

# User Guide

## Organization Structure

How to create New Department/Organization Node

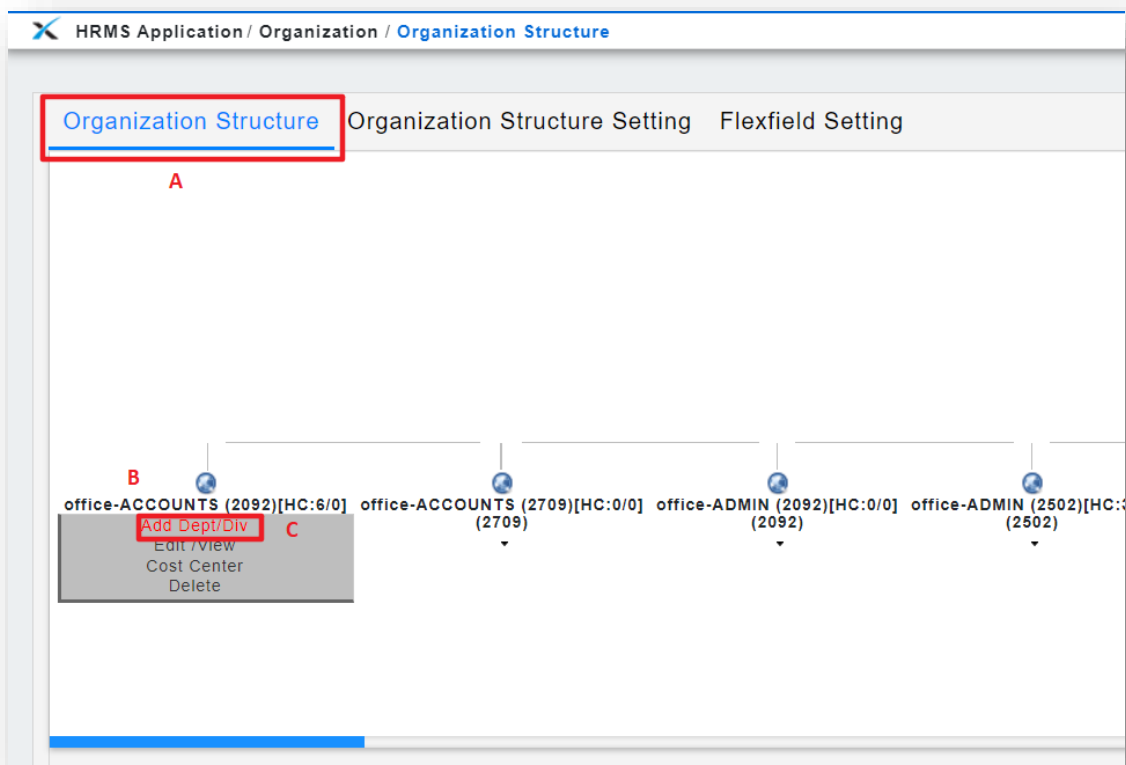


## HOW TO CREATE DEPARTMENT

1. Go to Organization -> **Organization Structure**.



2. Go to 1<sup>st</sup> tab (A) [Organization Structure].
3. Mouse hover (B) on the main department that you wish to add sub department.
4. Click on (C) *Add Dept/Div*.



5. Fill in the (A) new department name.
6. Insert the (B) effective date for the department.
7. Select Node Types (C).
8. Click (D) button to save the information.

A screenshot of a web-based form for creating a new department. The form has a title bar with a close button (X). The fields are as follows:

- Dept/Div Name \***: A text input field containing "Finance". This field is highlighted with a red box and labeled with a red "A".
- Dept/Div Description**: An empty text input field.
- Effective Date \***: A date picker field showing "2019-12-01". This field is highlighted with a red box and labeled with a red "B".
- Node Types \***: A dropdown menu showing "Department". This field is highlighted with a red box and labeled with a red "C".
- Max Head Count :**: A text input field containing "0".
- Buttons**: At the bottom right, there is a green "Save" button and a grey "Cancel" button. The "Save" button is highlighted with a red box and labeled with a red "D".

9. The New Department will be created as per sample screenshot below.

