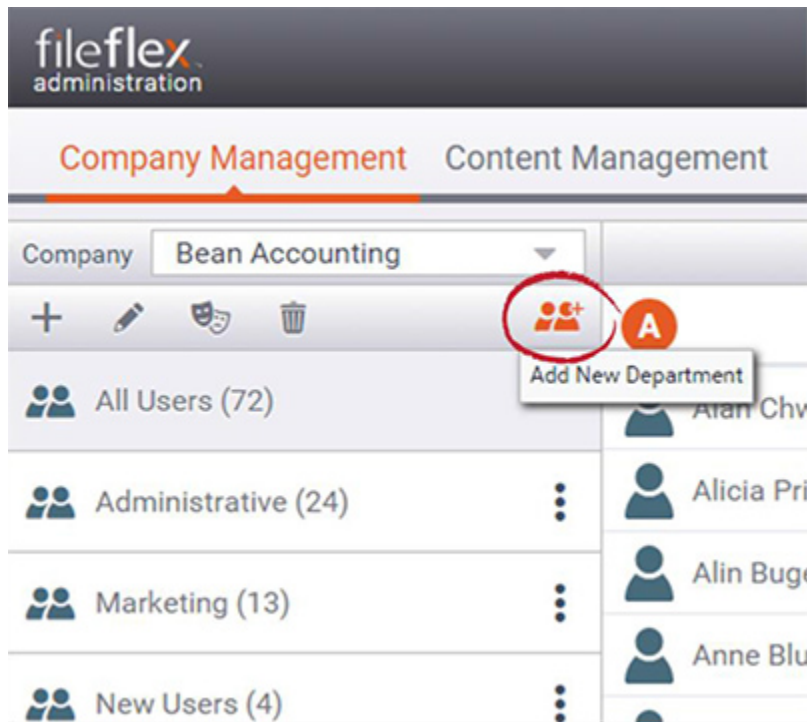# Creating Departments

1. Create a department by clicking the **Company Management** tab, then the **Add New Department** icon in the Navigation Pane Activity Bar on the right side of the left column underneath the company name.

Creating a New Department

2. Create a name for your new department in the Department name field.

New Department

Department name:

Associated role:

🎭 Default Access ☐

🎭 Full Access ☐

🎭 Limited Access ☐

🎭 Suspended Acounts ☐

➕ Create new role

Cancel   **OK**

Enter a Department Name

3. Assign your department a role from the predefined list or create a new role. The role is a set of pre-defined permissions. Later you can add, delete and edit permissions on a user-by-user basis if necessary.

Assign a Role (Set of Permissions)