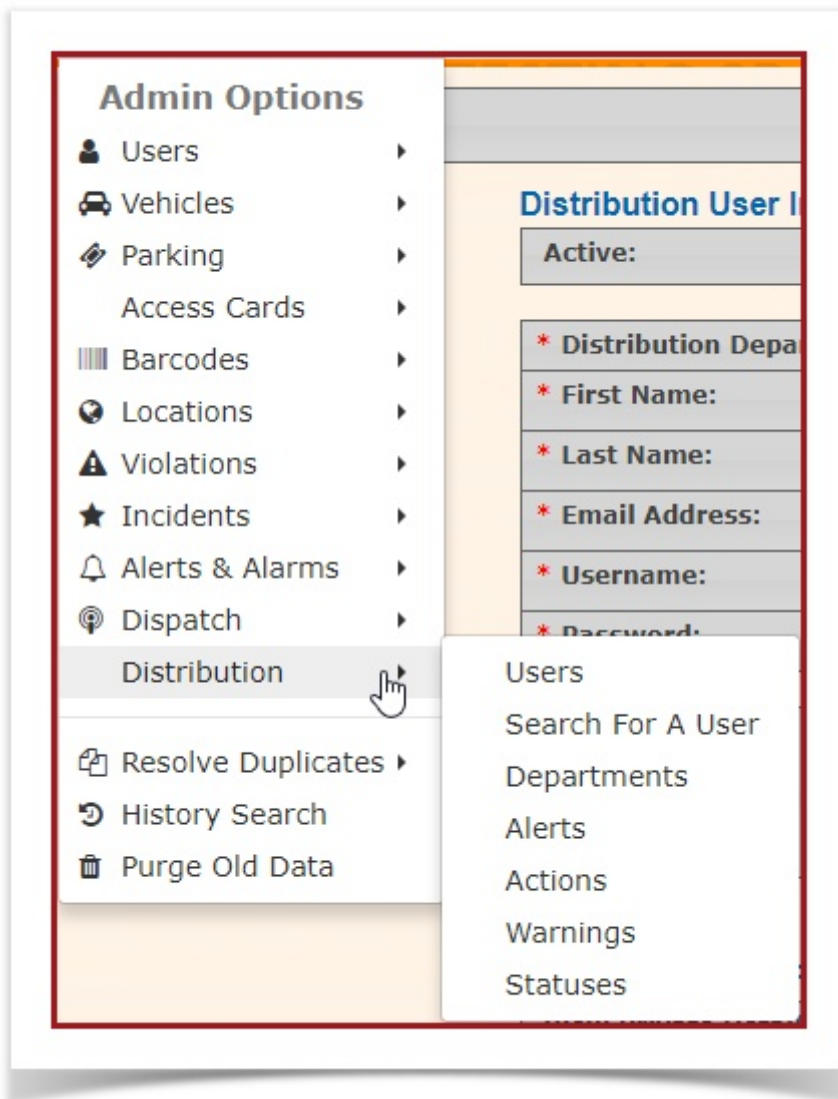
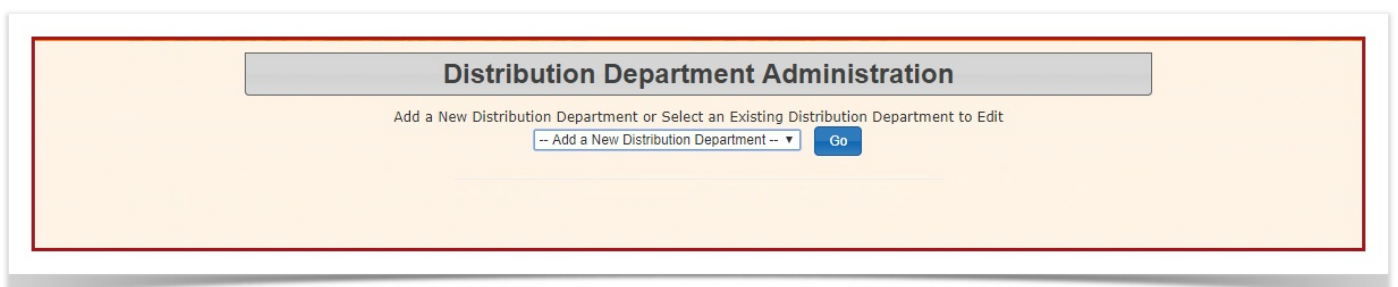


Departments

1. Under **Admin Options**, hover over **Distribution**, then click **Departments**.



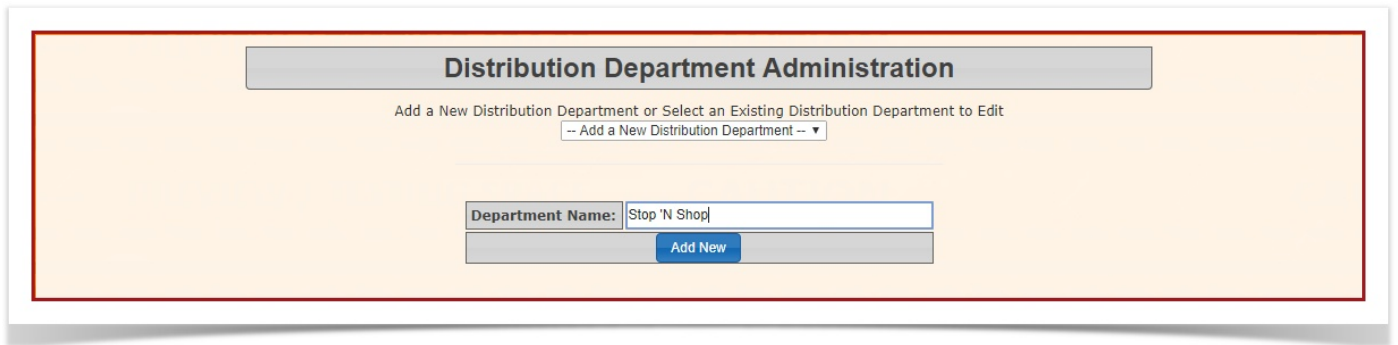
2. You will be redirected to the **Distribution Department Administration** page.



3. To **add** a new Department:

Click on the drop-down menu, and select "**Add a New Distribution Department**", then click "**Go**".

Type in the name you'd like for the department, then click "**Add New**".

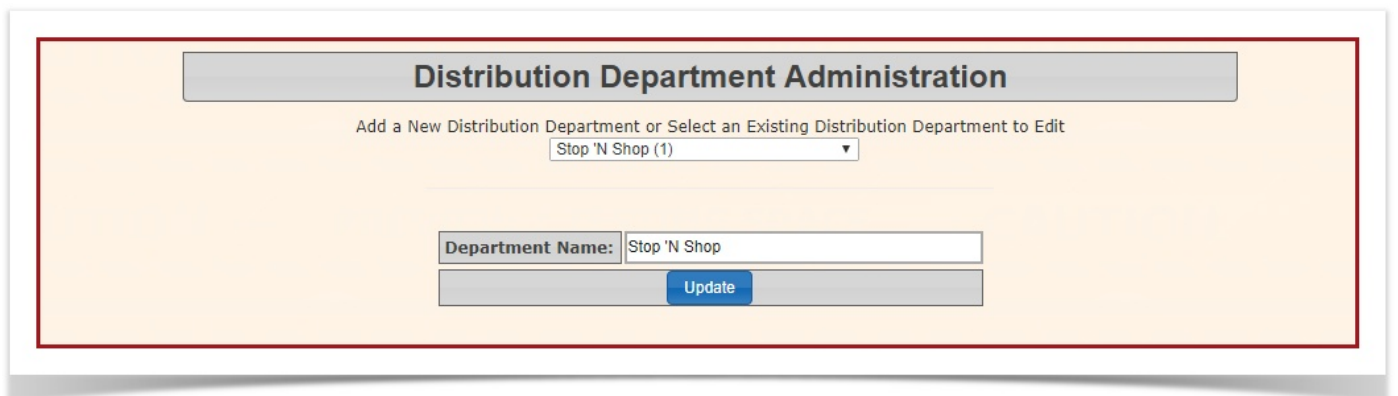


The screenshot shows a web form titled "Distribution Department Administration". Below the title is a subtitle: "Add a New Distribution Department or Select an Existing Distribution Department to Edit". There is a dropdown menu with the text "-- Add a New Distribution Department --" and a downward arrow. Below this is a text input field labeled "Department Name:" containing the text "Stop 'N Shop". At the bottom right of the form is a blue button labeled "Add New".

4. To **edit** a Department:

Select the department you wish to edit from the drop-down menu, and click **Go**.

Make the desired changes to the department name in the textbox, and click **Update** to save.



The screenshot shows the same web form as before, but with changes. The dropdown menu now displays "Stop 'N Shop (1)" with a downward arrow. The "Department Name:" text input field still contains "Stop 'N Shop". The blue button at the bottom right is now labeled "Update".

Revision #2

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Updated 5 June 2025 10:04:17