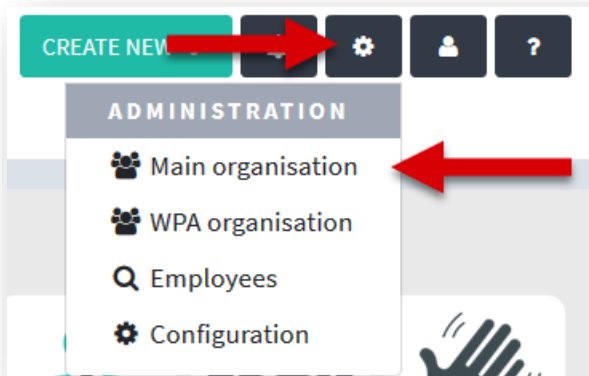
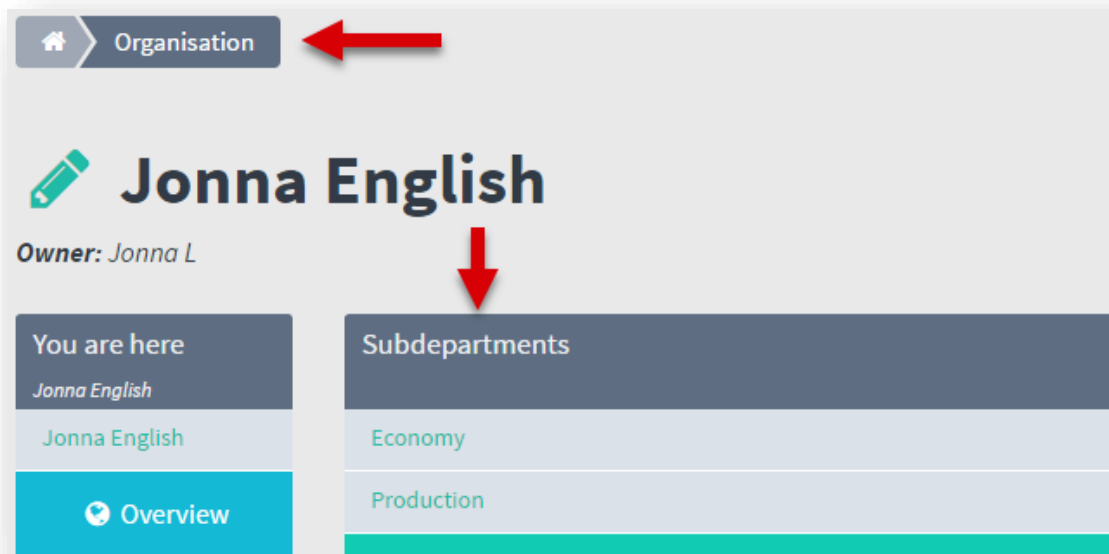


## Overview of departments and teams

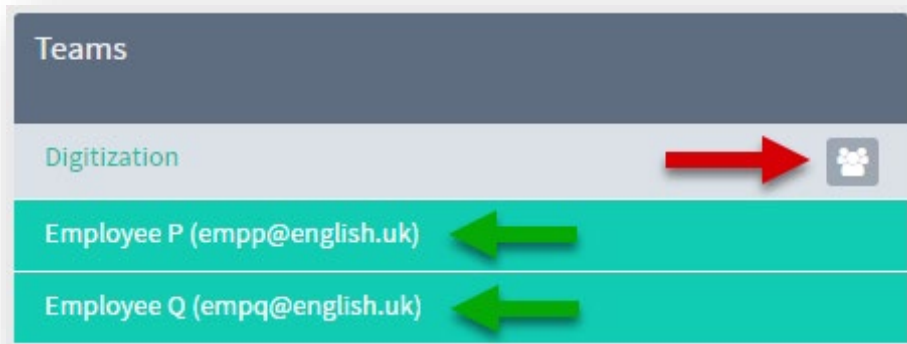


1. Select 'Main organisation'



1. Here you can see the departments that belong to your organisation. By clicking a department, you can see which teams are part of that department.

See next...



2. By clicking the icon (red arrow), you will see the list of employees that are in the concerned team (green arrow).



3. By clicking the team name of the team that you are responsible for, you can go a step further and you are now able to see and edit your team and your employees:



4. Icon description:

1. **Manager notes for the individual employee.** Only visible to you as the manager and to no one else. If another manager has the same access to the team as you (secretary, administrative worker or another manager) they will also have access to notes about the employee. But **not** to your notes - they can **only** see their own notes, which are also only visible to themselves.
2. **User details of the employee/profile** – here you can edit the user details/profile of the employee.
3. **Remove employee from team**