

Menu > Admin > Setup > Departments

Managing Departments enables administrators to assign a department to a particular user as a descriptor on the user setup screen. Keep in mind, this will not have any effect on user security, and is only a label for a user's profile.



1. To add a department, type in the department name, then click "Save".
2. Once finished adding your departments, you can exit or move to the user setup screen and assign your departments.