



## Division Access

Navigate to Administration/Company Set up/Division Access. Click **+ADD NEW**

1. Type in a Title
2. Once you have added the division to Staff Details as per below step #6, you will be able to add a selection here.
3. Complete the address fields as required.
4. Add a logo if required.
5. Click **SAVE**

[Home](#) / [Administration](#) / [Company Set up](#) / [Division Access](#)

5

SAVE

DELETE

BACK

Title

1

Safetyminder VIC

Persons Responsible for Division

2

KERMIT FROG x

Address

3

854 Hopeful St

Suburb / Town

New Lynn

Region

VIC

Post Code

8956



4

Open Staff Profile and scroll down to User Settings

6. Select the appropriate division and click **SAVE**.

You will now be able to select responsible staff in step #2 above.

[Home](#) / [Administration](#) / [Staff](#) / [\(Kermit Frog\)](#) / [Edit](#)

User Settings

Username

kfrog

Password

[Set new password](#)

Is User Enabled?

Enabled

Is User Admin?

Administrator

Security Level

Office Manager

Direct Manager

Rover Alpine

6

Division

Safetyminder VIC

### NOTES:

- These are different to the Divisions under the Org Chart.
- Their future use might include controlling things like notifications by State or different sectors of a business e.g. plumbing and electrical. They might include a second entity you employee staff under.
- Once you have assigned staff to a division as per above in their staff profiles, if required you will also have the ability to select staff who may be responsible for that division.

