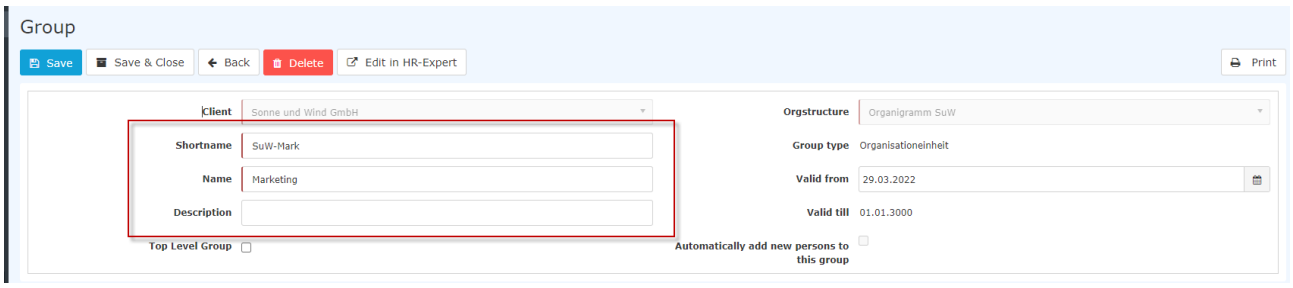
**CAUTION:** The Short name field contains a client-specific abbreviation that you cannot change / remove (in this case: SuW)!




After you have made the desired changes, you still need to apply them by clicking **Save**.

## Additional information

You can find more information on the topic of groups / departments in the manual at the following link: Groups[1]

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