

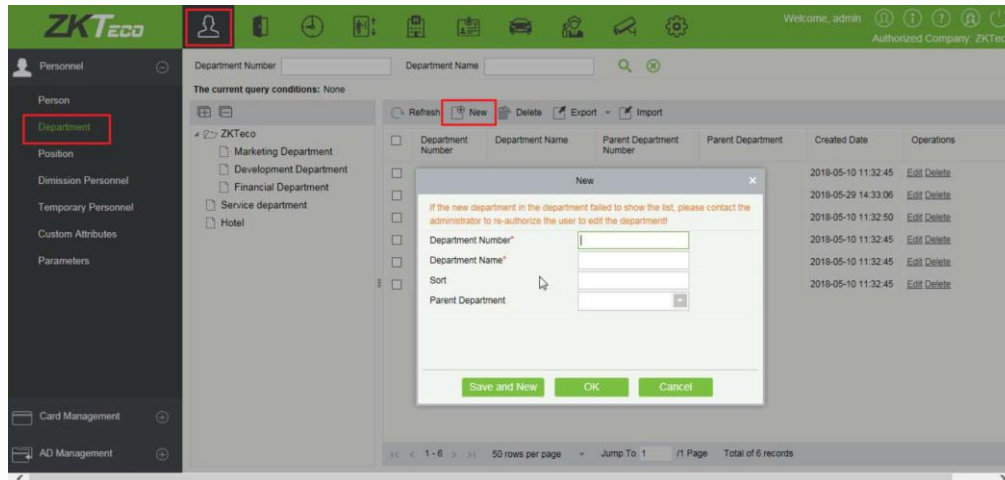
ZKBioSecurity – Adding Department

Before managing company personnel, it is required to set a departmental organization chart of the company. Department code 1 is added by default and it is your primary department and cannot be deleted.

Following are steps to take when you add a Department for Personnel.

Personnel > Personnel > Department

Select New and fill in all the files.

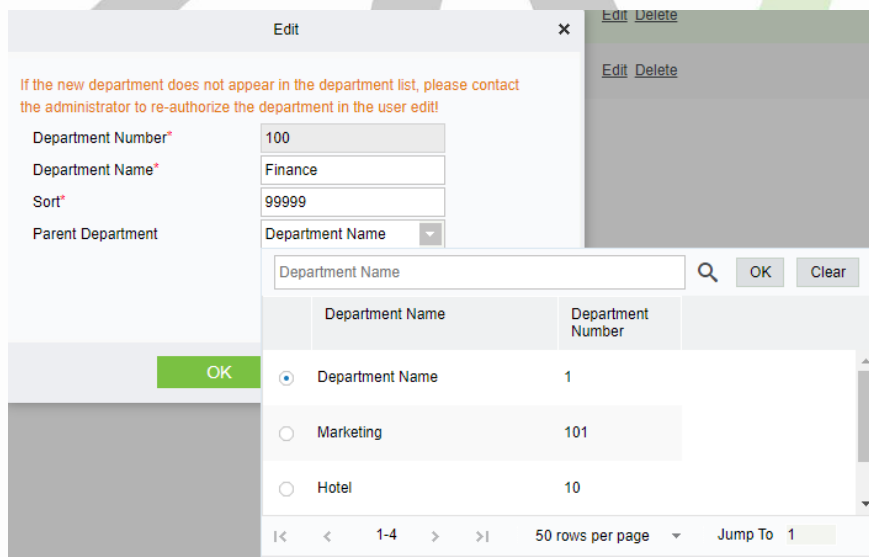


Department Number: Letters and numbers are available. This field is must have a unique code. The number cannot exceed 30 digits.

Department Name: Maximum of 100 characters. This field is must have a unique Name.

Sort: The valid range of numbers 1-999999999. This will sort the departments to the number you have added.

Parent department: Select a parent department from the pull-down list. Parent Department is an important parameter to determine the company's organizational chart.



Select OK.

You can use your department in Personnel.