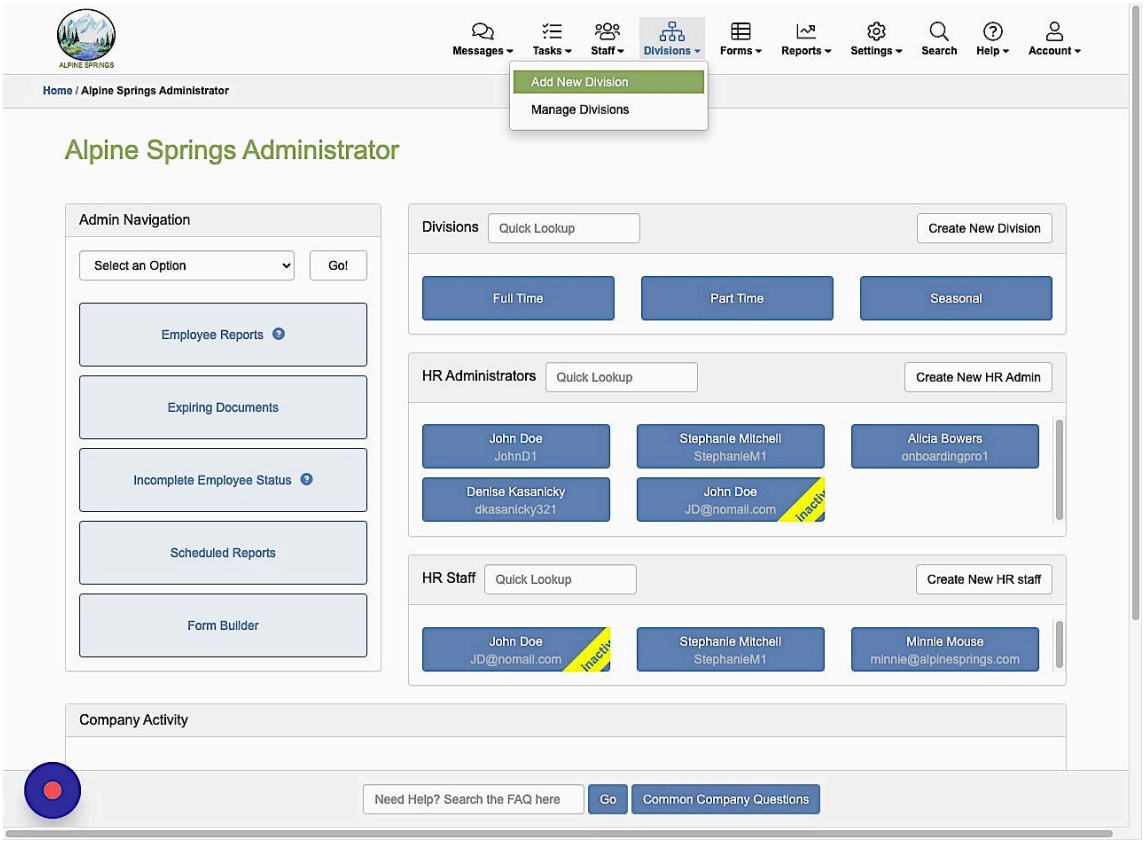
How to Add a New Division

Introduction

This will walk you through how to create your first division, and how to inherit division settings when creating additional divisions which will save you much needed time!

Navigate to the Add Division Page

From your Dashboard, you will select Divisions >Add New Division

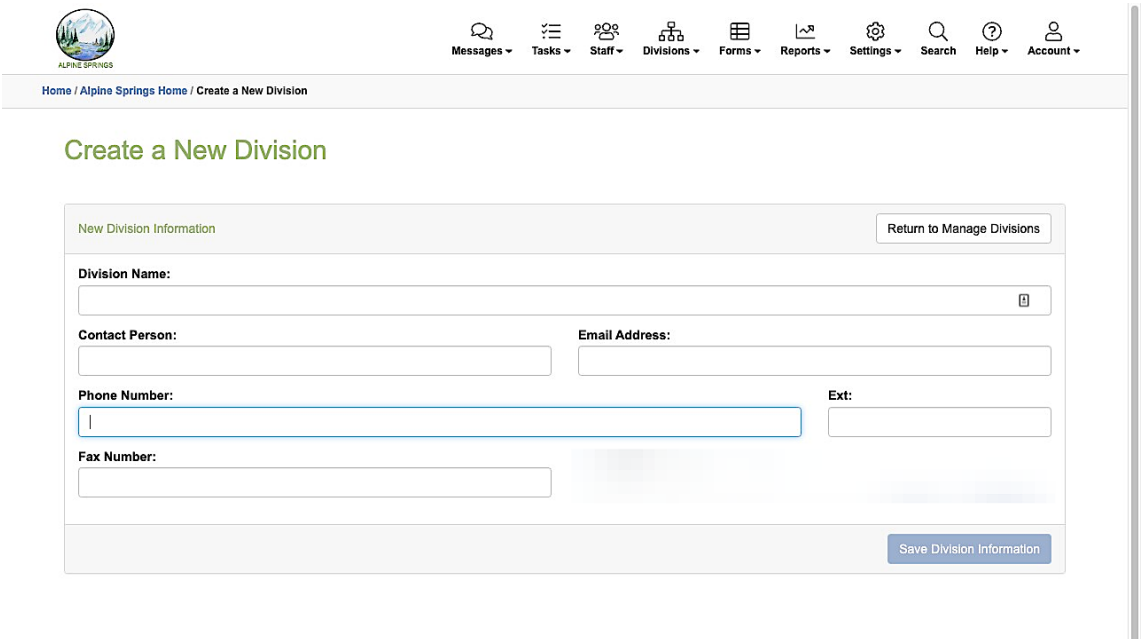


Create Your First Division

The only required field is the division name.

The division contact will default to the company contact if left blank.

Select “Save Division Information when you are done.

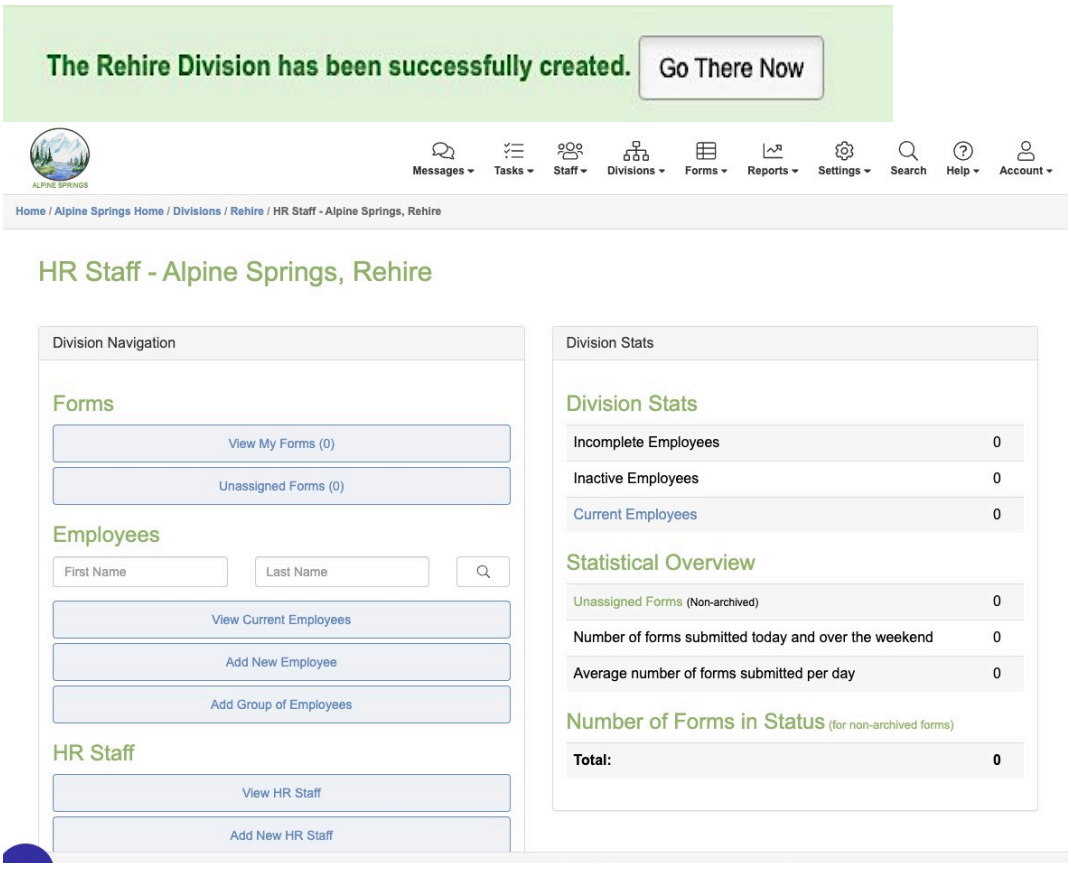


View Your New Division

A green alert will appear letting you know your division has been created.

You can go directly to it by choosing the “Go There Now” button

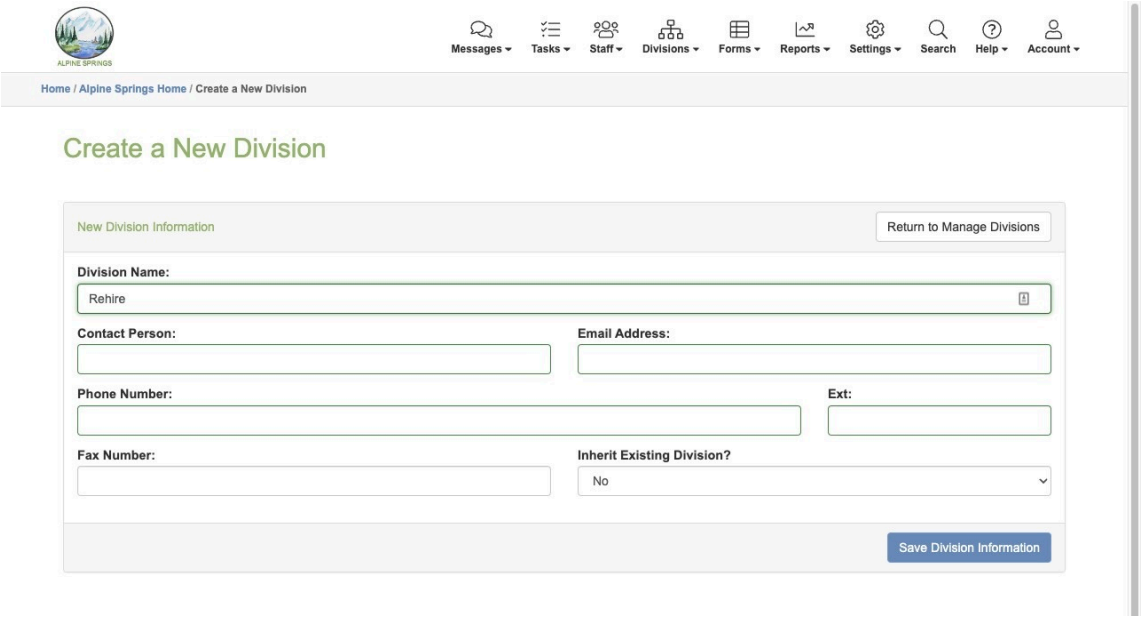
You can also stay on this page and create additional divisions.



Create Additional Divisions

Once you have a division fully setup, you can begin creating additional divisions.

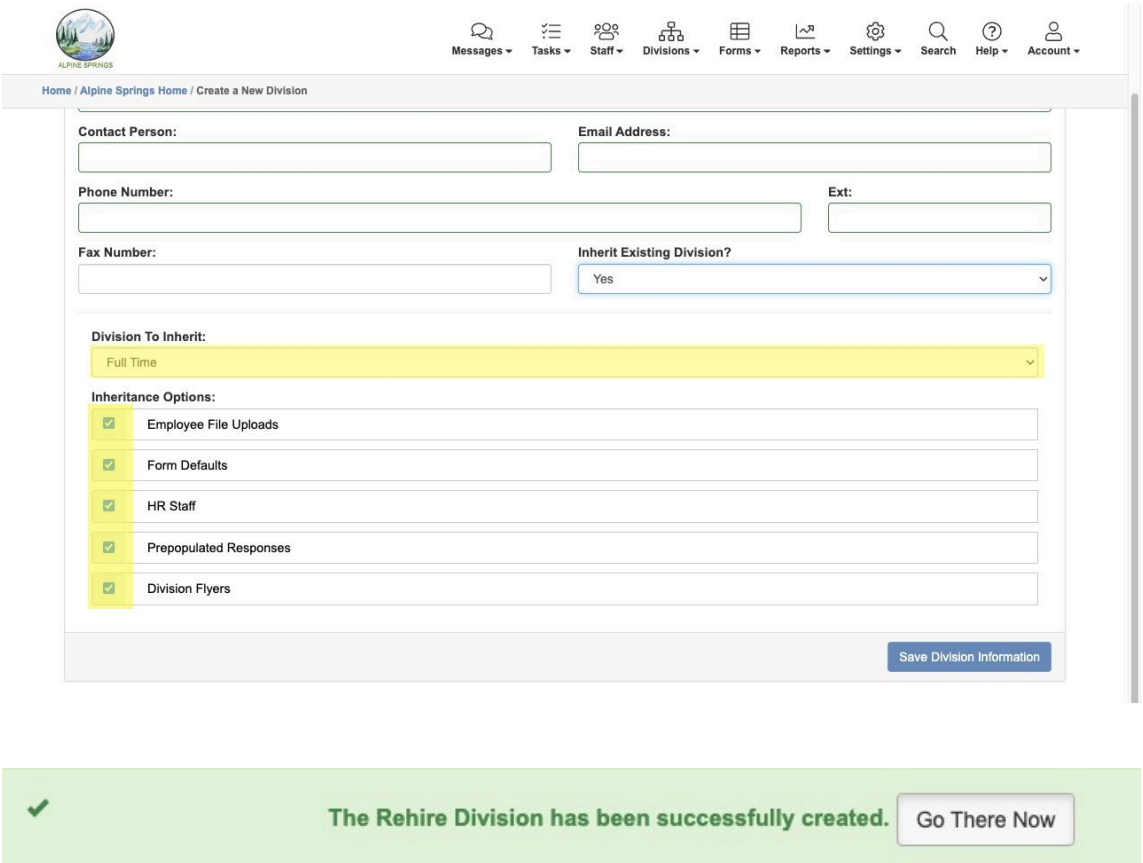
Once you have added the new division information you will notice you now have a “Inherit Existing Division” drop down.



Inherit Division Information

Choose the Division that you want to inherit the information from. You can only inherit from one division.

Choose which categories of information you want to inherit to your new division.

Click “Save Division Information”

You will receive the green alert that your division was successfully created.