Maintaining Existing Groups

Reassigning Groups (Changing Parent or Subordinate Groups)

Cycles must never arise in hierarchical groups. Therefore, if you have a structure of the following form:

group G0, for example, cannot be placed under G02.2, because this would result in a loop: G0 would be a subgroup of G02.2, but G02.2 is in turn a sub-subgroup of G0.
Since this case is not permitted, the group does not appear in the selection either.

If you want to place G02, for example, under G02.2, group G02 must first be removed from the list of subgroups of G0. As a result, group G02 appears again in the list of possible subgroups of G0.
It does not yet appear in the list of possible subgroups of G02.2. However, it does appear, for example, in the list of possible subgroups of G01.2 or G01, since it can be attached at those places without any problem.

To be able to subordinate it to group G02.2, the latter must first be removed from the list of subgroups of G03. Then group G02.2 could be placed under group G0, G01, G01.1, or G01.2.

If you select group G01, for example, you can now subordinate group G02 to group G02.2 (since group G02 currently has neither a parent group nor a subgroup). In principle, however, this is not necessary. The result of the procedure described would be:

A somewhat less complex example would be to subordinate group G02.2 in Fig. 2 to group G0. To do this, group G02.2 must be removed from the list of subgroups of G01.

Afterwards, group G02.2 can be selected from the list of possible subgroups of G0.

Adding / Removing Persons from a Group

- Deleting a person from the group --> activating the check box on the Persons tab is not possible. Why?

Adding / Removing Action Permissions

Creating a New Group

To create a new group, click the "New Group" button bar and fill in the corresponding fields with a short name, name, and description of the group, and select the client and the organizational structure.

All fields marked with an asterisk must be filled in. Then click the "Save & Close" button to return to the overview of all groups, or "Save" if you want to continue editing the form.

This action can also be interrupted at any time with the "Back" button.

After saving, you receive the server's confirmation (displayed in the title bar). You are automatically taken to the tabs: Parent Group, Subgroups, Roles, Persons, Action Permissions, In the Area of Competence of This Role.

Parent Group

On this tab you can define a parent group along with its validity period. If no parent group is to be defined, select the option ...

Subgroups

Analogous to a parent group, subgroups and their validity period can be defined here.

Roles

This tab allows you to assign specific role functions to the newly created group. Roles make it possible to allow or restrict access to certain areas and functions.

Select the role from the predefined selection, as well as a competence target for this role and the validity period using the calendar function.

Persons

Here, specific persons are assigned to the group, using the predefined selection of all employees of the client.

Action Permissions

Here, action permissions can be granted for the entire group.

In the Area of Competence of This Role

The "In the Area of Competence of This Role" tab provides an overview of the role assignments for the selected group.

Deleting an Existing Group

A group can only be deleted if it has no subgroups. You can check this by selecting the corresponding group from the overview and then clicking the Subgroups tab. If subgroups exist, the group cannot be deleted. The Delete button is not displayed either.

If there are no subgroups, the Delete button is displayed automatically. When you click the Delete button, a safety-check message asks whether this group should really be deleted.
Clicking the OK button deletes the group, and it no longer appears in the group overview.

Another way to delete a group is to remove the group from the Time & Attendance system. The synchronization to Webdesk follows afterward.