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.**

💜 vimigo	All Features 🔿
۞ My vimi ☆ Profile ☆ vimikoodmap 2.0	Arewards ∑ Future ximiknowledge ximiknowledge
	☆ People ☆ Assign People Step 1 ☆ Onboarding ☆ Department

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

ASSIGN PEOPLE Home > People			
Tick on people names to batch o	assign them to departments and access	rights.	
Assign To Customer Service	~ Manager	Assign	
Names in Blue: You have not assigned Names in Grance: You have either ass	The department and access right to the people yo longed department or access right only.	it.	
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0 Esther - Moderator	 Adityo Kumor 	Admin 06	Admin 08
 0 Esther - Moderator Adrian Kok 	Adityo Kumor	Admin 06	Admin 08
O Esther - Moderator Adrian Kok Alayah Nur	Adriya kumar Adrian Kok Andy Leaw	Admin 06 ADBAN LEE KOK HENG ADBAN LEE KOK HENG Ang Chen Lorn	Admin 08

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.

Assign People					
Tick on people names to batch assign	them to departments and access rights	L			
Assign To Customer Service	✓ Manager	~ Ausign	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.					
0 Esther - Moderator	🗌 Aditya Kumar	Admin 06	Admin 08		
Adrian Kok	Adrian Kok	ADRAN LEE KOK HENG	Ah Meng		
Aisyah Nur	Andy Leow	Ang Chen Earn	Ang Wan Ting		

Step 4: Scroll down to Departments.

				User(s) assigned successfully	Ø
				User(s) assigned successfully	\bigcirc
Departments Drag and drop if you like t	o move your people(s) to a	a different department!		User(s) assigned successfully	\bigcirc
ADMINISTRATION	BUSINESS DEVELOPMENT	CUSTOMER SERVICE	DEMO SESSION DEPARTMENT	FINANCE	
DEMO Session 001	Adrian Kok	0 Esther - Moderator Admin 06			
		Carine See Ang Chen Earn Ang Wan Ting			

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 Earn	DEMO SESSION DEPARTMENT	FINANCE Reeve
HUMAN	LOGISTICS	MANAGEMENT	MARKETING TEAM	MAZDA KK
RESOURCES	Sujit	Ang Wan Ting		BRANCH SALES
Kah Eam	Devesh	Nick Loo		CONSULTANT

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