HELPSIDE

How to Make Department Changes

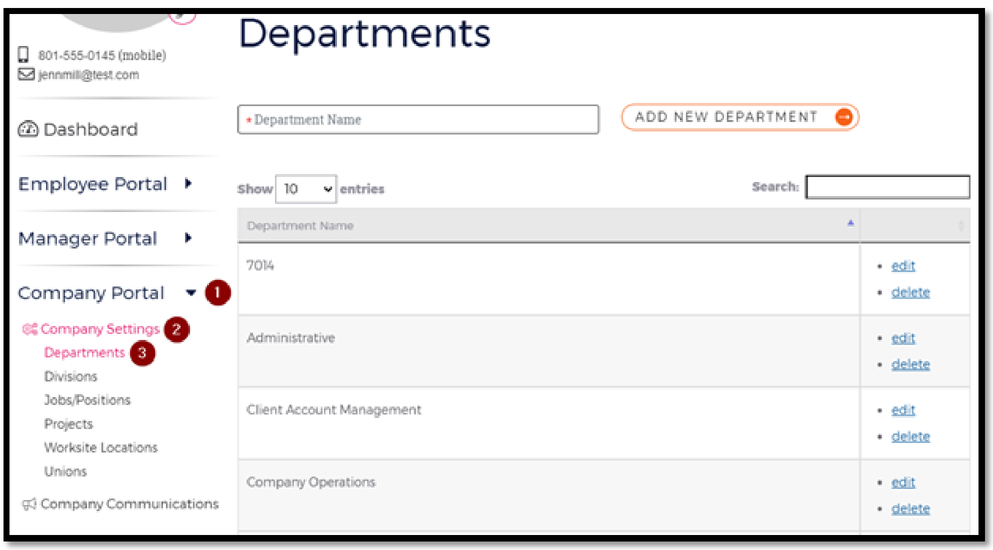
Department Changes

Go to: helpside.com -> Employee -> Employee Portal and login with your username and password.

Step 1: Click on **Company Portal.**

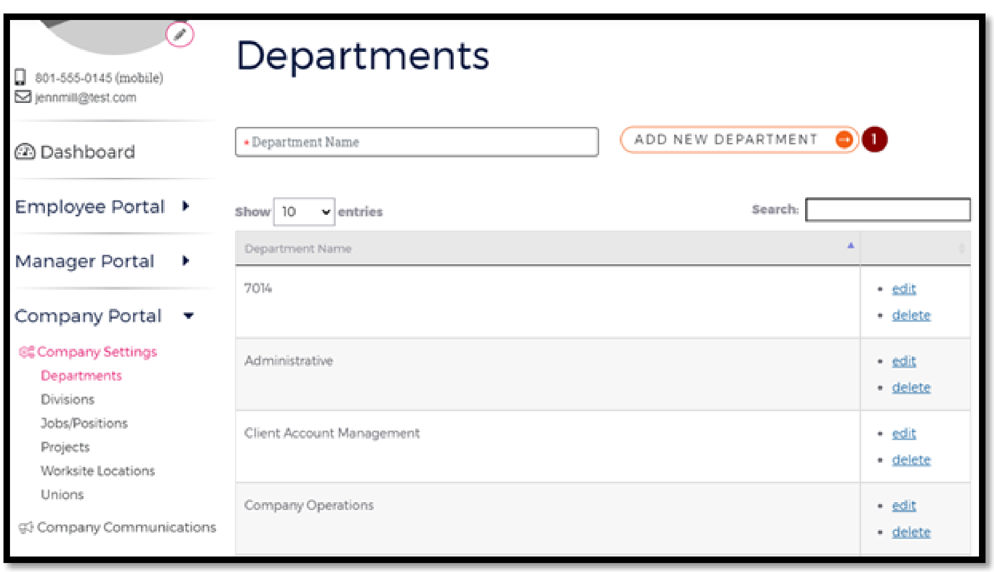
Step 2: Click on **Company Settings.**

Step 3: Click **Departments.**



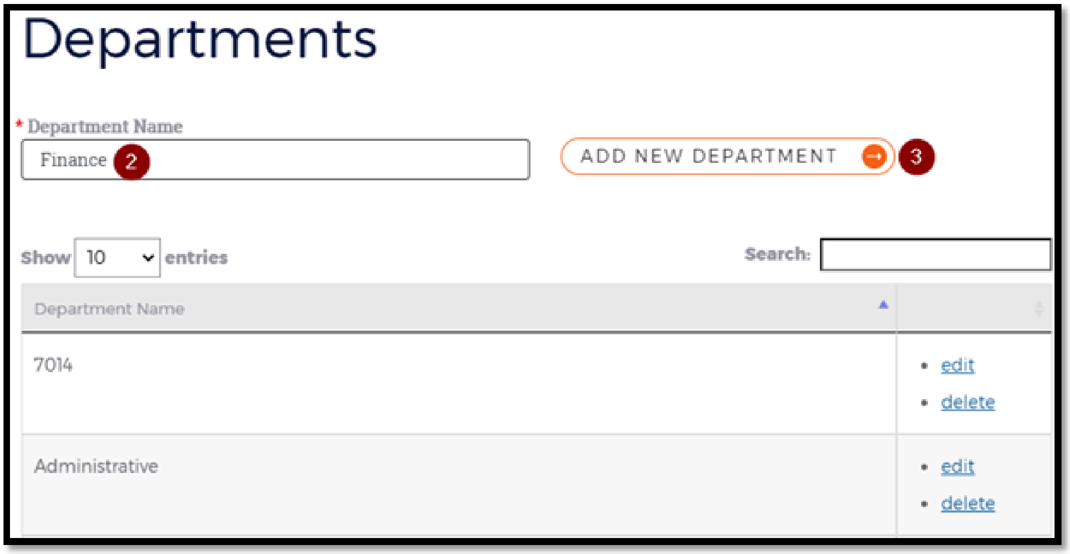
How to Add a Department

Step 1: Click **Add New Department.**



Step 2: Type in the desired department name in the available slot.

Step 3: Click **Add New Department.**



A confirmation will appear that the new department has been successfully added.

Editing a Department

Step 1: Click **edit.**

Step 2: Type in the desired department name in the available slot.

Step 3: Click **update.**