




Departments

Company is able to manage the departments in the company using “**Departments**”. Below are available actions for “**Departments**”:

-  Create new department, modify and delete department.
-  View the employees list
-  Assigned & un-assign employees to/from the selected department.

Departments

Department Code	Department Manager	Department Head
Sales & Marketing	EM03 - Jessica	EM03 - Jessica
Team A	EM05 - Elvy Ee	EM03 - Jessica
Team B	EM01 - Chris	EM03 - Jessica
DP01	EM02 - Amanda	EM01 - Chris
DP02	EM05 - Elvy Ee	EM01 - Chris

Department Code

SM01

Department Name

Team A

Department Head

EM03 - Jessica

Department Manager

EM05 - Elvy Ee

Parent Department

DP03 - Sales & Marketing

☐ Grouping Department

Description

Create New

Save

Revert

Delete

Employees

Employee Name

Neo

Total 1 records.

Assigned Employees

Employee Name

Chris

Elvy Ee

Jessica

Jessica

Steve Jameson

Total 5 records.

Field Name	Description	Mandatory Information
Department Code	Unique Code for the department	Y
Department Name	Name of the department	Y
Department Head	Name of the department head	Y
Department Manager	Name of the department manager	Y
Parent Department	Select the main department	N
Grouping Department	Tick to allow sub departments under the department	N
Description	Description	N

Create New Department:

1. Fill the Department code & the Department name
2. Choose the Department head & the Department manager
3. Optional: Grouping Department, if this checkbox is ticked, it allows user to define sub departments under this department

Icon for Grouping Department

4. Optional: User may select a parent department for the department, if any department was created as a grouping department

There are Team A & B under Sales & Marketing

5. Click on the **“Revert”** button to undo changes.
6. Click on the **“Save”** button to save

Modify Department:

1. Select the department to modify in the Department list
2. Update the information required.
3. Click on the **“Revert”** button to undo the changes

4. Click on the **“Save”** button to save changes

Search for Department/Employee/Assigned Employee:

1. Click in the respective search field of the Department/Employee/Assigned Employee list

2. Type in search criteria; for example the department code, employee name, department head or others to filter the list.

The screenshot displays the SAP Department Management interface. It features a main table with columns for Department Code, Department Manager, and Department Head. Below this table, there are three search bars, each highlighted with a red circle and labeled 'Search Bar':

- Department Search Bar:** Located at the top left, below the main table.
- Employee Search Bar:** Located in the bottom left, below the 'Employees' section.
- Assigned Employees Search Bar:** Located in the bottom right, below the 'Assigned Employees' section.

The interface also includes a right-hand panel with fields for Department Code, Department Name, Department Head, Department Manager, Parent Department, and Description. At the bottom of this panel are buttons for 'Create New', 'Save', 'Revert', and 'Delete'.

Delete Department:



1. Select department to delete from the Department list

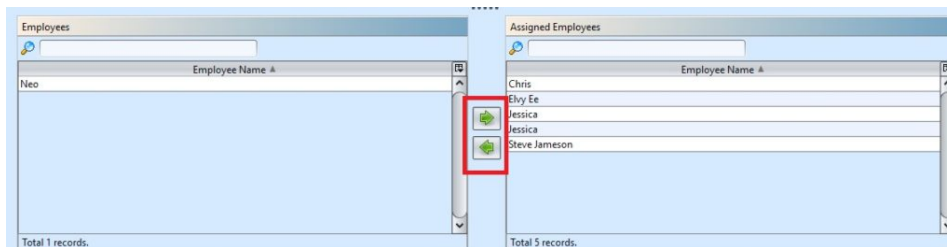
2. Click on the **“Delete”** button

3. Click on **“Yes”** to confirm

***Note:** Deletion of a department is possible only if no transactions used the department

Assign & Un-assign Employees to/from a Department:

1. Select a department to assign employee(s) under the department.
2. Select employee(s) from "**Employees**" list. Click on the "  " button to assign the employee to the selected department.
3. Select employee(s) from "**Assigned Employees**" list. Click on "  " to unassign the employee from the selected department.



***Note:** Every employees must be assigned under a department for transaction purpose
