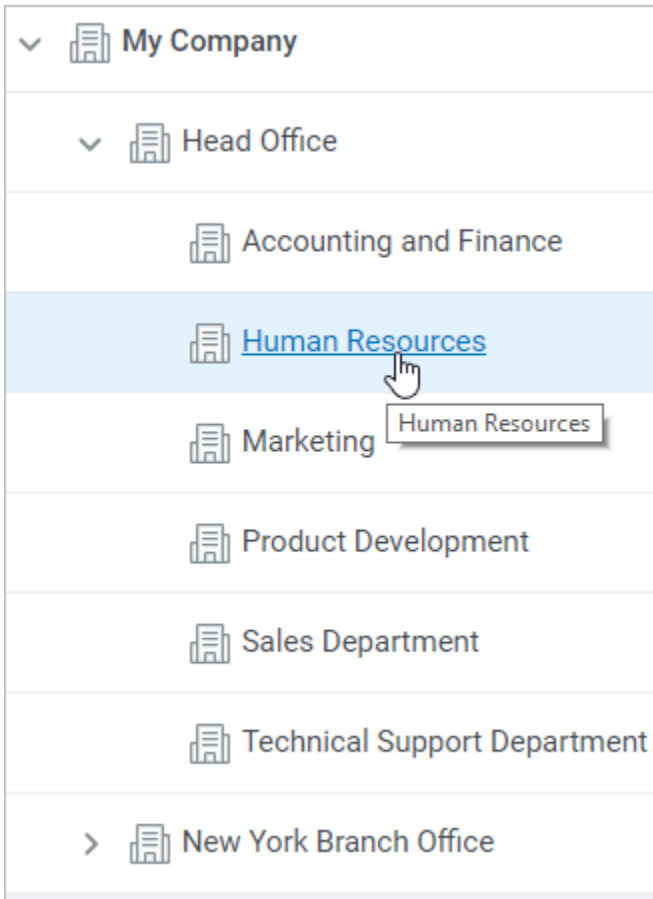


Adding Users to Departments

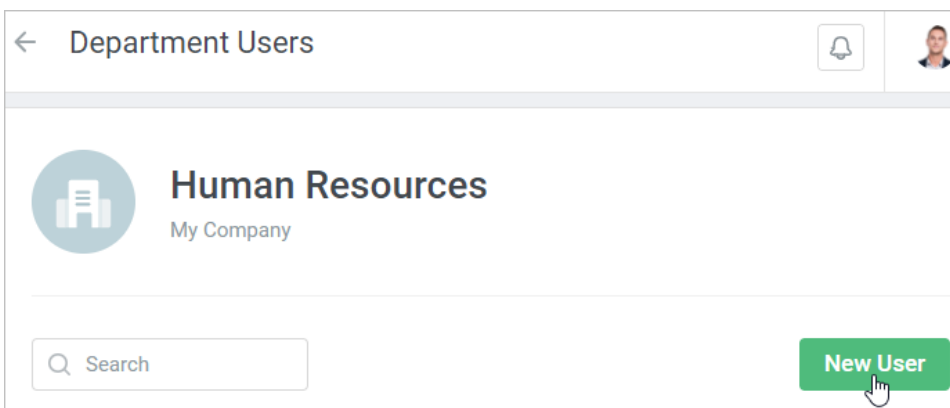
A user may belong only to **one** department. That's why you can either transfer users to a new department or add them right away to a needed department.

To add users to a department:

1. Go to the **Users** section, open the **Departments** tab and left-click a department where you want to add new users.



2. On the **Department Users** page, hit the **Add User** button.



3. Complete the form with information about a user and click **Save**.



General user information

Save

* Login:

* Email:

First Name:

Last Name:

Job Title:

Country: ▼

* Department: ▼

* Password: