Organizational chart - Change group hierarchy

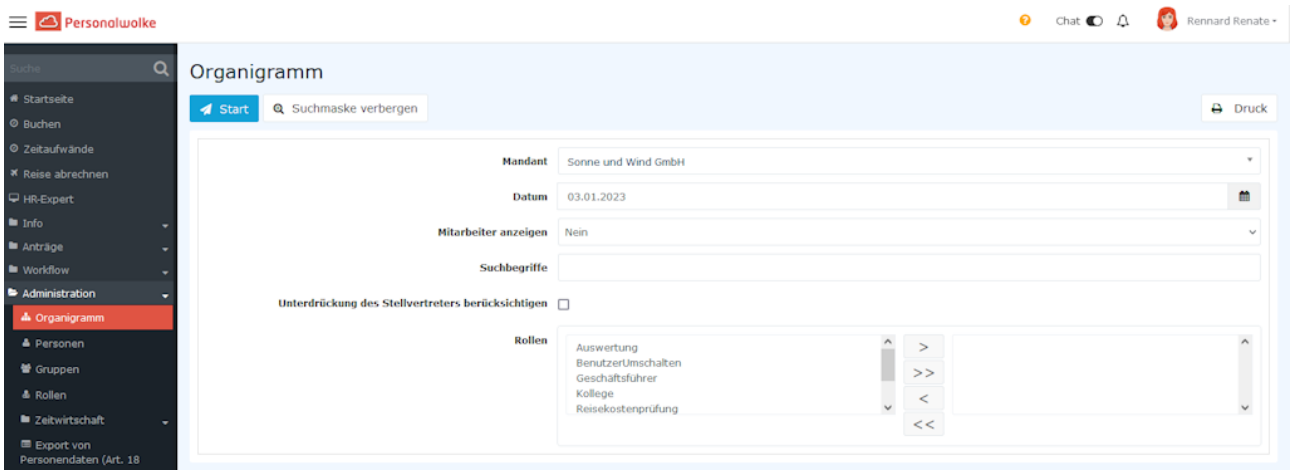
General

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

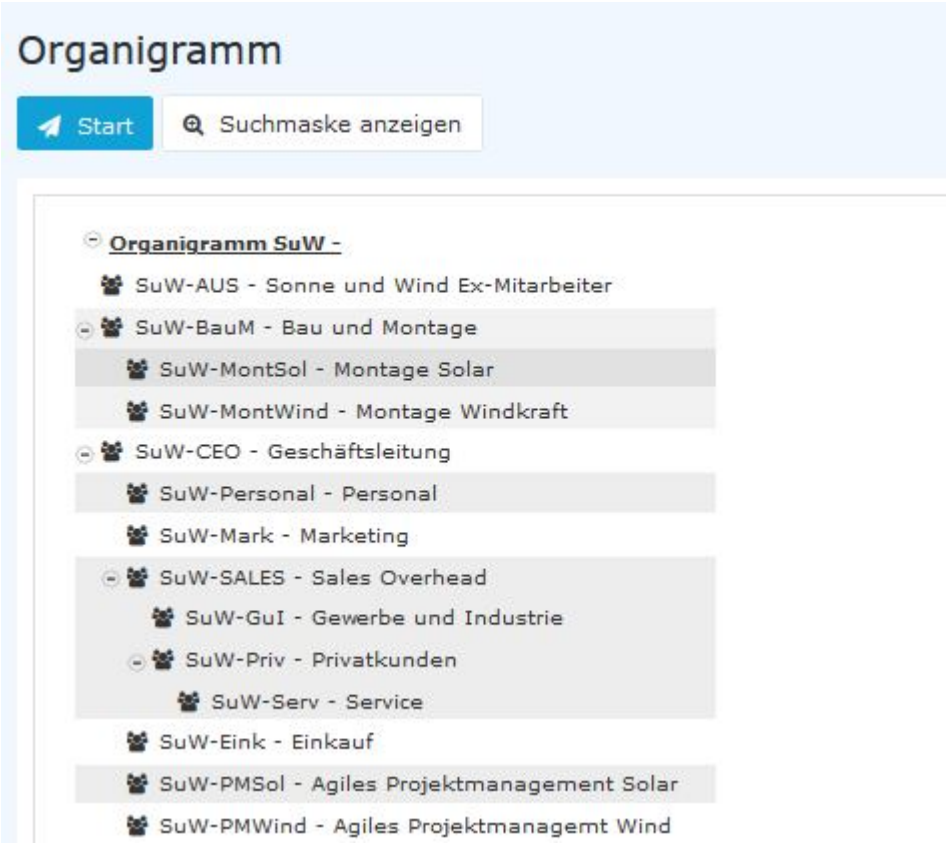
> WARNUNG
>
> **IMPORTANT:** Adding / removing a PERMISSION GROUP (formerly loose group) is NOT possible via the organizational chart! For this use case, please proceed as described under Move employees to another department[1] or Add employees to a group[2].

Procedure

In the menu tree under **Administration**, select **Organizational chart**. In principle, it is not necessary to change any settings here for this use case.



Clicking **Start** generates the organizational chart.

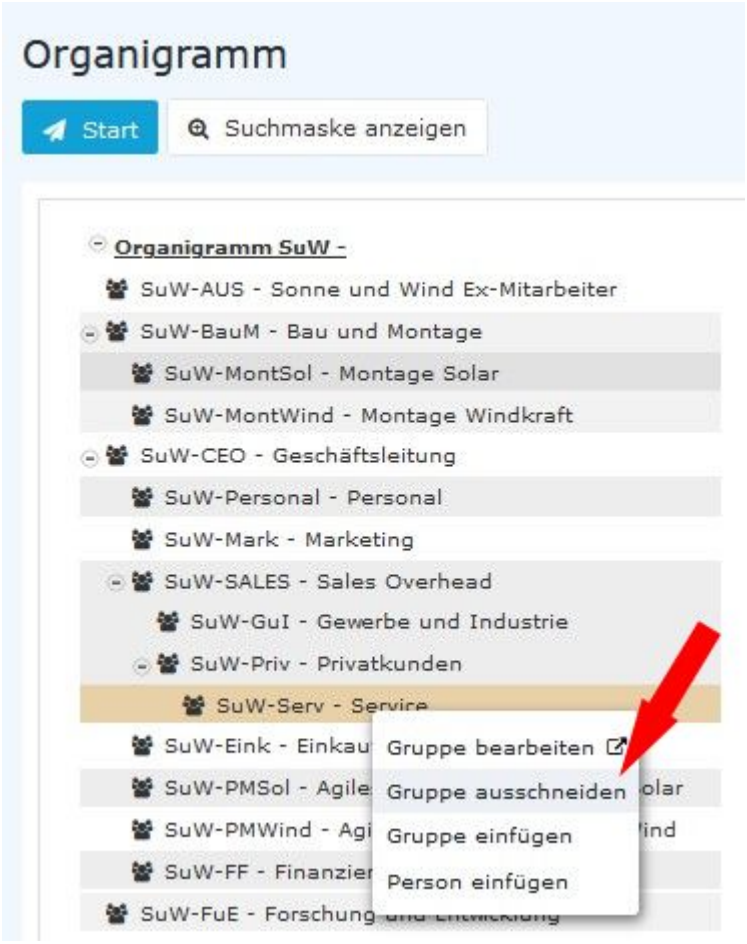


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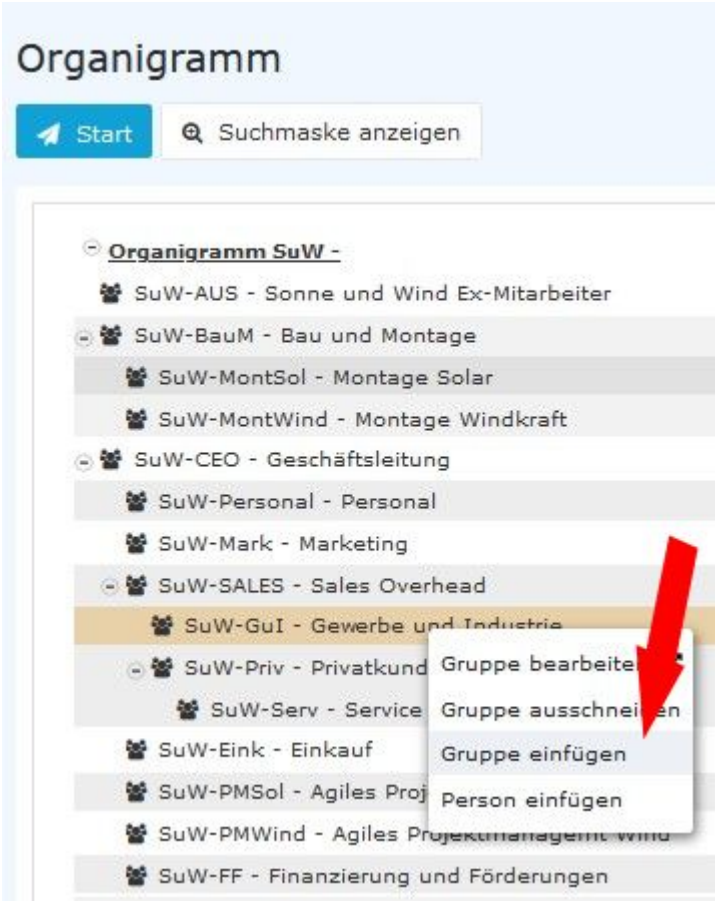
ATTENTION: It is important to understand that when a group is moved, all subgroups of that group are automatically moved as well.

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

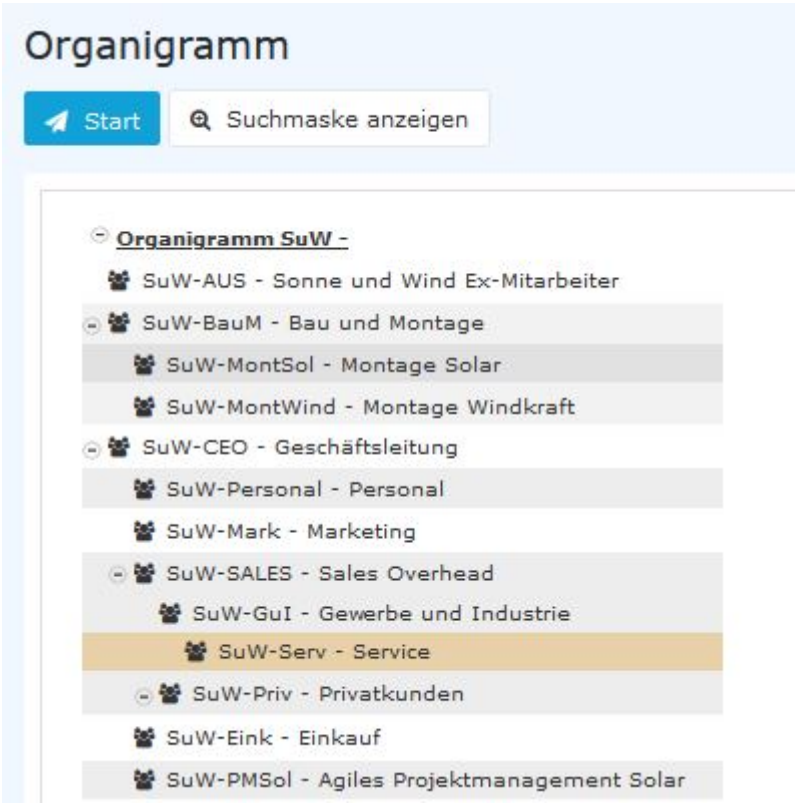
Right-click the group **SuW-Serv** and select **Cut group**...



... now right-click the group **SuW-GuI** and select **Paste group** ...



... the result is immediately visible.



To change the group name and other properties of the group, simply select the entry **Edit group**. You are then automatically taken to the group management view (see FAQ: Change short name / name of a group[3]).

Additional information

You can find more information on the topic of groups at this link: Groups[4]

You can find more information on the topic of the organizational chart at this link: Organizational chart[5]

1. /daisy/webdesk-manual-admin/6433-dsy.html?language=4
2. /daisy/webdesk-manual-admin/6453-dsy.html?language=4
3. /daisy/webdesk-manual-admin/6451-dsy.html?language=4
4. /daisy/webdesk-manual-admin/5884-dsy.html?language=4
5. /daisy/webdesk-manual-admin/5881-dsy.html?language=4