

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

The screenshot displays the 'Alpine Springs Administrator' dashboard. At the top, a navigation bar includes icons for Messages, Tasks, Staff, Divisions, Forms, Reports, Settings, Search, Help, and Account. The 'Divisions' menu is open, showing 'Add New Division' and 'Manage Divisions'. Below the navigation bar, the dashboard is divided into several sections:

- Admin Navigation:** A sidebar with a 'Select an Option' dropdown and a 'Go!' button. Below it are buttons for 'Employee Reports', 'Expiring Documents', 'Incomplete Employee Status', 'Scheduled Reports', and 'Form Builder'.
- Divisions:** A section with a 'Quick Lookup' input field and a 'Create New Division' button. Below are three buttons: 'Full Time', 'Part Time', and 'Seasonal'.
- HR Administrators:** A section with a 'Quick Lookup' input field and a 'Create New HR Admin' button. Below are five user cards for John Doe, Stephanie Mitchell, Alicia Bowers, Denise Kasanicky, and John Doe.
- HR Staff:** A section with a 'Quick Lookup' input field and a 'Create New HR staff' button. Below are three user cards for John Doe, Stephanie Mitchell, and Minnie Mouse.

At the bottom of the dashboard, there is a 'Company Activity' section and a footer with a search bar for the FAQ and a 'Common Company Questions' button.

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.

The screenshot shows the 'Create a New Division' form. At the top left is the Alpine Springs logo. The navigation bar includes: Messages, Tasks, Staff, Divisions, Forms, Reports, Settings, Search, Help, and Account. The breadcrumb trail is: Home / Alpine Springs Home / Create a New Division. The main heading is 'Create a New Division'. The form is titled 'New Division Information' and has a 'Return to Manage Divisions' button. The form fields are: Division Name (required), Contact Person, Email Address, Phone Number, Ext., and Fax Number. A 'Save Division Information' button is at the bottom right.

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.

The screenshot shows a green alert banner: 'The Rehire Division has been successfully created. Go There Now'. Below the alert is the Alpine Springs logo and navigation bar. The breadcrumb trail is: Home / Alpine Springs Home / Divisions / Rehire / HR Staff - Alpine Springs, Rehire. The main heading is 'HR Staff - Alpine Springs, Rehire'. The page is divided into two main sections: 'Division Navigation' and 'Division Stats'.
Division Navigation:

- Forms:** View My Forms (0), Unassigned Forms (0)
- Employees:** Search by First Name and Last Name, View Current Employees, Add New Employee, Add Group of Employees
- HR Staff:** View HR Staff, Add New HR Staff

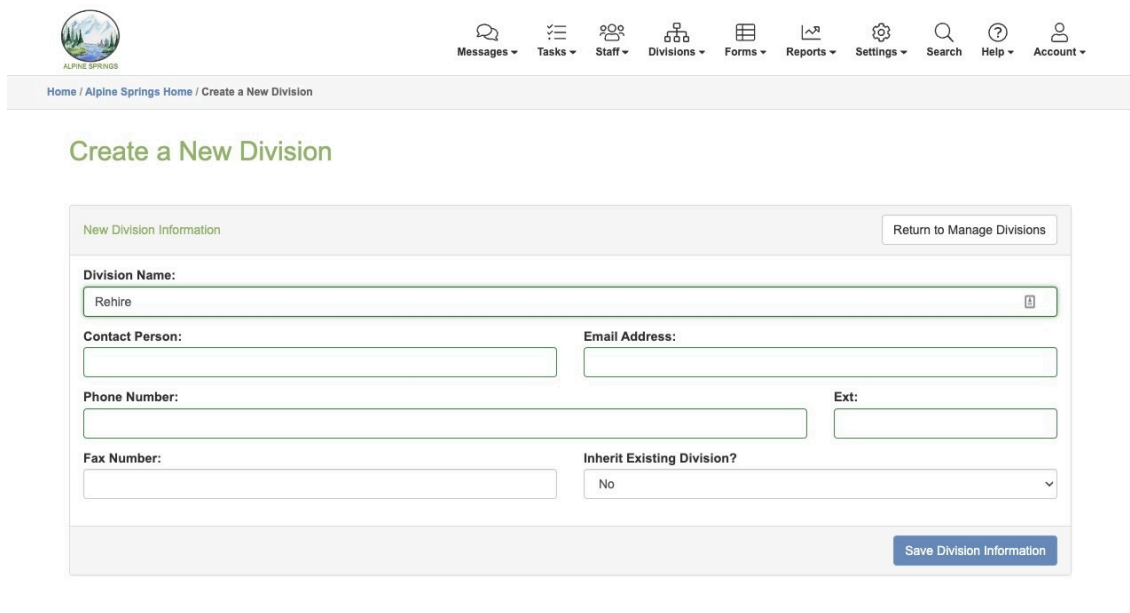
Division Stats:

- Division Stats:** Incomplete Employees (0), Inactive Employees (0), Current Employees (0)
- Statistical Overview:** Unassigned Forms (Non-archived) (0), Number of forms submitted today and over the weekend (0), Average number of forms submitted per day (0)
- Number of Forms in Status (for non-archived forms):** Total: 0

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.



ALPINE SPRINGS

Messages Tasks Staff Divisions Forms Reports Settings Search Help Account

Home / Alpine Springs Home / Create a New Division

Create a New Division

New Division Information [Return to Manage Divisions](#)

Division Name:
Rehire

Contact Person: **Email Address:**

Phone Number: **Ext.:**

Fax Number: **Inherit Existing Division?** No

[Save Division Information](#)

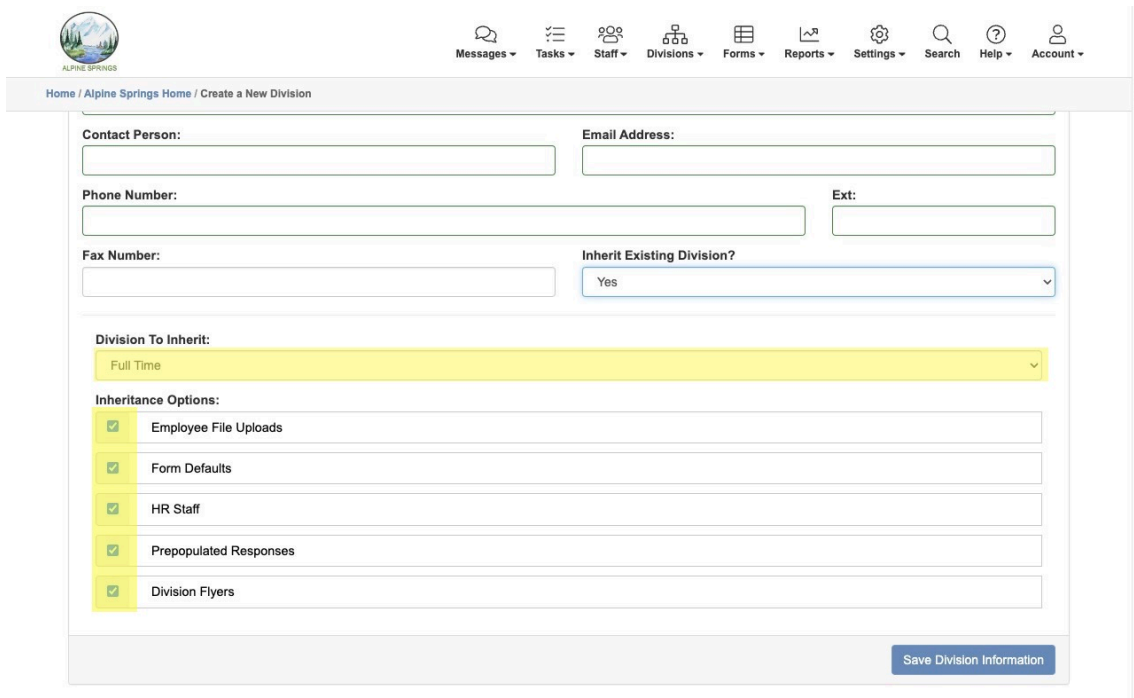
Inherit Division Information

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.



ALPINE SPRINGS

Messages Tasks Staff Divisions Forms Reports Settings Search Help Account

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Contact Person: **Email Address:**

Phone Number: **Ext.:**

Fax Number: **Inherit Existing Division?** Yes

Division To Inherit: Full Time

Inheritance Options:

- Employee File Uploads
- Form Defaults
- HR Staff
- Prepopulated Responses
- Division Flyers

[Save Division Information](#)



The Rehire Division has been successfully created.

[Go There Now](#)