

Organigram - Change group hierarchy

General

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

WARNUNG

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".

Vorgehensweise


In the menu tree under Administration, select the item Organisational chart. In principle, it is not necessary to change settings here for this application

The screenshot shows the 'Organigram' web application interface. On the left is a dark sidebar menu with options: Home, Correction Client, Booking, Time efforts, Travel expenses, HR-Expert, Info, Requests, Workflow, Administration (highlighted), and Organigram (highlighted in red). Under 'Administration' are sub-items: Persons, Groups, Roles, and Time management. Under 'Organigram' are sub-items: Export of personal Data (Art. 18 GDPR) and HR-Expert. The main content area is titled 'Organigram' and contains a 'Start' button and a 'Hide searchform' button. Below these are input fields for 'Client' (Sonne und Wind GmbH), 'Date' (02.10.2023), 'Show employees' (No), and 'Searchkey'. There is also a checkbox for 'Consider whether person allows deputy or not'. At the bottom, there is a 'Roles' section with a list of roles: Auswertung, Benutzerumschalten, Geschäftsführer, Kollege, Reisekostenprüfung, Reisekostenprüfung 2, and Vorgesetzter. Navigation buttons (>, >>, <<, <) are provided for the roles list. A 'Print' button is located in the top right corner.


Clicking on "Start" starts the output of the organigram.

Organigramm


 Start

 Show searchform

Organigramm SuW -

 SuW-AUS - Sonne und Wind Ex-Mitarbeiter


SuW-CEO - Geschäftsleitung


 SuW-Personal - Personal


 SuW-Mark - Marketing


SuW-SALES - Sales Overhead


SuW-GuI - Gewerbe und Industrie


 SuW-Serv - Service

 SuW-Priv - Privatkunden


 SuW-FF - Finanzierung und Förderungen


 SuW-Akqu - Aquisition

 SuW-Coop - Co-operativ buildings


 SuW-Eink - Einkauf

SuW-BauM - Bau und Montage


 SuW-MontWind - Montage Windkraft


 SuW-MontSol - Montage Solar


SuW-Solar - Sparte Solar

 SuW-ProdSol - Produktion Solar


SuW-Wind - Sparte Wind


 SuW-ProdWind - Produktion Windkraft

 SuW-FuE - Forschung und Entwicklung

 SuW-PBWien - Planungsbüro Wien

 SuW-PLinz - Planungsbüro Linz

 SuW-PMSol - Agiles Projektmanagement Solar

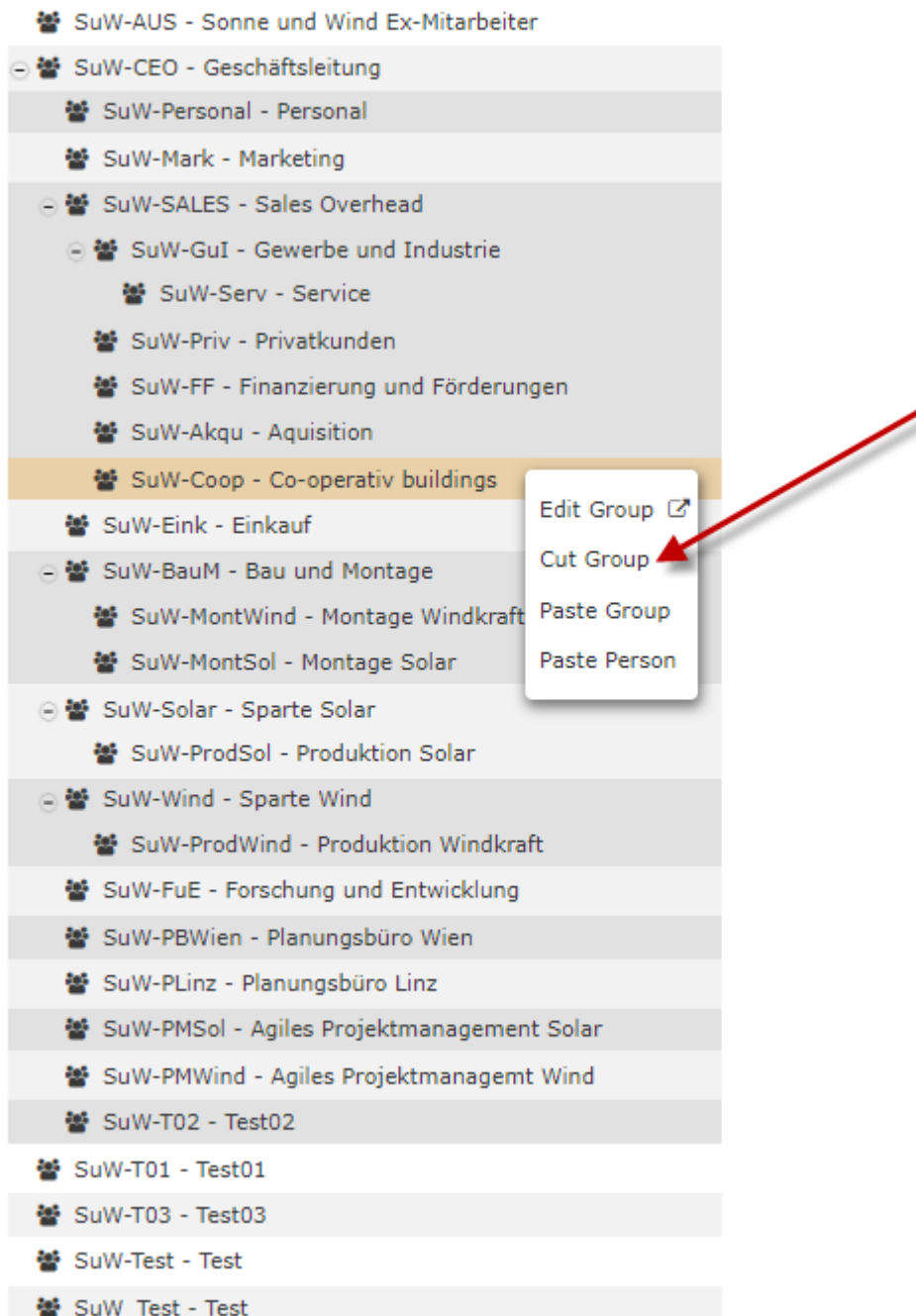
 SuW-PMWind - Agiles Projektmanagemt Wind

WARNUNG

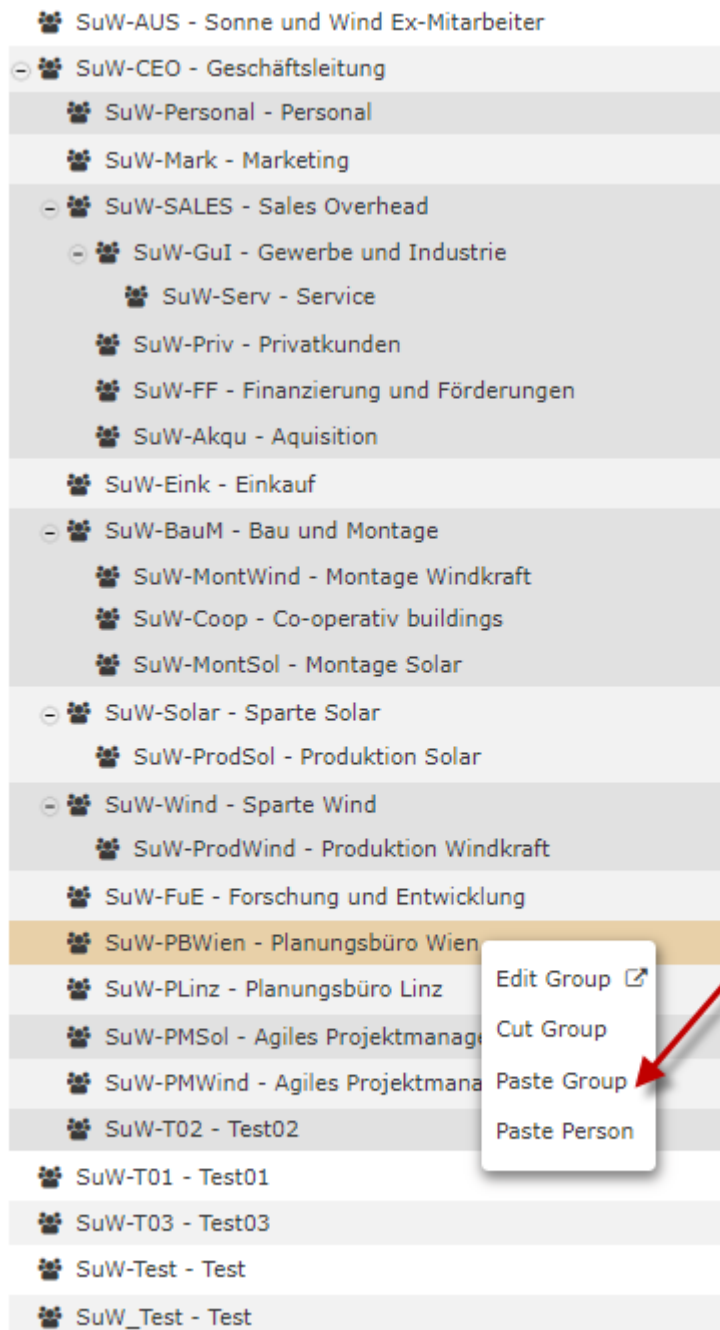
ATTENTION: It is important to understand that when a group is moved, all subgroups of that group are automatically moved as well.

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

Click on the group SuW-Coop with the right mouse button and select "Cut group"...



... now right-click on the SuW-PBWien group and select "Insert Grou".



... the result is immediately visible.



To change the group name and other properties concerning the group, simply select the entry Edit group. You will then automatically switch to the group management view (see FAQ: Change short name / name of a group [link soon to come])

Further information

Further information concerning groups can be found here: [Groups](#)¹

You can find more information on the topic of organigrams under this link: [Organigram](#)²

1. </daisy/personalwolke-default-en/Time-Base/10473-dsy/Groups.html>
2. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po_orgBuilder.act.html