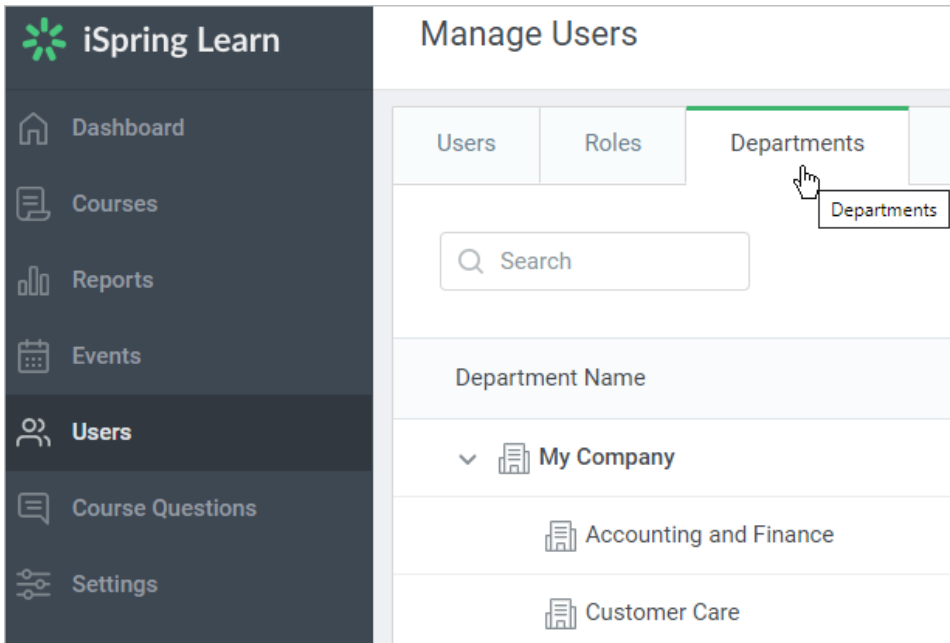


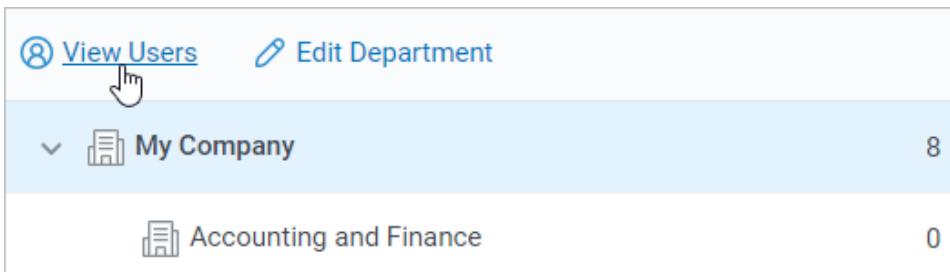
# Viewing Department Users

To view users who belong to the department:

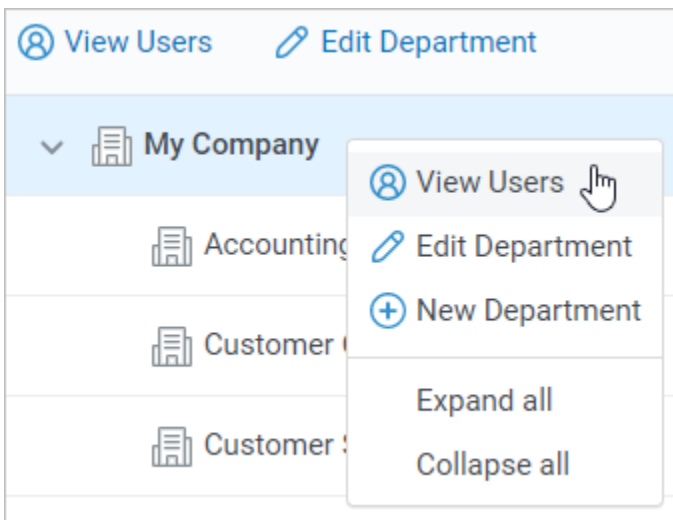
1. Open the **Users** section and select the **Departments** tab.




2. Select the department which users you want to view and, in the top menu, click **View Users**.



The second way to view users of a department is select it in the departments list and right-click on it. In the context menu, choose **View Users**.











3. Now you will see all users who belong to the department.



# My Company

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 New User

<input type="checkbox"/> User Name ↓	Status	Department
<input type="checkbox"/>  <b>Glenda Johnson</b> glenda.johnson		Marketing Department My Company
<input type="checkbox"/>  <b>Kurt Hicks</b> kurt.hicks		Marketing Department My Company
<input type="checkbox"/>  <b>Laura Lebrun</b> laura.lebrun		Marketing Department My Company
<input type="checkbox"/>  <b>Marissa White</b> marissa.white		Marketing Department My Company
<input type="checkbox"/>  <b>Nick Moore</b> nick.moore		Sales My Company
<input type="checkbox"/>  <b>Patricia Wisner</b> patricia.wisner		Sales My Company
<input type="checkbox"/>  <b>Rodney Graves</b> rodney.graves		Sales My Company
<input type="checkbox"/>  <b>Simone Rose</b> simon.rose		Sales My Company



All users of sub-departments belong to the parent departments. That means, that if the Workshop and the Warehouse sub-departments contain 10 and 5 users each, the Factory parent department will have 15 people in it.