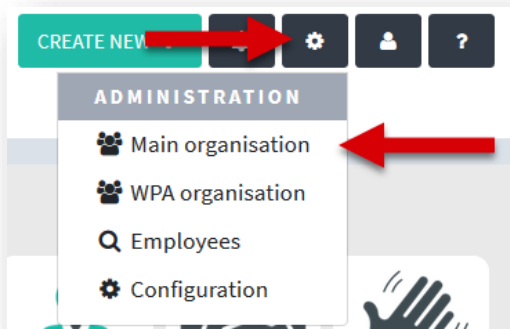
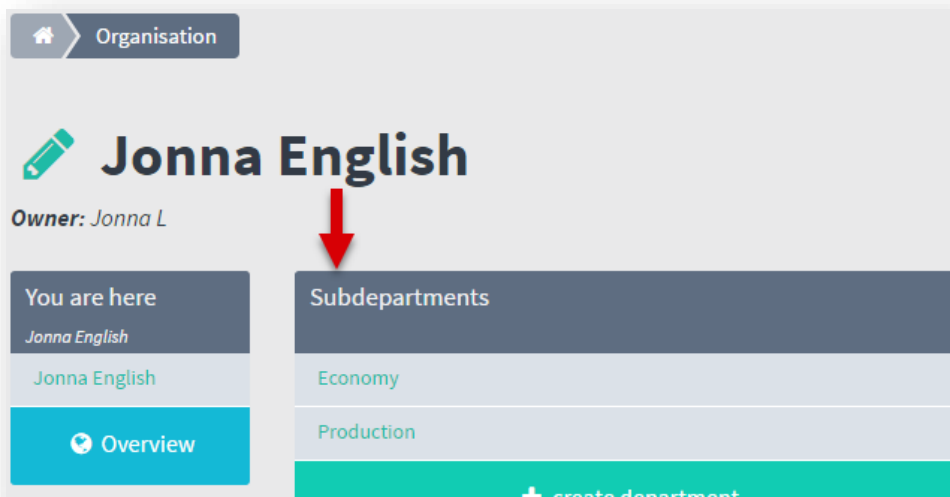


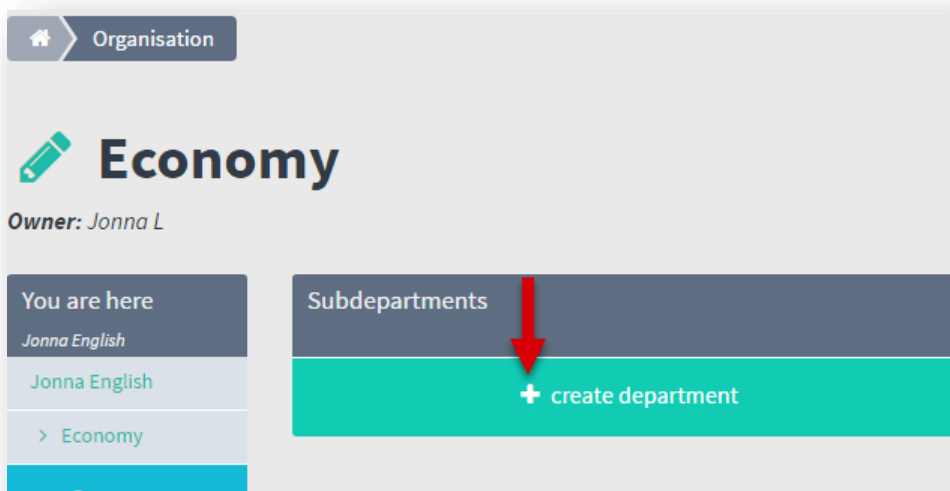
## Creating departments and teams



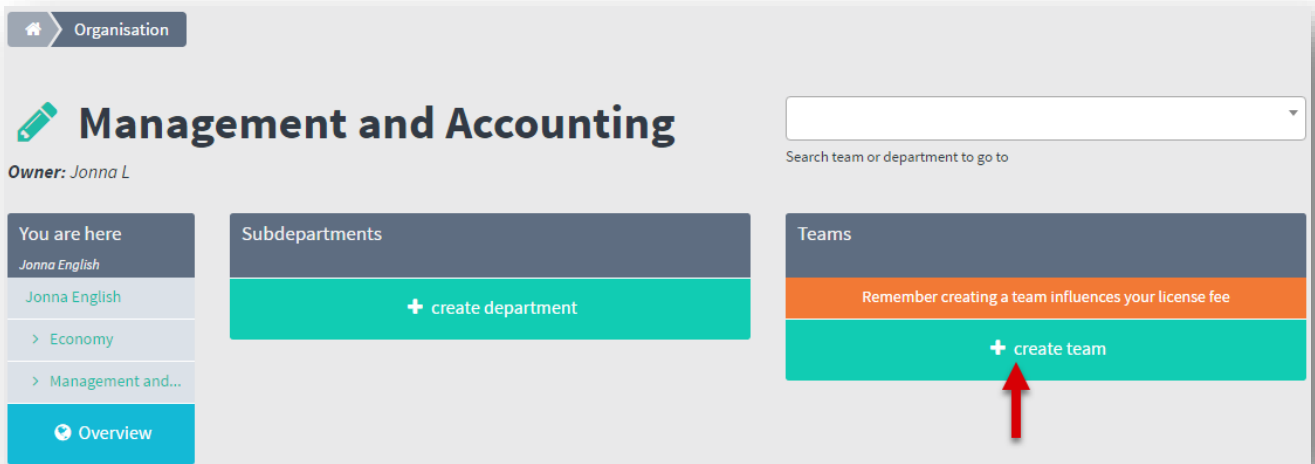
1. Select 'Main organisation'.



2. Select the department under which the new subdepartment should be created.



3. Click 'Create department'

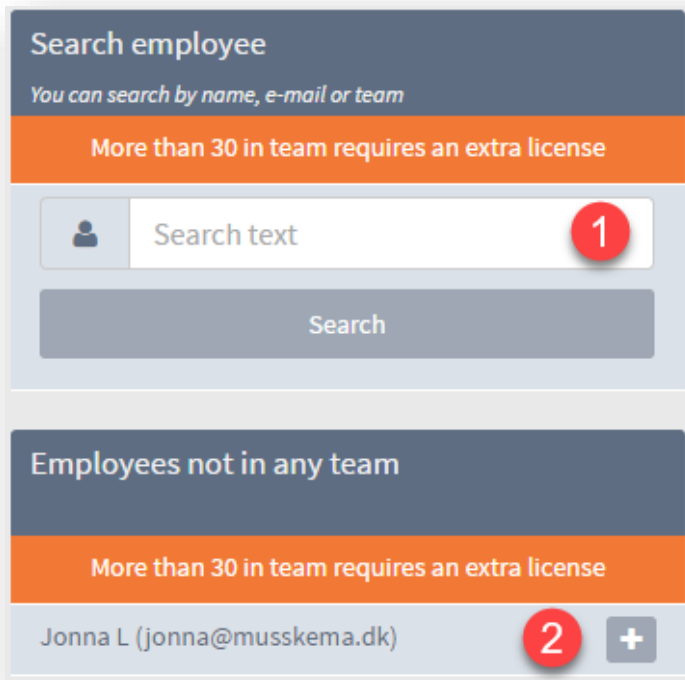


4. The new department 'Management and Accounting' is now ready for teams to be created under this department.



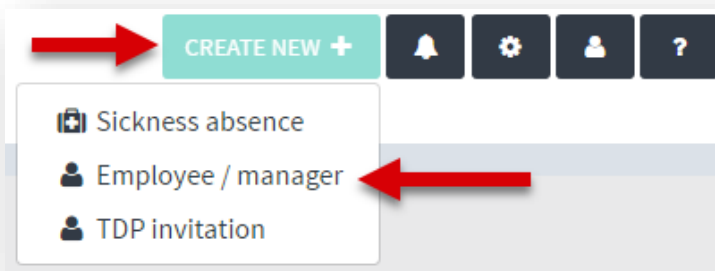
5. The new team 'Bookkeeping' is now ready for employees to be added. Click the team name.

See next...



6. You can select employees in **three ways**:

1. You can search for an employee who is already created in the organisation, and who you want to move to this team from another team
2. You can pick from the list of employees that have been created but who are not attached to a team yet. Click the plus.



3. Or you can create new employees and at the same time select the team in which the new employee shall be created. See the manual 'Creating employees and managers'.