

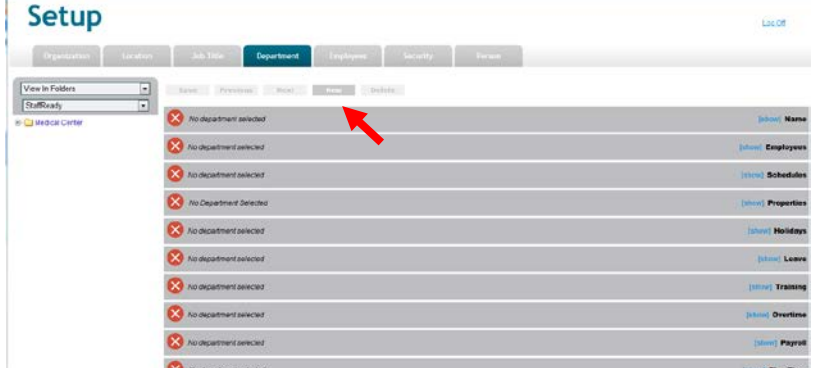
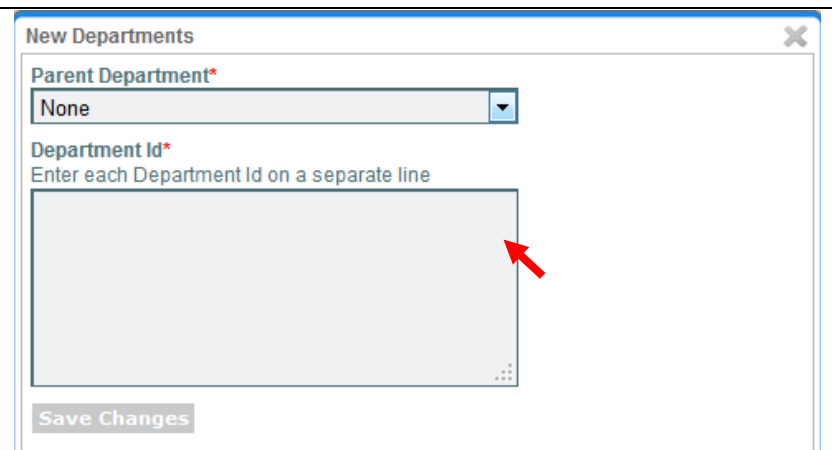
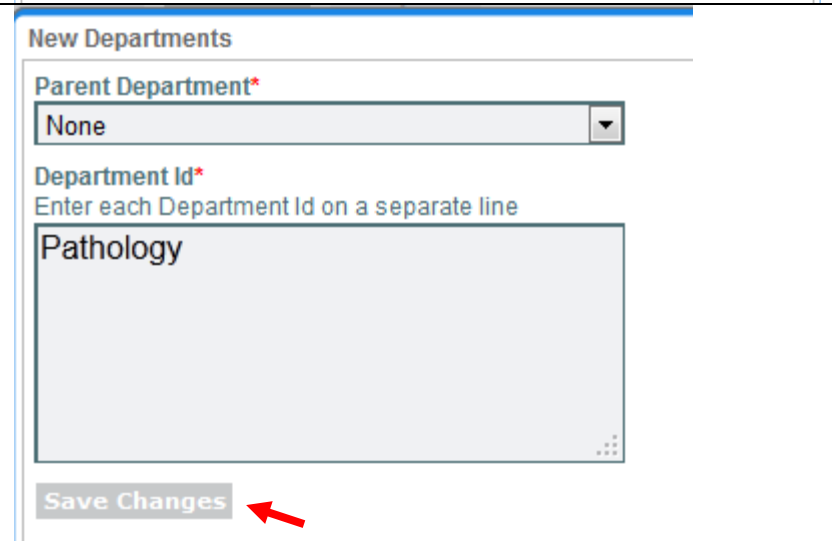
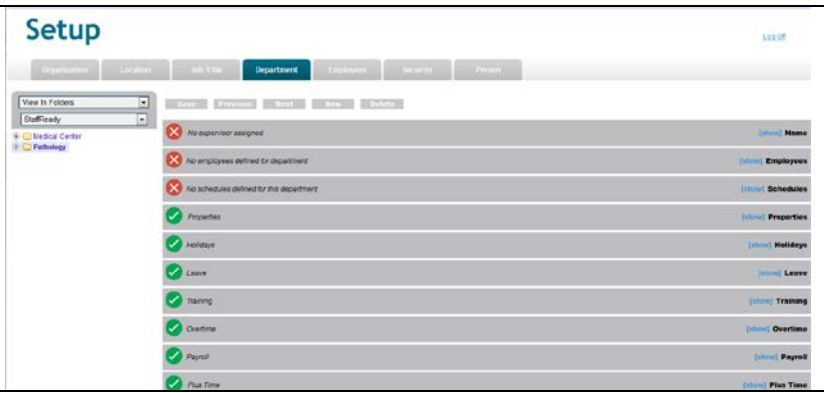


Department Set Up		
Step	Action	
1.	<p>Navigate to the <b>License Site Tab</b>, and select the License Site in which you want to create the Department. For this example, South Campus is selected.</p> <p>Select <b>Setup</b> from the drop-down menu in the upper right-hand corner.</p>	
2.	<p>Select the <b>Department Tab</b>.</p>	
3.	<p>Select <b>New</b>.</p>	

4.	<p>In the New Departments window, if the Department you want to create is within another Department, from the Parent Department drop-down menu, select the appropriate Parent Department.</p> <p>If the Department will not have a parent department, type in the Department ID/Name.</p> <p>In our example, we leave the Parent Department as None and will enter Pathology in the Department Id field.</p>	
5.	Select <b>Save Changes</b> .	

6. The Pathology Department has now been created. You may select each color bar (i.e. **Name**, **Employees**, **Schedules**, etc.) to complete setting up this department.



Tab	Status	Action
Name	✗ No supervisor assigned	<a href="#">[show]</a>
Employees	✗ No employees defined for department	<a href="#">[show]</a>
Schedules	✗ No schedules defined for this department	<a href="#">[show]</a>
Properties	✓	<a href="#">[show]</a>
Holidays	✓	<a href="#">[show]</a>
Leave	✓	<a href="#">[show]</a>
Training	✓	<a href="#">[show]</a>
Overtime	✓	<a href="#">[show]</a>
Payroll	✓	<a href="#">[show]</a>
Flex Time	✓	<a href="#">[show]</a>