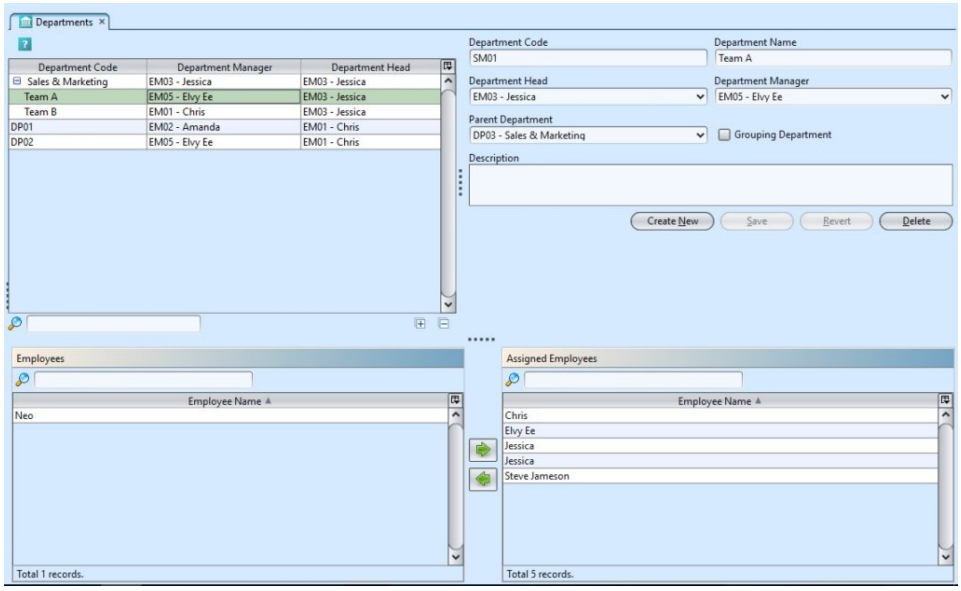
Departments

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.



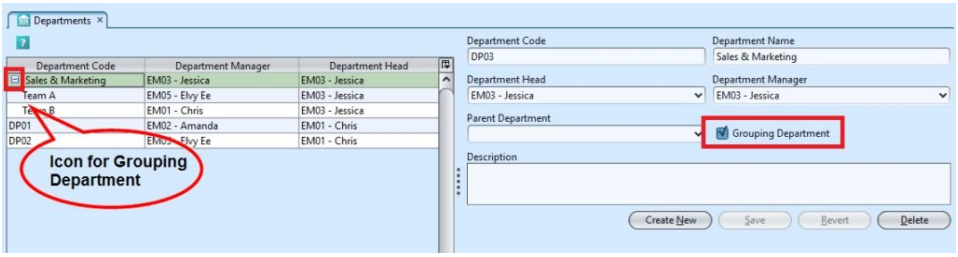
Field Name	Description	Mandatory Information
Department Code	Unique Code for the department	Y
Department Name	Name of the department	Y
Department Head	Name of the department head	Y
Department Manager	Name of the department manager	Y
Parent Department	Select the main department	N
Grouping Department	Tick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

Create New Department:

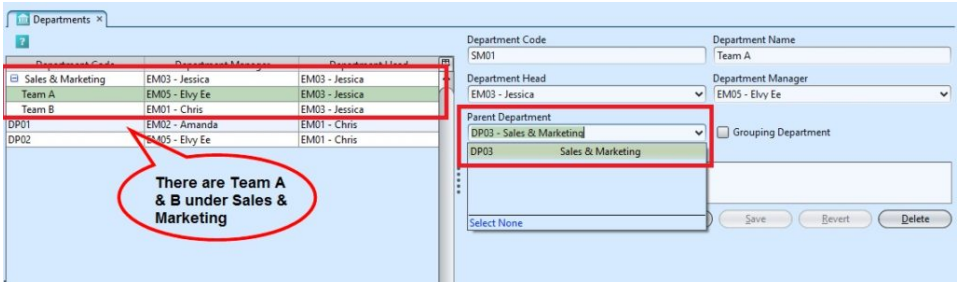
1. Fill the Department code & the Department name

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



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



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.

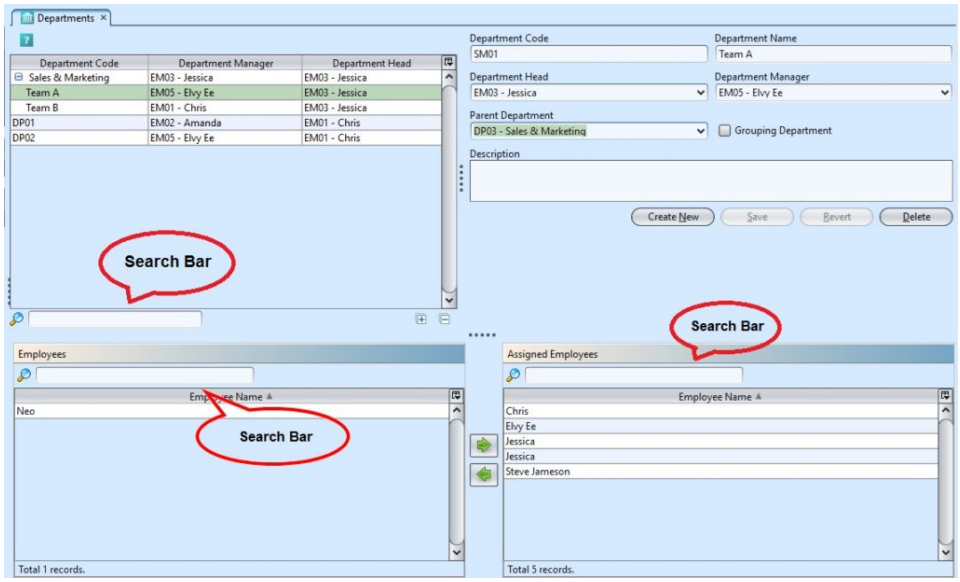
3. Click on the ***"Revert"*** button to undo the changes

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.



Delete Department:

1. Select department to delete from the Department list

2. Click on the ***“Delete”*** button

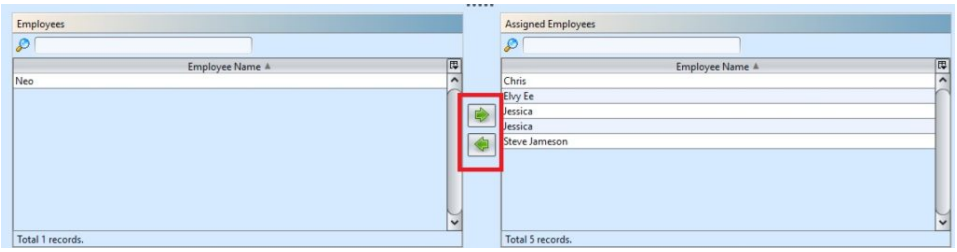
3. Click on ***“Yes”*** to confirm

***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