

Include - Management and Reports

In this parameter, the user has a choice between Organigram and Favorites, which can be created by the user.

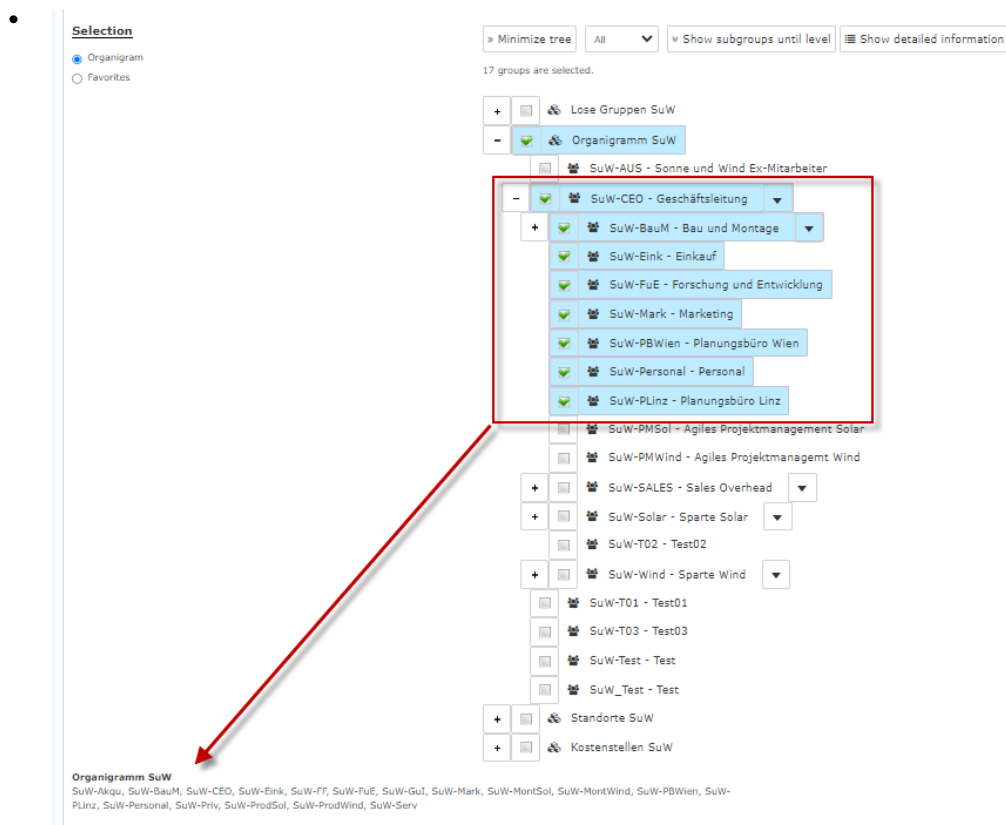
- **Organigram**

By the selection criteria (Level, Show subgroups until level, Show detailed information) and by selecting certain loose groups, organigram groups, locations and cost centres you have the possibility to make the display more precise

The selection made is displayed in the lower left area of the search mask.



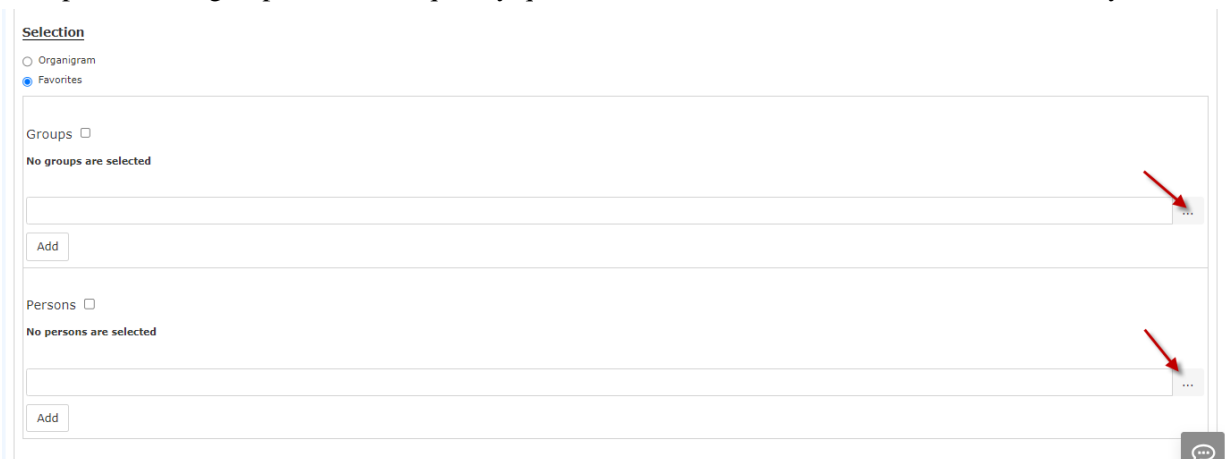
- All folders marked with a plus (+) symbol can be expanded even further to show the subunits...
- By clicking, the respective unit is checked. By double-clicking, all subunits are automatically checked as well.
- By clicking the arrow next to the organizational unit, it is possible to select/deselect the subgroups
- The selected organizational units or groups are highlighted in blue
- The buttons "Minimize tree", "All", "Show subgroups to depth" and "Show details" also offer display options of the organizational chart or the selection from the organizational chart
- Clicking the minus (-) symbol minimizes the tree > only the parent groups are displayed
- The selected groups are displayed in a block under the organization chart.



- ### Favorites

Here, you can define which specific groups or persons are used for the display, regardless of the organizational structure. This can be relevant, for example, for a cross-group project or for frequent contact with certain other employees.

With the help of this parameter, each user can create his or her own favorites list, which can contain both persons and groups that are frequently queried. The favorites list can be customized at any time.



- To add a person or group to the favorites list, please click on the selection box, select groups or persons from the window that opens and click "Add".
- The order of the people on the favorites list can be changed at any time using the arrow keys
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same is to be done with groups

The search is started by clicking the "Refresh"- button.