

User Guide

Organization Structure

How to create New Department/Organization Node

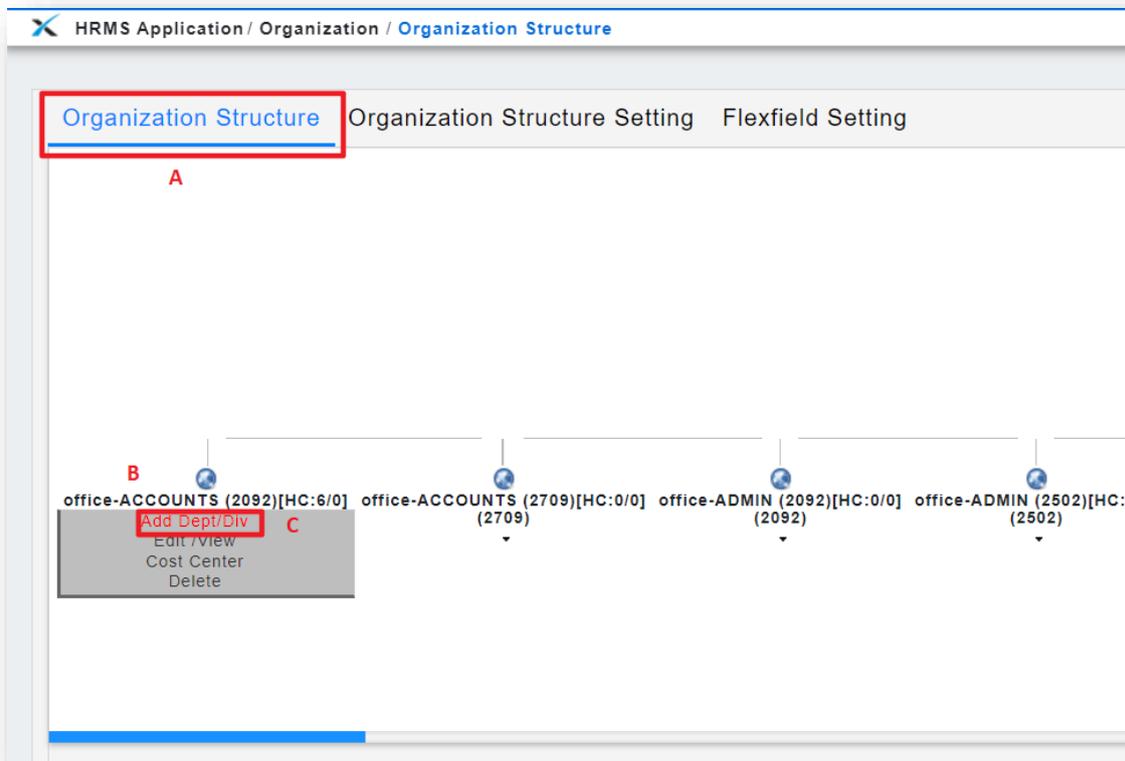


HOW TO CREATE DEPARTMENT

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



2. Go to 1st 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 contains the following fields and controls:

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

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

