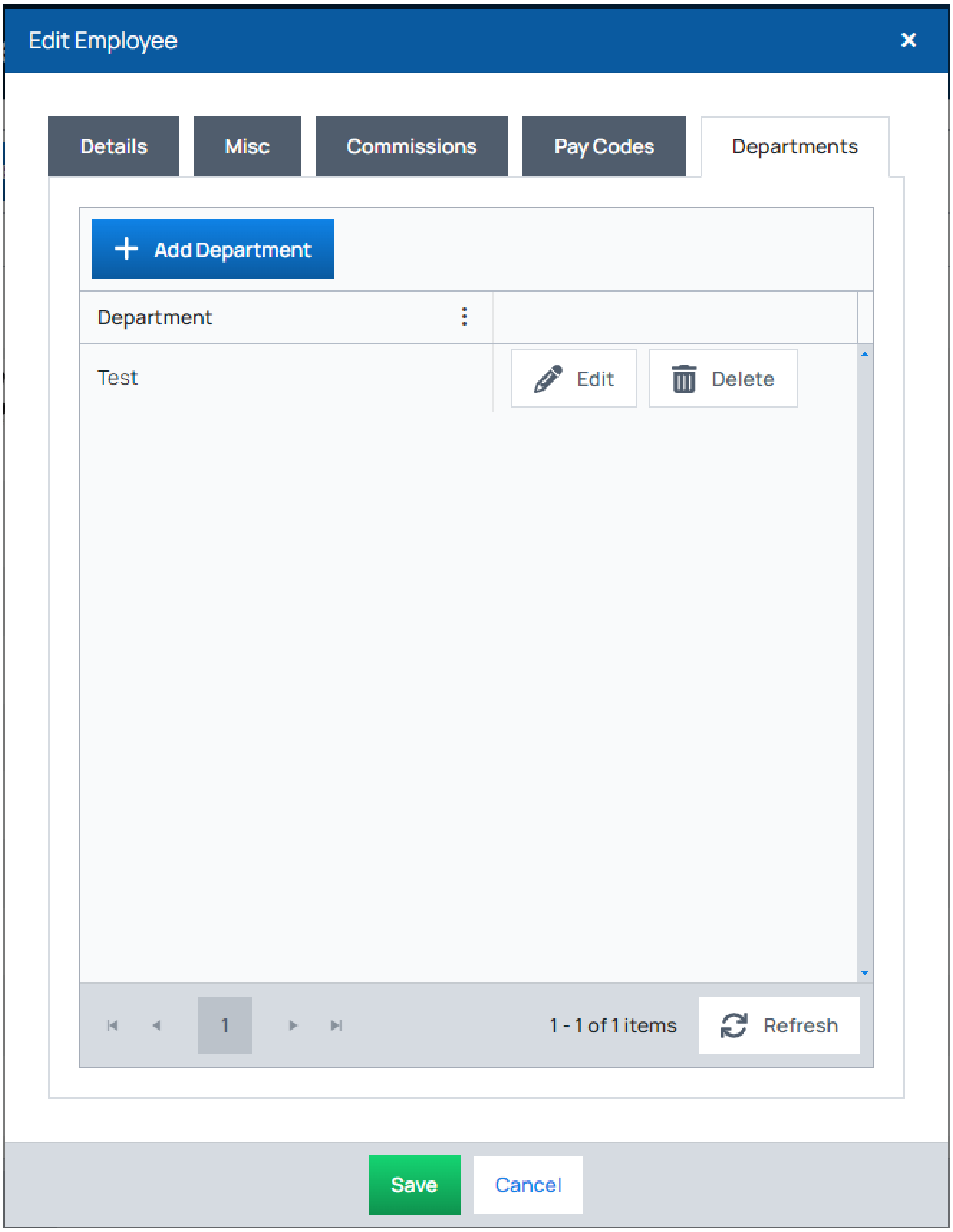
Department Linking for Employees

Last Modified on 11/01/2024 4:15 pm EDT

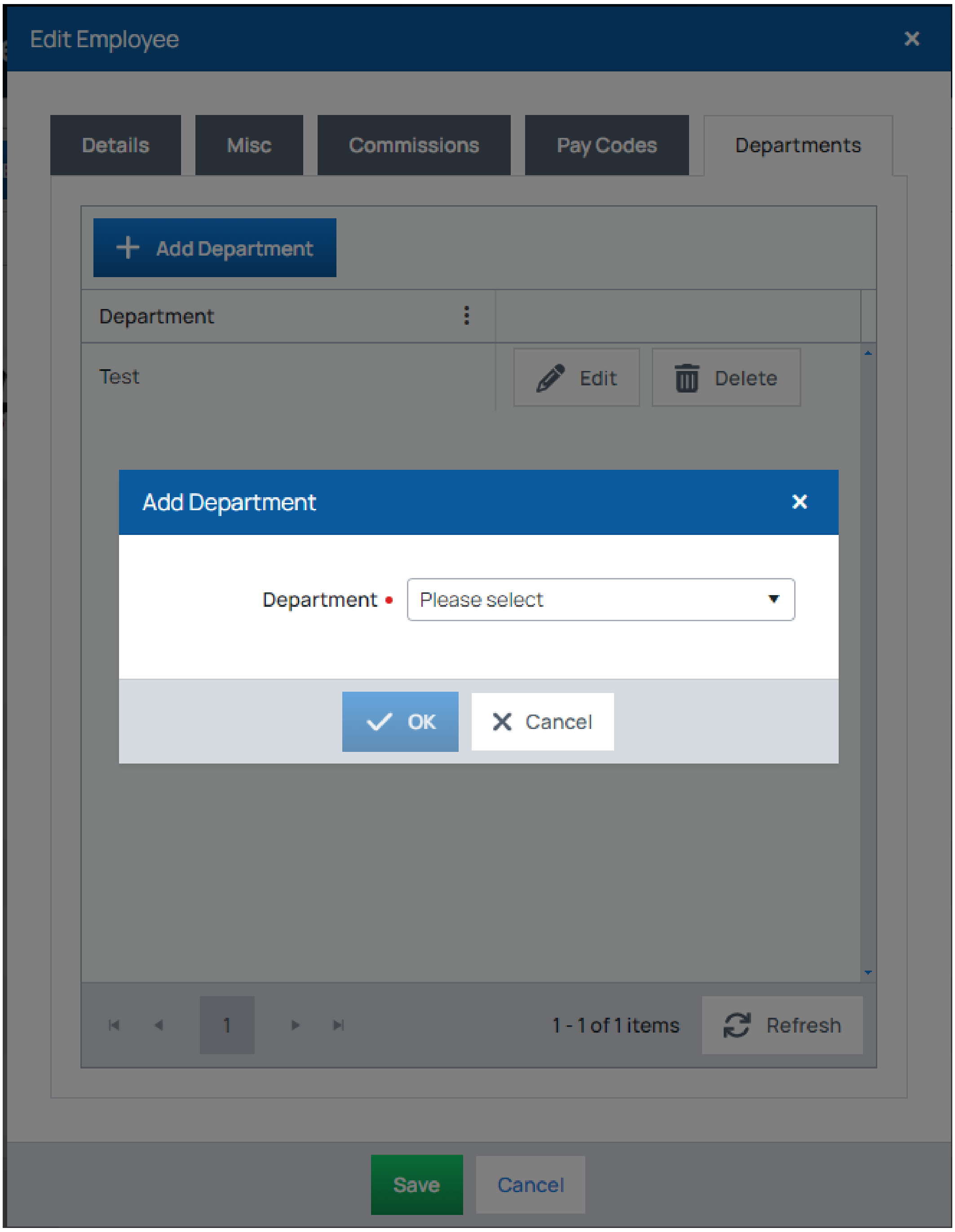
The Edit Employee form (Setup > Company > Employees) has a Departments tab.



Use this to add, edit (change), or delete a department for the employee.

TIP: Changing the size of the Department column can change the width of the Edit Employee form.

Click the **Add Department** button to open the Add Department popup and select a department from the dropdown field. If there are no departments, this dropdown will be blank. Click OK to add the department to the employee.



Editing a department functions the same way.

An employee can be part of more than one department.

Use the Department tab on the Edit Employee form to add departments to an employee one at a time. Use the Departments page (CRM > Departments) to add a single or multiple employees to a department at a time.