Maintaining Existing Organizational Charts

Editing Groups

You can edit a group either via the Groups menu item or via the organizational chart. To do so, right-click the desired group (**right mouse button**) to open the following context menu:

- **Edit group** - Clicking the Edit group menu item opens the detail view of the selected group. From there you can make the desired changes.
- **Cut group** - This cuts the group out of the organizational chart
- **Paste group** - The cut group is pasted back into the organizational chart at the selected position
- **Paste person** - To add a person to a group, you must first cut that person out of the organizational chart (see Cut person)

Editing Persons

Persons can be edited in the same way as groups. Right-click the desired person (**right mouse button**) to open the following context menu:

- **Edit person** - Clicking the Edit person menu item opens the detail view of the selected person. From there you can make the desired changes
- **Cut person** - The desired person is cut out of the existing group. To paste this person into another group, right-click the desired group and select Paste person