Allgemeines

The organigram provides an intuitive and convenient way to move staff from one hierarchical group to another within the organisation.

ΝΟΤΙΖ

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".

Procedure

In the menu tree under Administration, select the item organigram and in the mask change the value for "Show employees" from No to Yes.

Organigram	
Client Date	Sonne und Wind GmbH 14.09.2023
Show employees Searchkey	Yes
Consider whether person allows deputy or not	
Roles	Ausvertung Benutzer(unschalten Geschäftsführer Kollege Beisekostenprüfung 2 Vorgesetzter

Then click on "Start" to start the output of the organigram.

Organigramm



Q Show searchform

⊖ <u>Organigramm SuW -</u>
🕞 嶜 SuW-AUS - Sonne und Wind Ex-Mitarbeiter
🛔 Ildrich Ines
SuW-CEO - Geschäftsleitung
🛔 Adam Angelika
🛔 Sonne Susanne
🛔 Wind Werner
😔 📽 SuW-Personal - Personal
🛔 Rennard Renate
SuW-Mark - Marketing
🛔 Huber Heinrich
🛔 Micosi Michael
😑 醬 SuW-SALES - Sales Overhead
\odot 🖀 SuW-GuI - Gewerbe und Industrie
👗 Irdner Iris
🖀 SuW-Serv - Service
🖀 SuW-Priv - Privatkunden
🕞 嶜 SuW-FF - Finanzierung und Förderungen
🛔 Leonhardtsberger Leo
🖀 SuW-Akqu - Aquisition
🖀 SuW-Coop - Co-operativ buildings
🕒 📽 SuW-Eink - Einkauf
🛔 Berger Barbara

This overview shows the groups and their respective employees, as well as the position of the group within the organigram (hierarchy). In the example above, we can see that the group



SuW-CEO Management has three employees



and the group SuW-SALES includes two subgroups, SuW-Akqu and -Coop, which currently have no assigned employees.

We now want to move the employee "Irdner Iris" from the group SuW-GuI - Gewerbe und Industrie to the group SuW-Mark. To do this, we click on Mr. Juchtmann with the **right mouse button** and select **Cut person.**

)

)



Then click on the SuW-Mark group with the right mouse button and select Insert Person.



The change is visible immediately.



The changes are also immediately visible in the person administration under the Groups tab. Before cutting and moving to the new group....

Person								
Save Save & Close 🗲 Back 🛢 Delete 🖸 Edit in HR-Expert					🔒 Print			
First name Iris	Valid from	23.05.2023			#			
Lastname Irdner	Valid till	01.01.3000			*			
Master deta Groupe Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Settings Organigramm SuW ~								
New group			Valid from	Valid till				
Select an Option		Ŧ	*					
Orgstructure Name	Valid from	Valid till		E	elete			
🗞 Organigramm SuW 👹 SuW-Gul (Gewerbe und Industrie)	23.05.2023	01.01.30	00					

... and after:

Person							
🖺 Save 📱 Save & Close 🗲 Back	Delete Z [*] Edit in HR-Expert						🖶 Print
First nam	a Iris	Valid from	23.05.2	023			=
Lastnam	a Irdner	Valid till	01.01.3	000			•
Master data Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Settings Organigramm SuW ~							
	with History						
New group					Valid from	Valid till	
Select an Option				Ŧ	#		#
Orgstructure	Name Jat Sow-Mark (Marketing)	Valid from	Ň	/alid till		Dele	te
So organigramm SdW		14.09.2023	#	01.01.3000			

Further information

For another way to add a staff member to a new group, see chapters "Transfer Staff to Another Department" and "Add Staff to a Group"

For more information on the organigram, see "Organigram".

The HR Expert application also offers the possibility to change the department/group membership directly in the employee profile. For information on this screen, see "Organisation-Groups tab".

[Editors note: the links to the chapters will follow soon!]