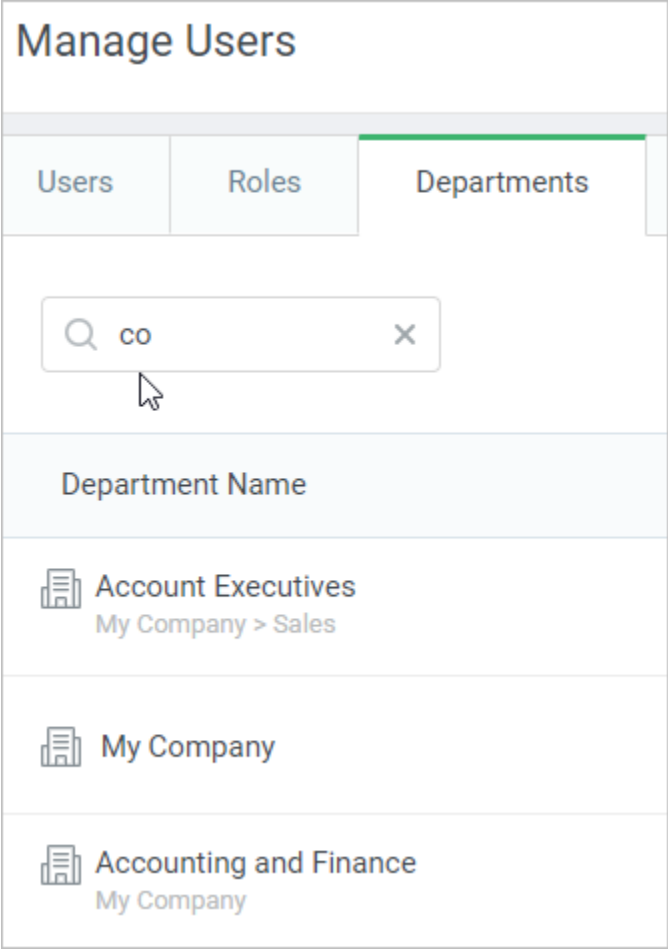


Navigating over Departments

You can find a department by its title.

1. Start entering a department name in the search bar above the list.






2. The system will comb through all departments including daughter departments and will suggest all exiting matches.

Manage Users

Users Roles **Departments**

Q co X

Department Name

 Account Executives My Company > Sales
 My Company
 Accounting and Finance My Company

3. In the search results, you will see department names and paths to them.

Manage Users

Users Roles Departments

×

Department Name

- Account Executives**
My Company > Sales
- My Company**
- Accounting and Finance**
My Company

4. To clear the search bar and to start searching from scratch, click the cross.

×

Reset search

Department Name

- Account Executives**
My Company > Sales
- My Company**
- Accounting and Finance**
My Company