

# **Owners**

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## Owner

In the menu *System > Master Data > Owner* you get a Flexigrid-Table with the summary of the owners of companies and organizations.

Name	externer Schlüssel	Anrede	Titel	Vorname	Nachname	Familienzug
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Table of Owners

With the button: *Create Owners* you get a form in which you can create a new owner.

The screenshot shows a web-based form for editing owner information. The form is titled 'Owners' in the top right corner. It includes the following fields and values:

- Name: [Empty text box]
- Salutation: Mr (dropdown menu)
- Title: [Empty text box]
- First Name: [Empty text box]
- Surname: [Empty text box]
- Name of Company(Spv): [Empty text box]
- Legal Form: [Empty text box]
- Phone: [Empty text box]
- Mobile Phone: [Empty text box]
- Email: [Empty text box]
- Voting Right: 0,00000
- Share: 0,00000
- Description of person/owner: Beschreibung, Text (in a large text area)

At the bottom of the form, there are two buttons: 'Save' (highlighted in red) and 'Back' (grey). The entire form is set against a light grey background.

Form to edit Owners

After the fill in of the field-contents click on the *Save*-button to assume the new owner.

If you want to abort the process of creating the owner click on the *Back*-button.

### **Exporting Owner**

With the button: *Export Excel* you can start the export of the list of company and organization owners.

You can choose in the dialog to view or to save the list in the system. In the second case you will be asked to the path of the target folder.

Bild:Gesellschafter exportieren

**Yet you have another Question leave it on this Site for the metamagix-Support-Team.**