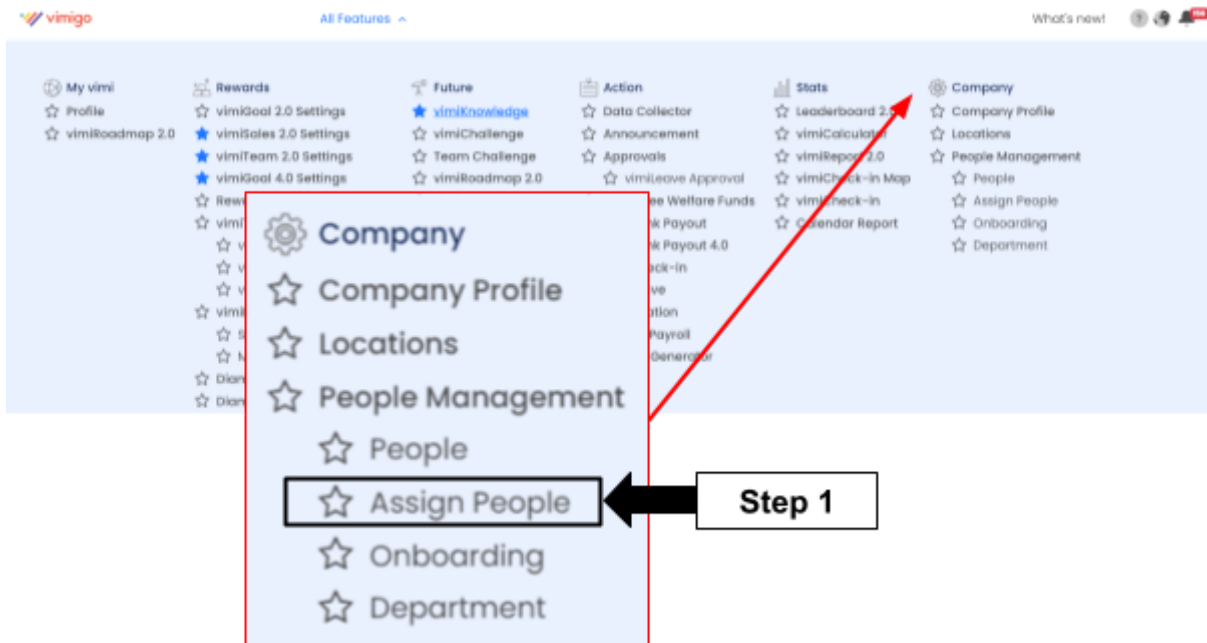
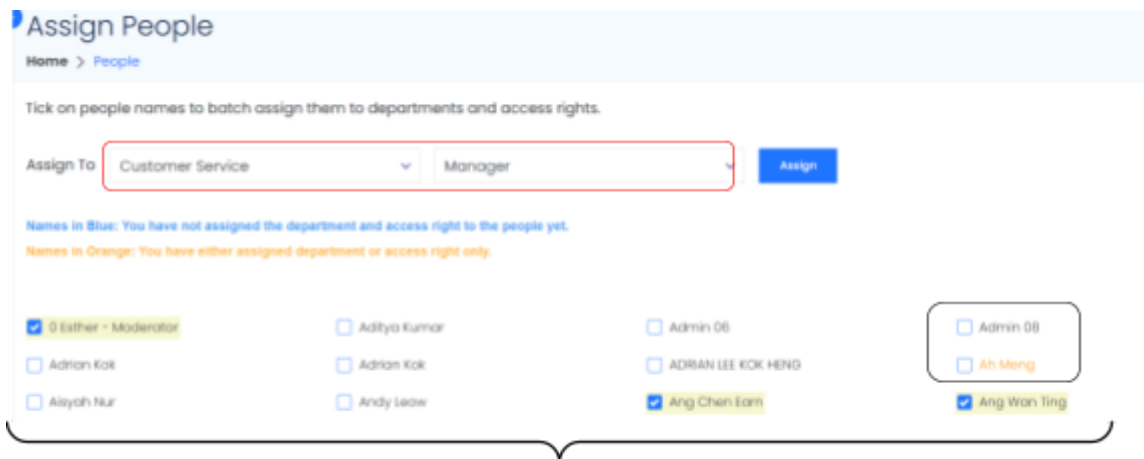


# How to assign a person into a department and access right?

Step 1: Head over to **All Features** Tab at the top of the website  Under **Company** list, click **Assign People**.



Step 2: Assign selected people to selected departments and selected access rights.



Names in **Blue**: You have not assigned the department and access right to the people yet.

Names in **Orange**: You have either assigned department or access right only.

Step 3: Click **Assign**.

Home > People

Tick on on people names to batch assign them to departments and access rights.

Assign To: Customer Service | Manager | **Assign** | **Step 3**

Names in Blue: You have not assigned the department and access right to the people yet.  
Names in Orange: You have either assigned department or access right only.

<input checked="" type="checkbox"/> 0 Esther - Moderator	<input type="checkbox"/> Aditya Kumar	<input type="checkbox"/> Admin 06	<input type="checkbox"/> Admin 08
<input type="checkbox"/> Adrian Kok	<input type="checkbox"/> Adrian Kok	<input type="checkbox"/> ADRIAN LEE KOK HENG	<input type="checkbox"/> Ah Meng
<input type="checkbox"/> Aisyah Nur	<input type="checkbox"/> Andy Leow	<input checked="" type="checkbox"/> Ang Chen Eam	<input checked="" type="checkbox"/> Ang Wan Ting

Step 4: Scroll down to **Departments**.

Departments

Drag and drop if you like to move your people(s) to a different department!

ADMINISTRATION: Leong Wen Ho, DEMO Session 001

BUSINESS DEVELOPMENT: Adrian Kok

CUSTOMER SERVICE: 0 Esther - Moderator, Admin 06, Carine See, Ang Chen Eam, Ang Wan Ting

DEMO SESSION DEPARTMENT

FINANCE: Reeve

User(s) assigned successfully ✓

User(s) assigned successfully ✓

User(s) assigned successfully ✓

Step 5: Drag and drop to move people to a different department (Optional)

*e.g. Move **Ang Wan Ting** from Customer Service department to Management department.*

ADMINISTRATION: Leong Wen Ho, DEMO Session 001

BUSINESS DEVELOPMENT: Adrian Kok

CUSTOMER SERVICE: 0 Esther - Moderator, Admin 06, Carine See, Ang Chen Eam

DEMO SESSION DEPARTMENT

FINANCE: Reeve

HUMAN RESOURCES: Kah Eam

LOGISTICS: Sujit, Devesh

MANAGEMENT: Ang Wan Ting, Nick Loo

MARKETING TEAM: Niczman

MAZDA KK BRANCH SALES CONSULTANT: vimiao Admin

## Step 6: Continue scroll down to **Access Right**

Access Right

Drag and drop if you like to move your people(s) to a different access right!

EMPLOYER	HUMAN RESOURCE / ADMINISTRATOR	MANAGER	STAFF
Renee Chin	Demo Camelia Tan (GEO)	0 Esther - Moderator	Chia Seng
Nick Loo	Demo Amos Kang (GEO)	Nicsman	Pei Wen
Shane		Ang Chen Earn	Admin 06
vimigo Admin		Ang Wan Ting	Carine See
Leong Wen Ho		Samantha Chong	Admin 08
		Adrian Kok	David Chua
		Kah Eam	Ivan Chiam

## Step 7: Drag and drop to move people to a different access right (Optional)

*e.g. Move Ang Chen Earn from manager access right to Human Resource or Administrator access right*

EMPLOYER	HUMAN RESOURCE / ADMINISTRATOR	MANAGER	STAFF
Renee Chin	Demo Camelia Tan (GEO)	0 Esther - Moderator	Chia Seng
Nick Loo	Demo Amos Kang (GEO)	Nicsman	Pei Wen
Shane	Ang Chen Earn	Ang Wan Ting	Admin 06
vimigo Admin		Samantha Chong	Carine See
Leong Wen Ho		Adrian Kok	Admin 08