

# Department Linking for Employees

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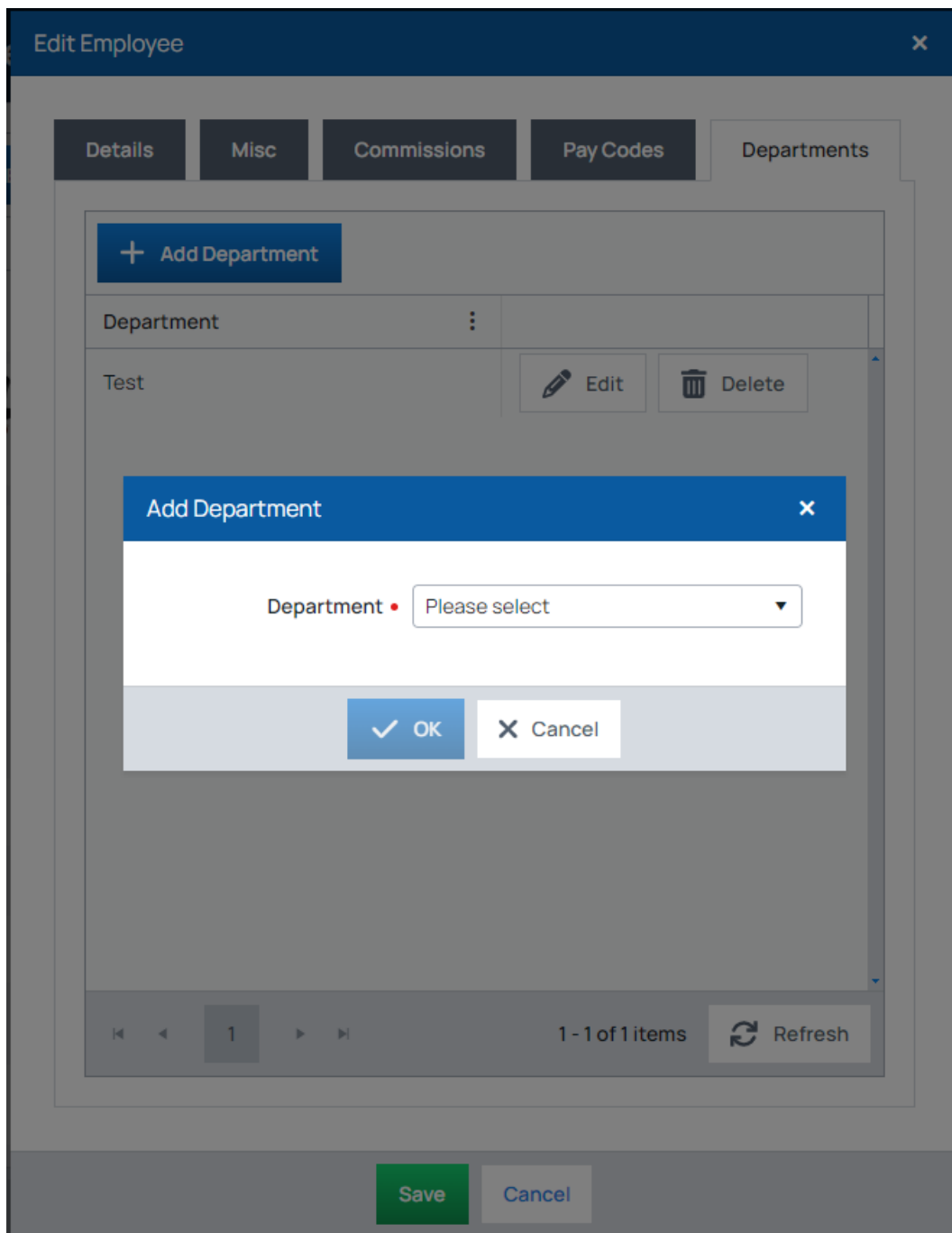
The Edit Employee form (Setup > Company > Employees) has a Departments tab.

The screenshot shows the 'Edit Employee' form with the 'Departments' tab selected. The form contains a table with one row labeled 'Test'. Above the table is a blue button '+ Add Department'. To the right of the 'Test' row are 'Edit' and 'Delete' buttons. At the bottom of the table are navigation controls: '<< < 1 > >>', '1 - 1 of 1 items', and a 'Refresh' button. At the bottom of the form are 'Save' and 'Cancel' buttons.

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.

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