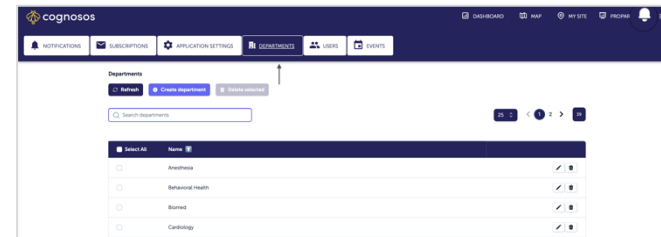
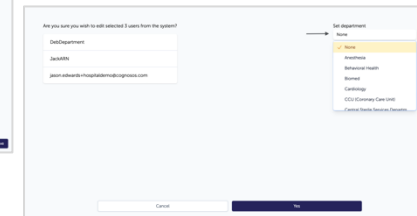


How to Set Up Departments:

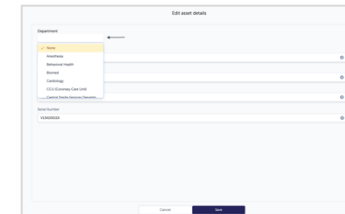
- 1 Go to Departments page under System Management. Name and save new department(s).



- 2 Edit user to assign a department. You can assign one user at a time or bulk assign users. (One department per user.)



- 3 Edit assets in My Site and assign assets to department (one department per asset).



Need Assistance? Check out the Healthcare section of the Knowledge Base or contact us at support@cognosos.com.