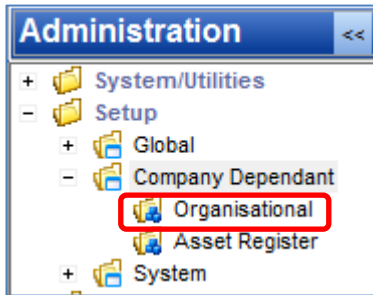


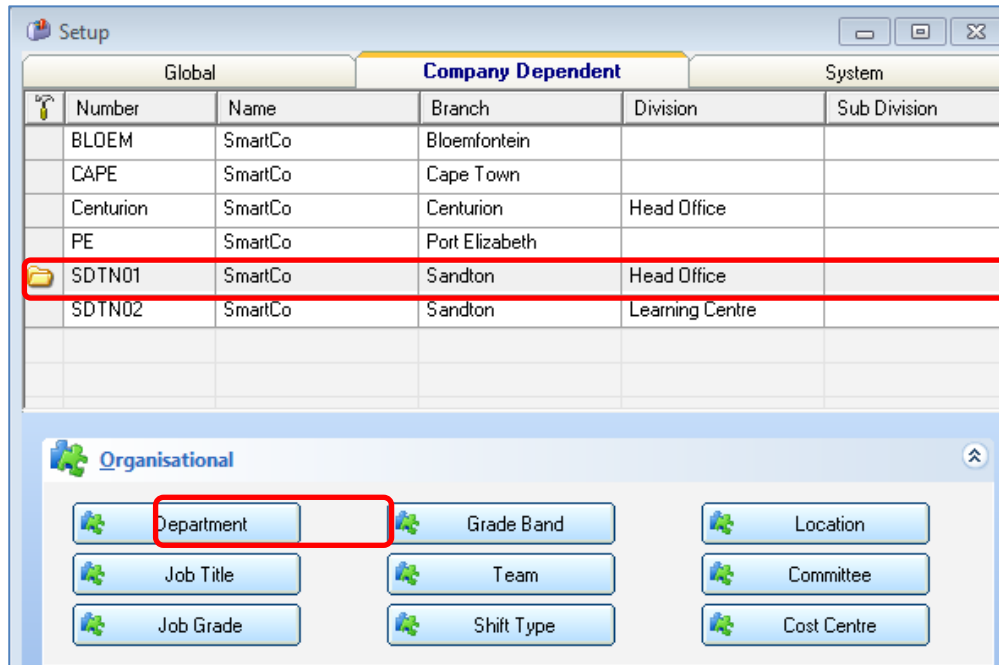


## DEPARTMENT (Setup-Organisational)

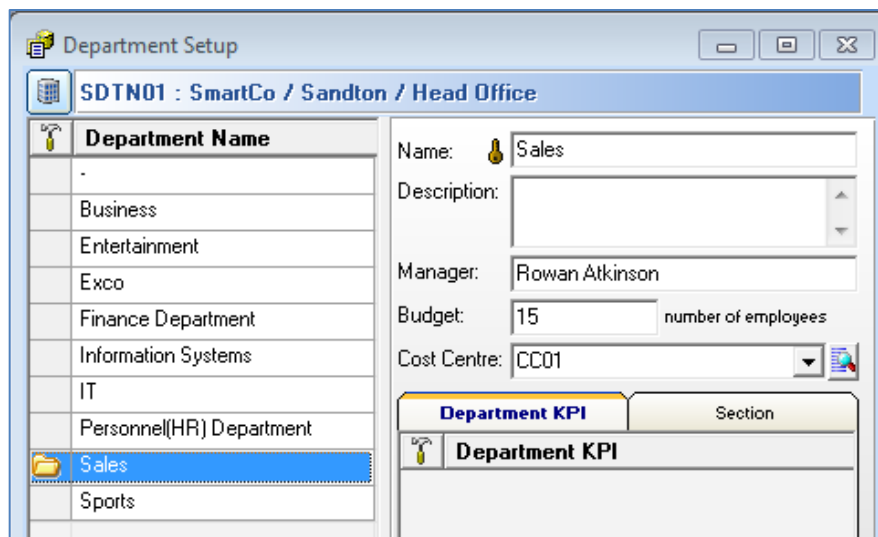
Go to



Click on Organisational. The Companies/Divisions will be shown on the top half of the screen. Make sure you choose the company you want to add Departments to, by clicking on it to highlight it. Click on Department.



The following screen will open

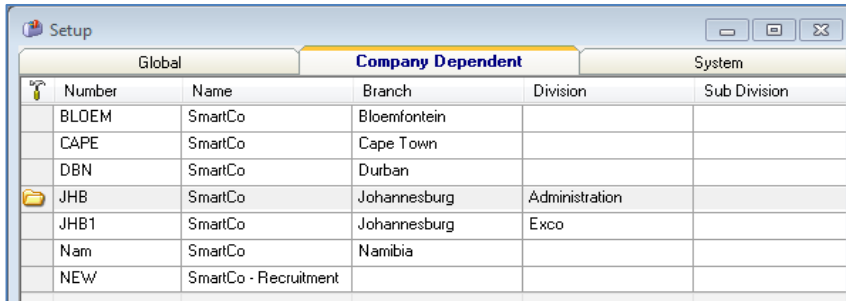


Click on New Add new record Save.


**NOTE:**  
The dash on the first line is a system required value and should never be deleted


You can also copy fields from one company to another as follows:

Select one of the pre-existing companies from the list and copy the information in the 6 Look-up tables to the new Company



Global		Company Dependent			System
Number	Name	Branch	Division	Sub Division	
BLOEM	SmartCo	Bloemfontein			
CAPE	SmartCo	Cape Town			
DBN	SmartCo	Durban			
JHB	SmartCo	Johannesburg	Administration		
JHB1	SmartCo	Johannesburg	Exco		
Nam	SmartCo	Namibia			
NEW	SmartCo - Recruitment				

Open the first lookup table 'Department'. Click on the  tip button in the top left corner  
 Select the 'Select all Records' button  
 Return to the lookup table, and click on the tooltip button again  
 Select the 'Copy selected records to another Company' button



Copy Values

Selection Status Log

Select the companies from the list below where the underlying selected records will be copied to :

Number	Name	Branch
BLOEM	SmartCo	Bloemfontein
CAPE	SmartCo	Cape Town
DBN	SmartCo	Durban
JHB1	SmartCo	Johannesburg
Nam	SmartCo	Namibia
NEW	SmartCo - Recruitment	

Options

Create new records and update existing ones

Create new records only

Highlight the Company to which you would like to copy the records and click on the option 'Create new records and update existing ones'  
 Click on the green tick  
 Do the same for the other 5 lookup tables in the Company Dependent setup.