




# 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 three main sections: a table of departments, a form for department details, and two lists for employees. Red circles highlight search bars in each section.

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  
Description:   
Create New Save Revert Delete

Employees:   
Employee Name A: Neo  
Total 1 records.

Assigned Employees:   
Employee Name A: Chris, Elvy Ee, Jessica, Steve Jameson  
Total 5 records.

## Delete Department:



1. Select department to delete from the Department list

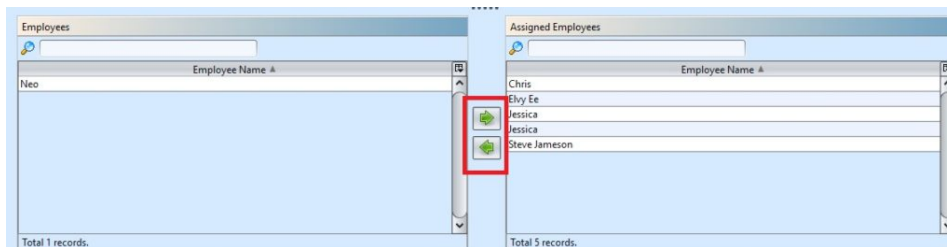
2. Click on the **“Delete”** button

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

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