

# Departments

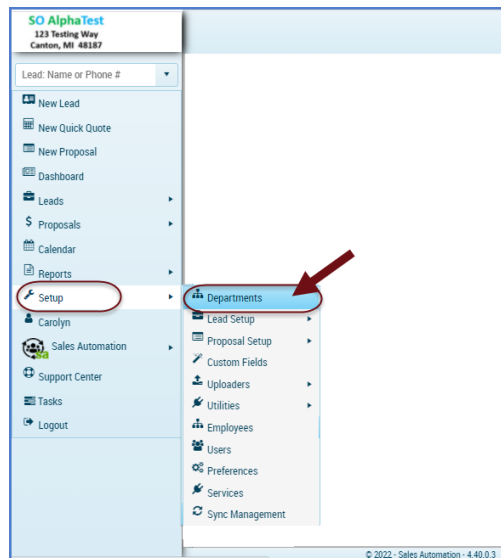
Last Modified on 07/27/2023 9:22 am EDT

## Departments

Menu path: Setup > Departments

Add new or edit existing departments.

Once Departments are created, link Employees to the departments.



**New Department** Delete Cancel Save Department

Department Name:  Description:  243 characters remaining

**Sales Team** **Managers** **Approvers**

**Current Sales Team Employees**

- Johnson, Carolyn
- Malloy, Mitch

**Available SA Employees**

- Bartimus, Amy
- Default, Default
- Duru, Emeka
- Gross, Joe
- Hardin, Phillip
- Johnson, Michael
- Munteanu, Razvan

Drag the available employees into the Sales Team making a new department.

Link Employees to the departments.

The screenshot shows a 'New Employee' form with the following fields and values:

- Linked User: MichaelJohnson - Johnson, Michael
- Employee Number: 956
- Employee Since: 1/1/2001
- First Name: Michael
- Last Name: Johnson
- Job Title: Technician
- Description: Technician
- Middle Initial: (empty)
- Address: 44925 Albert
- City: Plymouth, State: Michigan, Zip: 48170, Plus 4
- Phone: (734) 228-3311
- Cell: (empty)
- Text Notifications: (empty)
- Select Carrier: (empty)
- Technician:  Technician
- Salesperson:  Salesperson
- Inactive:  Inactive Date: (empty)
- Picture: (empty)
- Upload: Select files...
- SedonaOffice Salesperson: Select SedonaOffice Salesperson
- SedonaOffice Tech: Johnson, Michael
- Sales Quota: \$0.00
- Email: michael.johnson@gmail.com

At the bottom, there is a table with the following structure:

Department	Notes
Service	

Numbered callouts indicate the following steps:

1. Press the add button (circled '1' next to the 'Add' button)
2. Select the corresponding department (circled '2' next to the 'Service' dropdown)
3. Press the check mark (circled '3' next to the checkmark icon)
4. Save (circled '4' next to the 'Save' button in the top right)

1. Press the add button
2. Select the corresponding department
3. Press the check mark
4. Save