Organigram - Change group hierarchy

General

The organigram provides an intuitive and convenient way to edit (delete, move) groups (departments) within the company hierarchy.

> **W A R N U N G**
>
> Adding / removing an employee to / from a LOOSE group is NOT possible via the organigram! For this use case, please proceed as described under "Transferring employees to another department" or "Adding employees to a group".

Vorgehensweise

In the menu tree under Administration, select the item Organisational chart. In principle, it is not necessary to change settings here for this application

Clicking on "Start" starts the output of the organigram.

Organigram

Start   ⊕ Show searchform

⊖ **Organigramm SuW -**

   👥 SuW-AUS - Sonne und Wind Ex-Mitarbeiter

⊖ 👥 SuW-CEO - Geschäftsleitung

   👥 SuW-Personal - Personal

   👥 SuW-Mark - Marketing

   ⊖ 👥 SuW-SALES - Sales Overhead

     ⊖ 👥 SuW-GuI - Gewerbe und Industrie

       👥 SuW-Serv - Service

     👥 SuW-Priv - Privatkunden

     👥 SuW-FF - Finanzierung und Förderungen

     👥 SuW-Akqu - Aquisition

     👥 SuW-Coop - Co-operativ buildings

   👥 SuW-Eink - Einkauf

   ⊖ 👥 SuW-BauM - Bau und Montage

     👥 SuW-MontWind - Montage Windkraft

     👥 SuW-MontSol - Montage Solar

   ⊖ 👥 SuW-Solar - Sparte Solar

     👥 SuW-ProdSol - Produktion Solar

   ⊖ 👥 SuW-Wind - Sparte Wind

     👥 SuW-ProdWind - Produktion Windkraft

   👥 SuW-FuE - Forschung und Entwicklung

   👥 SuW-PBWien - Planungsbüro Wien

   👥 SuW-PLinz - Planungsbüro Linz
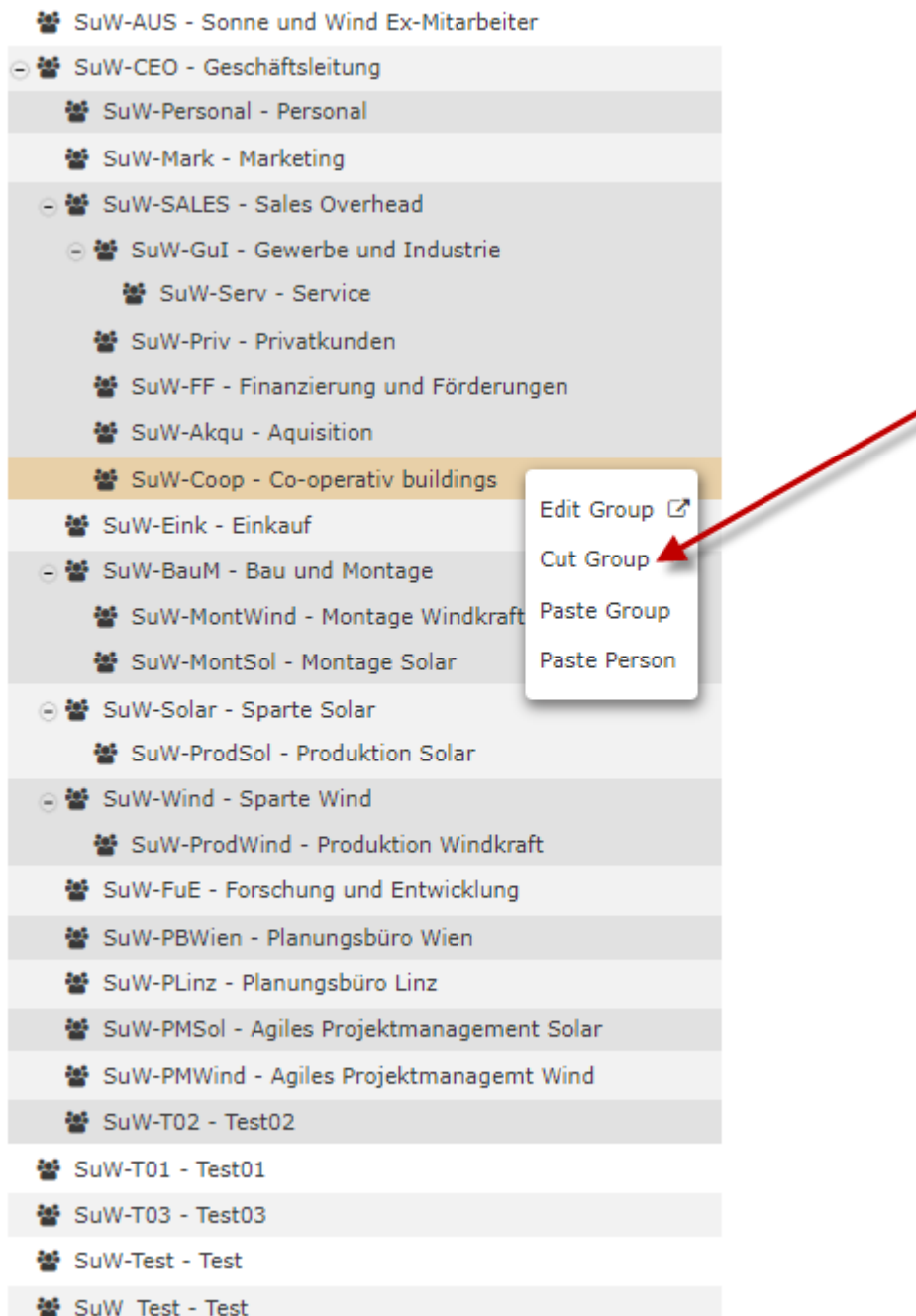
   👥 SuW-PMSol - Agiles Projektmanagement Solar

   👥 SuW-PMWind - Agiles Projektmanagemt Wind

Let us assume that we now want to define the group SuW-Coop as a subgroup of the group SuW-SALES. To do this, we proceed as follows:

Click on the group SuW-Coop with the right mouse button and select "Cut group"...

... now right-click on the SuW-PBWien group and select "Insert Grou".
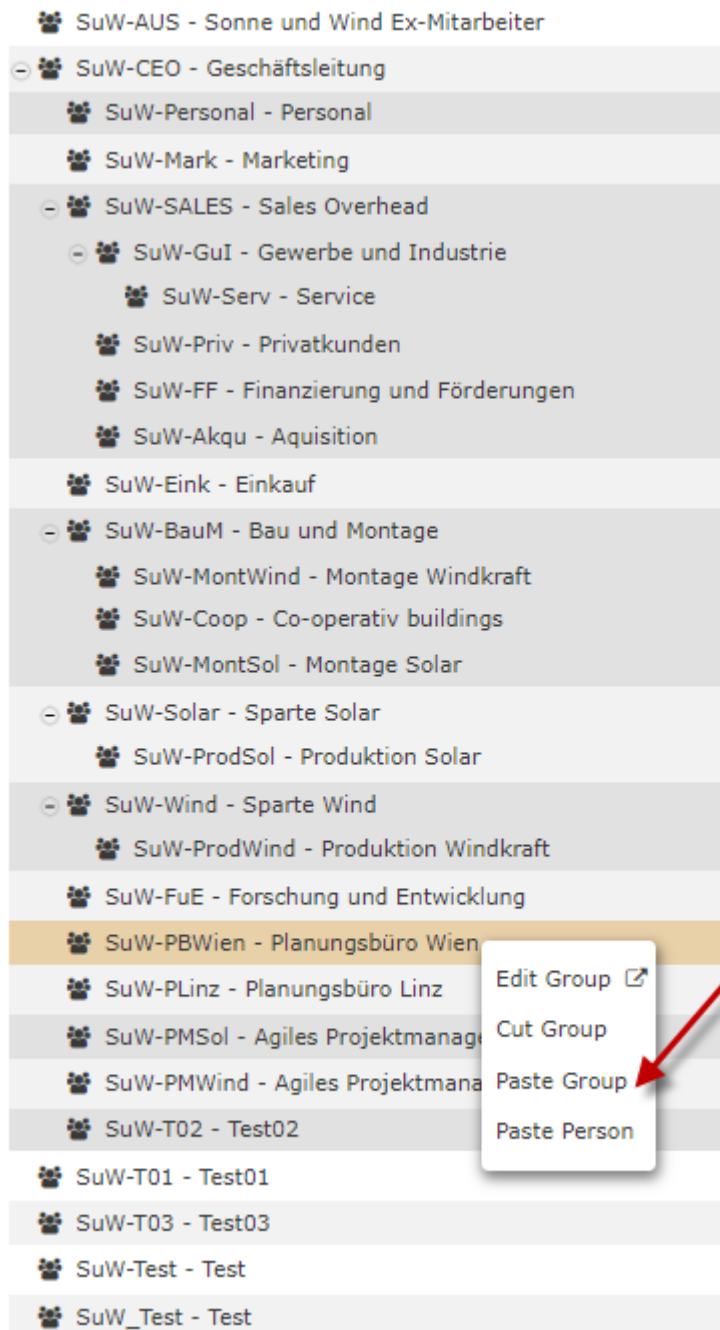
... the result is immediately visible.

To change the group name and other properties concerning the group, simply select the entry Edit group. You will then automatically switch to the group management view (see FAQ: Change short name / name of a group [link soon to come])

Further information

Further information concerning groups can be found here: Groups[1]

You can find more information on the topic of organigrams under this link: Organigram[2]

1. /daisy/webdesk-manual-admin/5884-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5881-dsy.html?language=4