

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**.

The screenshot shows the 'Departments' page in the Helpside system. The left sidebar contains a navigation menu with 'Company Portal' selected and a red circle '1' next to it. Under 'Company Portal', 'Company Settings' is selected with a red circle '2', and 'Departments' is highlighted with a red circle '3'. The main content area has a search bar for 'Department Name' and an 'ADD NEW DEPARTMENT' button. Below this is a table with 5 rows of departments, each with 'edit' and 'delete' links.

Department Name	
7014	edit delete
Administrative	edit delete
Client Account Management	edit delete
Company Operations	edit delete

How to Add a Department

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

This screenshot is identical to the previous one, but with a red circle '1' highlighting the 'ADD NEW DEPARTMENT' button in the top right corner of the main content area.

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

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

Departments

* Department Name

Finance 2

ADD NEW DEPARTMENT → 3

Show 10 entries Search:

Department Name	
7014	<ul style="list-style-type: none">• edit• delete
Administrative	<ul style="list-style-type: none">• edit• delete

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

Department successfully created.

CLOSE

Editing a Department

Step 1: Click **edit**.

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

Step 3: Click **update**.

The screenshot shows the 'Departments' management interface. At the top, there is a header 'Departments'. Below it, a form for adding a new department is visible, with a text input field labeled 'Department Name' and a button labeled 'ADD NEW DEPARTMENT'. Below this, there is a 'Show 10 entries' dropdown and a search bar. The main table lists departments. The first row is 'Company Operations', which is currently being edited. This row has a text input field containing 'Company Operations', a 'cancel' button, an 'UPDATE' button, and a list of actions: 'edit' and 'delete'. The second row is 'Administrative', with 'edit' and 'delete' actions. Red circles with numbers 1, 2, and 3 are overlaid on the 'edit' button, the 'Company Operations' text input, and the 'UPDATE' button respectively. A note below the 'Company Operations' row states: 'Please ensure that any changes to this department apply to all currently associated employees.'

Department Name	
Company Operations	cancel UPDATE <ul style="list-style-type: none">editdelete
Administrative	<ul style="list-style-type: none">editdelete