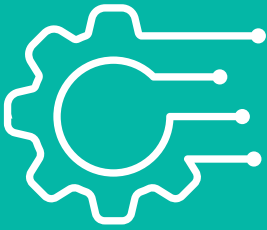


SET UP



OVERVIEW



STEPS

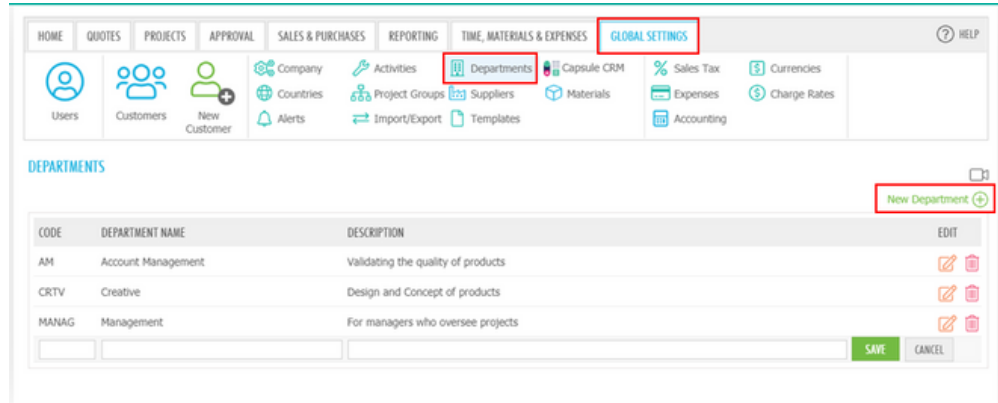
Go to **Departments** under **Global settings** and click **New Department**. Provide a **code** for the department (something short that will be easily recognisable), a **name** and **description**, then click **Save**.







You can **edit** an existing department by clicking the **edit** icon.

To **delete** a department, click the **bin** icon.

Set up your Departments

At least one company department is required. Add departments, e.g. Administration, Sales and Warehouse to suit your company. Once added, departments are available via a drop-down list when adding or editing users.



CODE	DEPARTMENT NAME	DESCRIPTION	EDIT
AM	Account Management	Validating the quality of products	 
CRTV	Creative	Design and Concept of products	 
MANAG	Management	For managers who oversee projects	 

Buttons: **SAVE** **CANCEL**

