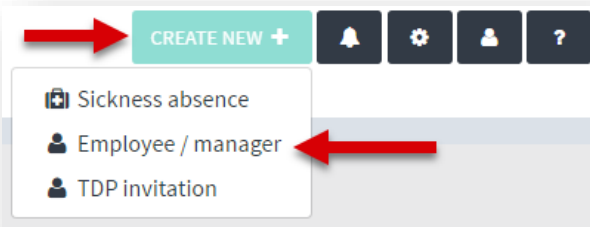


Creating a new manager

- for a new team or department



1. Select 'Create new' and 'Employee / Manager'

A screenshot of the 'Create new employee' form. The form is divided into two main sections. The left section, titled 'Employee details', contains fields for name (John S. Tone), email (tone@tone.com), phone (tone@tone.com), date of birth (2017/03/22), language in question sheets (English), webpage language (English), and gender (Male). A red arrow points to the name field. The right section, titled 'Create team/department manager', contains radio buttons for 'No new team or department', 'Create new team', and 'Create new department'. The 'Create new department' option is selected. Below this is a dropdown menu for the department name, currently set to 'workshop'. A second dropdown menu, titled 'Department where new team/department is created', is set to 'Production'. Blue arrows point to the 'Create new department' radio button, the 'workshop' dropdown, and the 'Production' dropdown.

2. Fill in the fields (red arrow) and choose whether you want to create a new team or a new department – and select where, in the organisation, the new team or department should be placed (blue arrows). And now, the newly created manager has become manager of the new department or the new team.