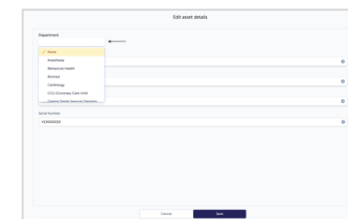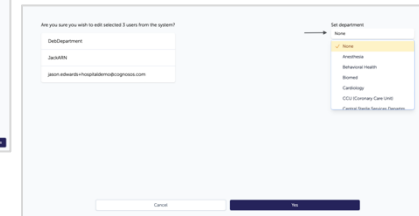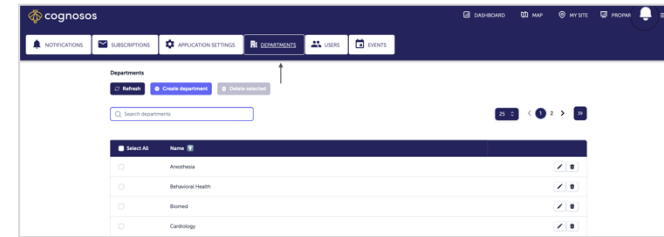# How to Set Up Departments:

1 Go to Departments page under System Management. Select Create Department. Name and save new department.

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 Cognosos Luminate Healthcare Knowledge Base or contact us at support@cognosos.com.

Department Set Up