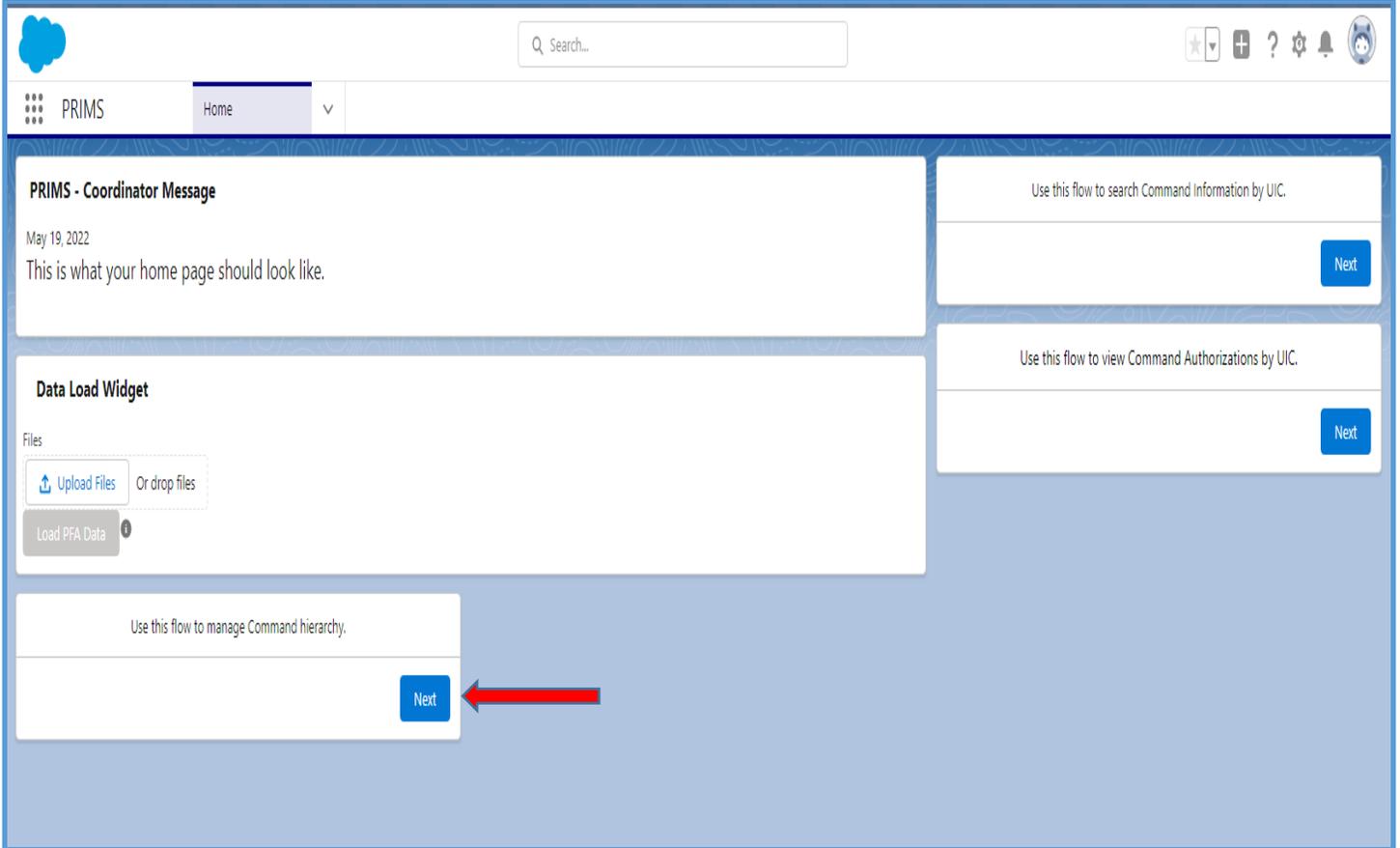


# HOW TO CREATE A DEPARTMENT

1. From the Home Page, click “Next” by the “Use this flow to manage Command hierarchy”



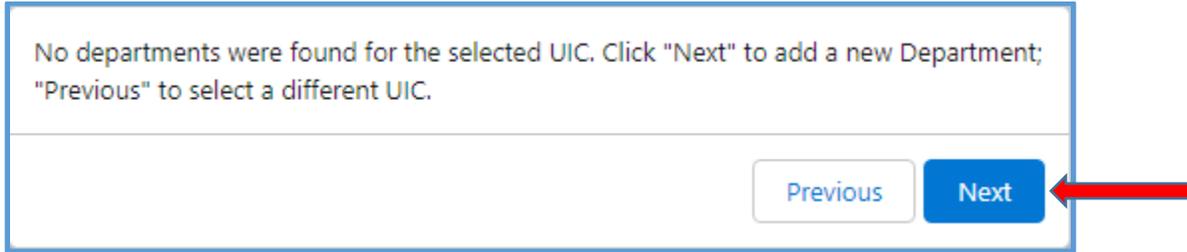
2. Type in your UIC and click “Next”



3. This screen will appear, click “Next”

No departments were found for the selected UIC. Click "Next" to add a new Department; "Previous" to select a different UIC.

Previous Next

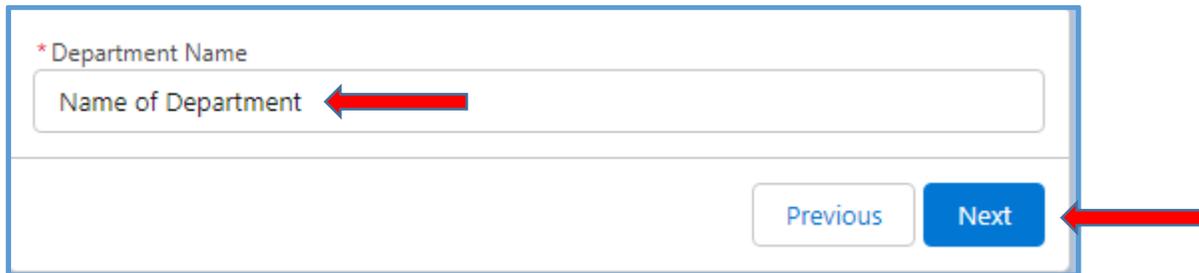


4. Type in the Name of the Department you want to create and click “Next”

\* Department Name

Name of Department

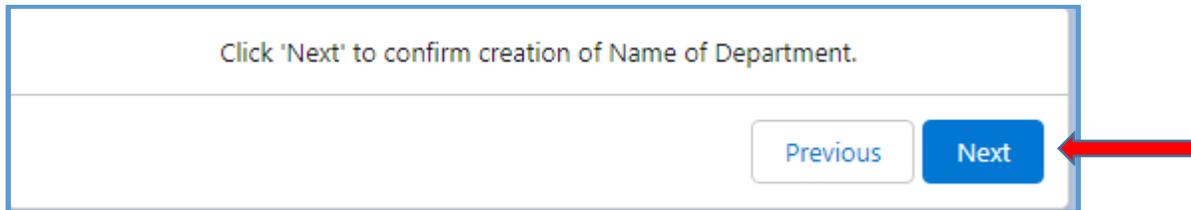
Previous Next



5. This screen will appear, click “Next”

Click 'Next' to confirm creation of Name of Department.

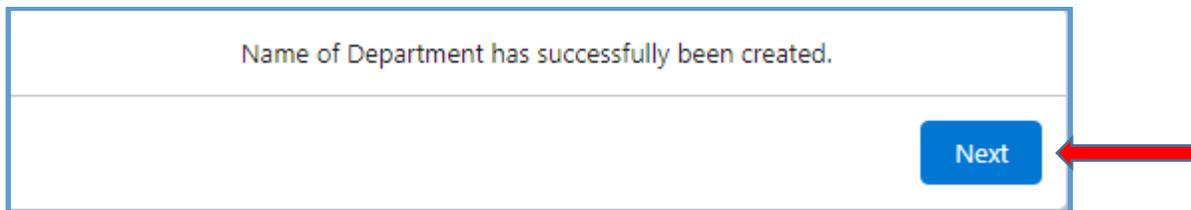
Previous Next



6. This screen will appear, click “Next”

Name of Department has successfully been created.

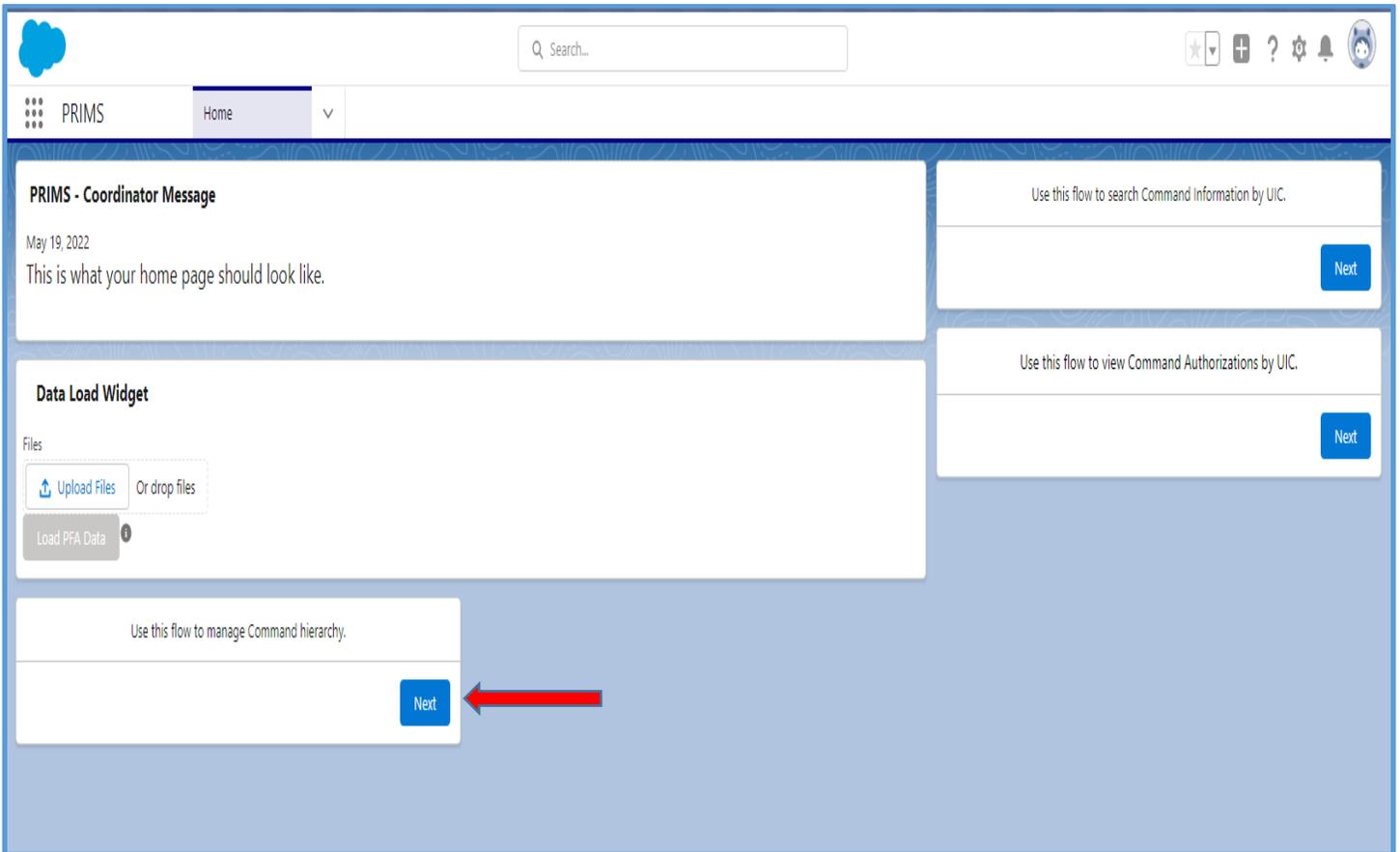
Next



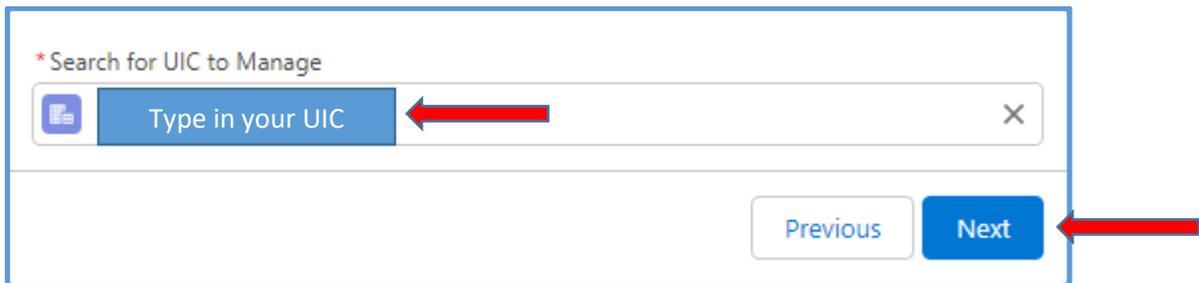
# HOW TO CREATE A DIVISION

ONCE A DEPARTMENT HAS BEEN CREATED, YOU CAN CREATE A DIVISION

1. From the Home Page, click “Next” by the “Use this flow to manage Command hierarchy”



2. Type in your UIC and click “Next”



3. This screen will appear and click “Division” and then click “Next”

\* Select which to manage

Department

Division

Previous Next

4. This screen will appear, type in the name of the department you want to create a division within and click “Next”

\* Select Department

Name of Department

Previous Next

5. This screen will appear, click “Next”

No Divisions were found for the selected Department. Click "Next" to add a new Division; "Previous" to select a different Department.

Previous Next

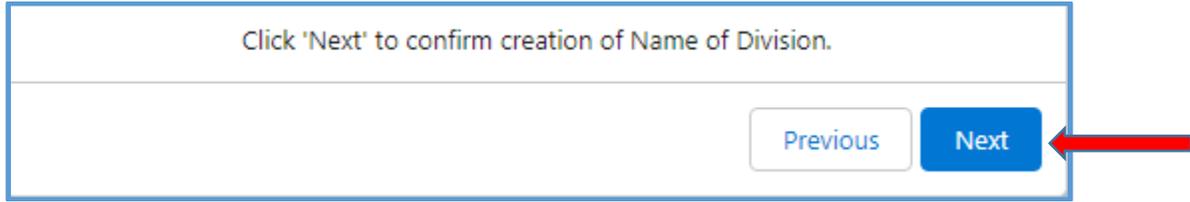
6. Type in the name of the division you want to create and click “Next”

\* Division Name

Name of Division

Previous Next

7. This screen will appear, click “Next”



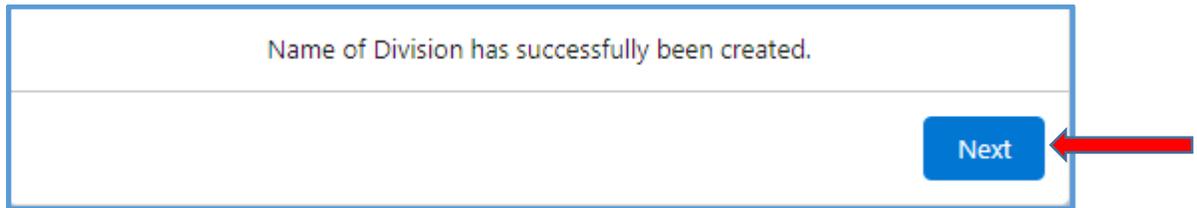
Click 'Next' to confirm creation of Name of Division.

Previous Next

A red arrow points to the 'Next' button.

This screenshot shows a confirmation dialog box with a blue border. The top section contains the text "Click 'Next' to confirm creation of Name of Division." Below this, there are two buttons: a light blue "Previous" button and a dark blue "Next" button. A red arrow points to the right side of the "Next" button.

8. This screen will appear, click “Next”



Name of Division has successfully been created.

Next

A red arrow points to the 'Next' button.

This screenshot shows a success message dialog box with a blue border. The top section contains the text "Name of Division has successfully been created." Below this, there is a single dark blue "Next" button. A red arrow points to the right side of the "Next" button.