

Go to: tools.helpside.com



Sign In

Welcome back! Please sign in below with your Helpside account to access the Helpside Tools.

* Helpside Account Username

* Helpside Account Password

Keep Me Signed In [Forgot username or password?](#)

Show Password [Register for Account](#)

I'm not a robot 

Sign in using your Helpside Account Username and Password.

Click on: **Sign In.**

Click on **Company** and then on **Departments.**



The screenshot shows the Helpside web application interface. At the top, there is a navigation bar with the Helpside logo on the left and a menu with five items: a home icon, 'Employee', 'Manager', 'Company', and an external link icon. The 'Company' item is highlighted in orange. Below the navigation bar, the main content area is divided into two columns. The left column contains 'Company Information' (with a sub-link 'Company Information') and 'Company Communications' (with sub-links 'Document Management', 'Announcements / Messages', and 'Company Links'). The right column contains 'Company Settings' (with sub-links 'Bank Accounts', 'Contacts/Owners', 'Departments', 'Divisions', 'Jobs/Positions', 'Pay Codes', 'Pay Groups', 'Projects', 'PTO Plans', 'Unions', 'Worksite Locations', 'Work Shifts', and 'User Roles'). The 'Departments' link is highlighted in orange and has a large orange arrow pointing to it from the right.

How to Add a Department

Type in the desired department name in the available slot. Click Add New Department.

Departments

* Department Name

Add New Department



[Delete all selected departments](#)

A confirmation will appear that the new department has been successfully added.



Department Added

The department was successfully added

close

How to Edit a Department

Click **Edit**.

Show 10 entries

Filter:

<input type="checkbox"/>	Department Name	
<input type="checkbox"/>	Office Administration	Edit Delete
<input type="checkbox"/>	Warehouse	Edit Delete



Showing 1 to 2 of 2 entries

Previous 1 Next

Type in the desired department name in the available slot a click Submit.

<input type="checkbox"/>	Department Name	
<input type="checkbox"/>	<input type="text" value="Office Administration"/>	Cancel Edit Submit



