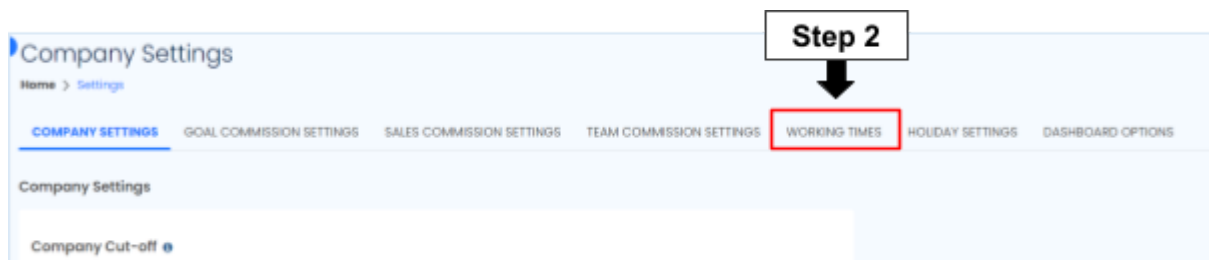# How to set company department working times?

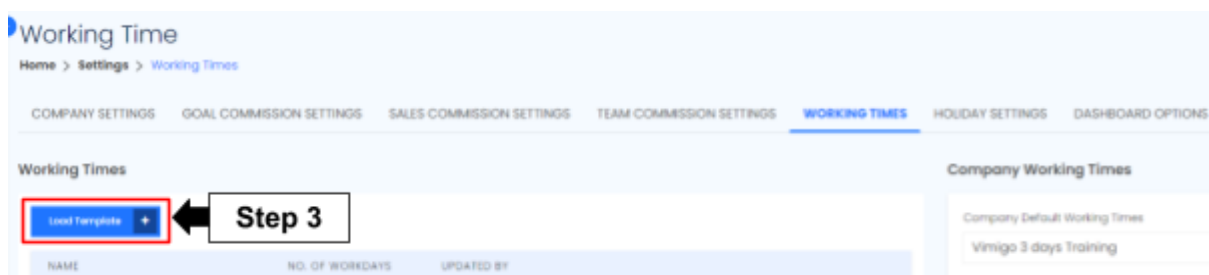Step 1: Click **Side Menu Icon** ▶ at the upper left, then click on **Setting Icon** ⚙ at the bottom left of the side menu bar. Next, click on **Company Settings.**
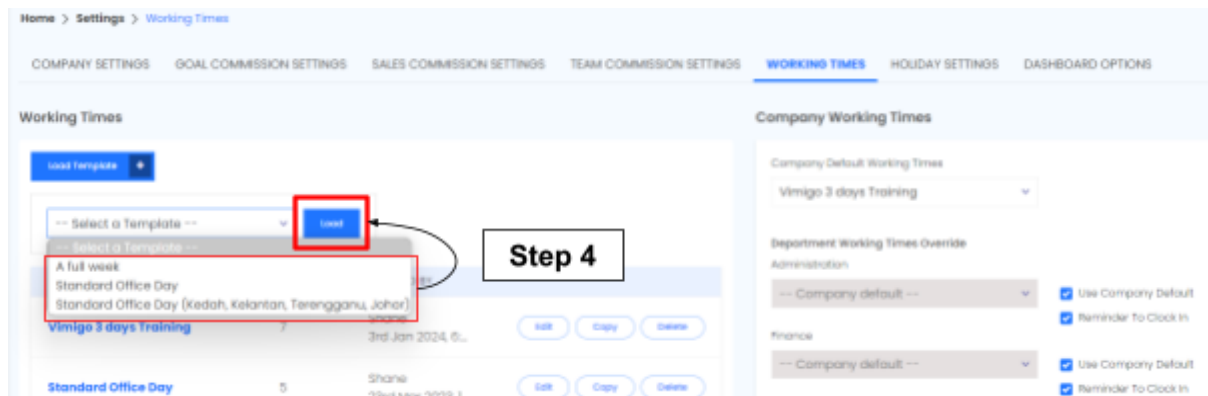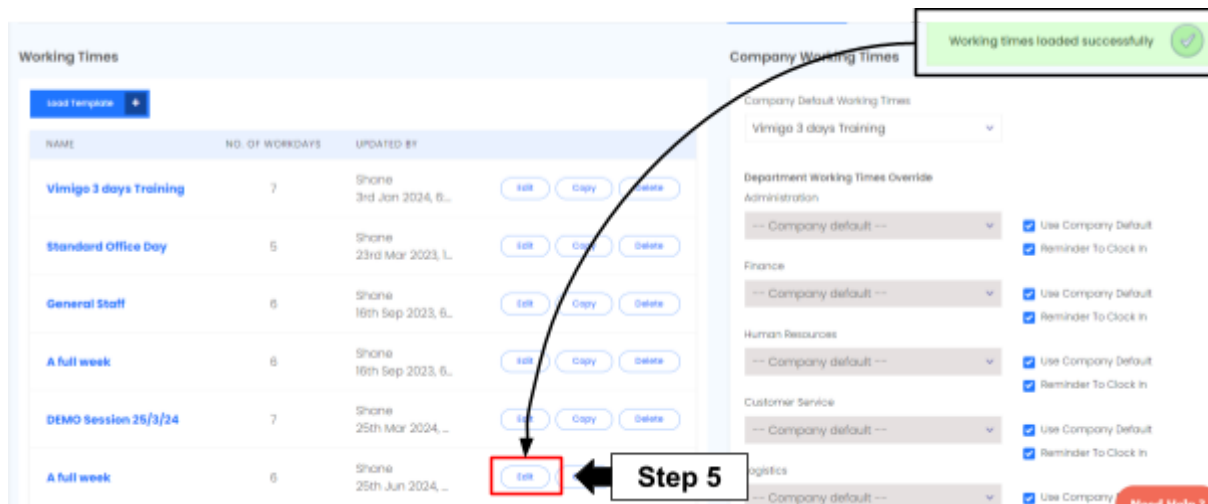

Step 2: Click on **WORKING TIMES.**
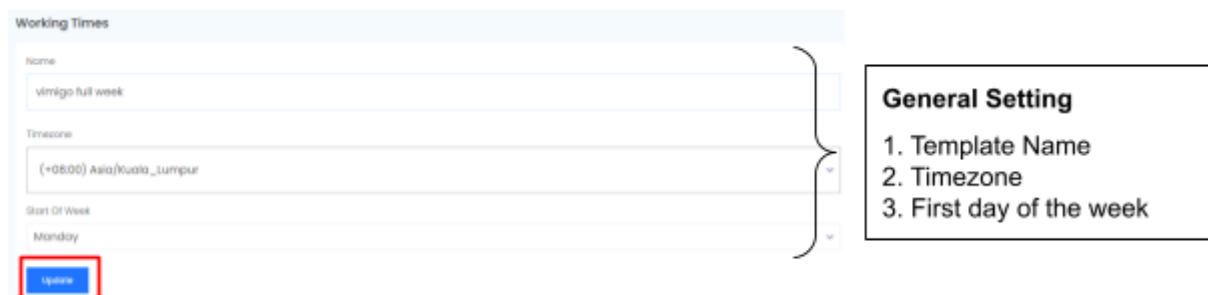

Step 3: Click on **Load Template.**

Step 4: Select a template and click **Load**.

Step 5: Click **Edit** the previous created template.

Step 6: Edit the general setting of the template and click **Update**.

Step 7: Edit the working day and working hours for each day and click **Update**.

Step 8: Scroll up to the top and click **WORKING TIMES**.

Step 9: Under **Company Working Times**, select the previous edited template.

Step 10: **Untick** the **Use Company Defaults** for the department that you wish to apply for a different working times template. ☐ After all is done, scroll down to the bottom and click **Update**.