Departments

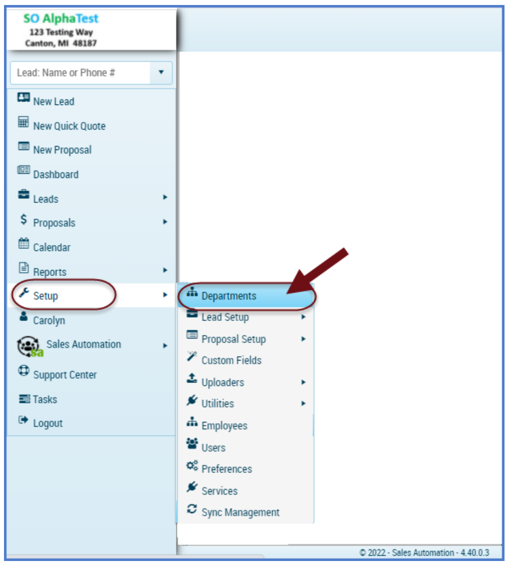
Last Modified on 07/27/2023 9:22 am EDT

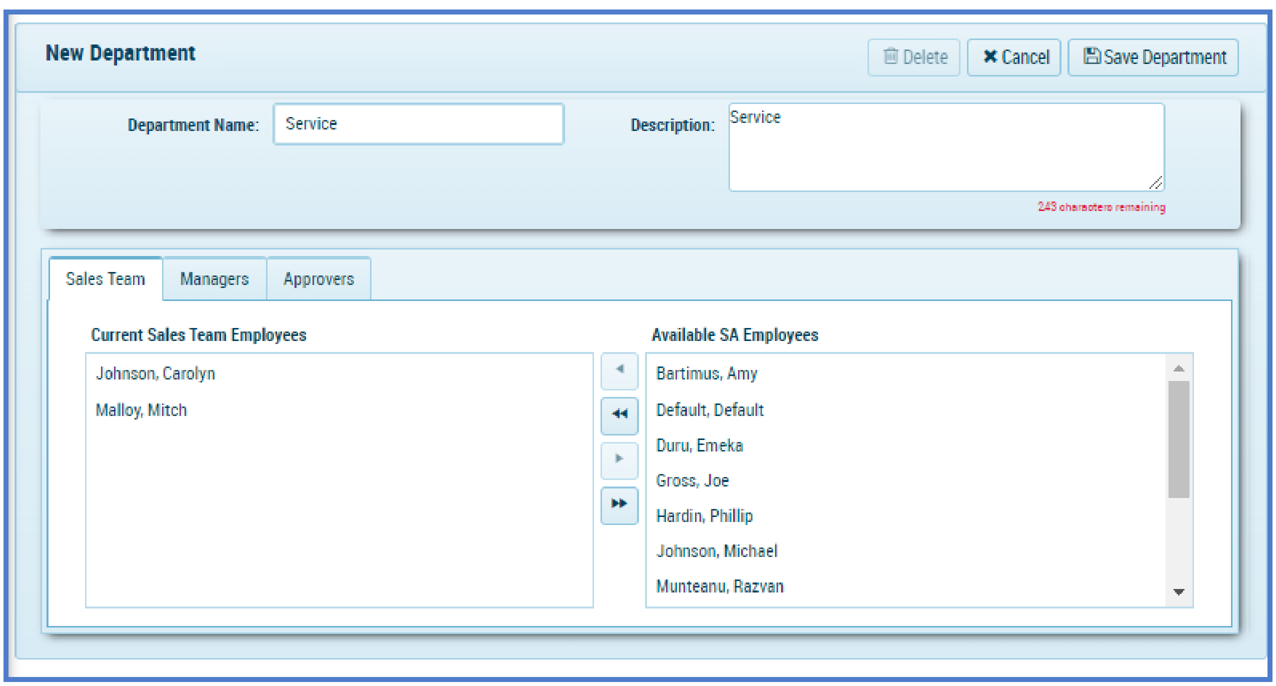
Departments

Menu path: Setup > Departments

Add new or edit existing departments.

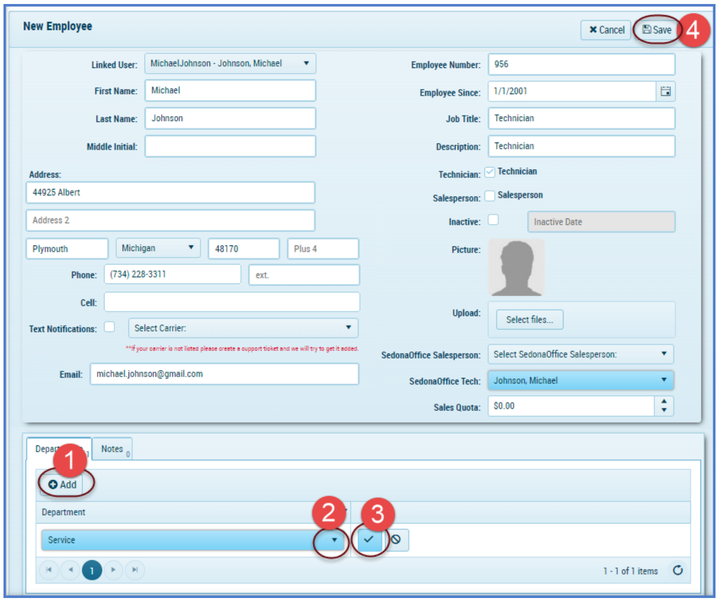
Once Departments are created, link Employees to the departments.





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

Link Employees to the departments.



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