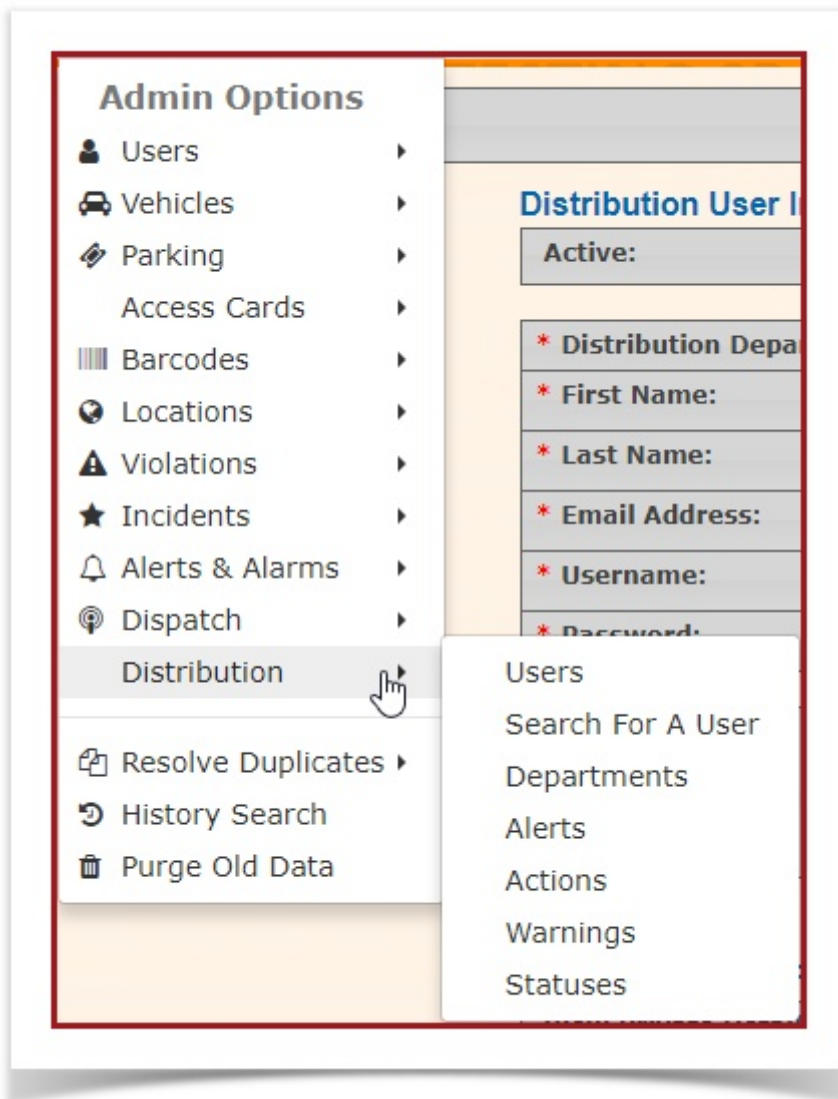
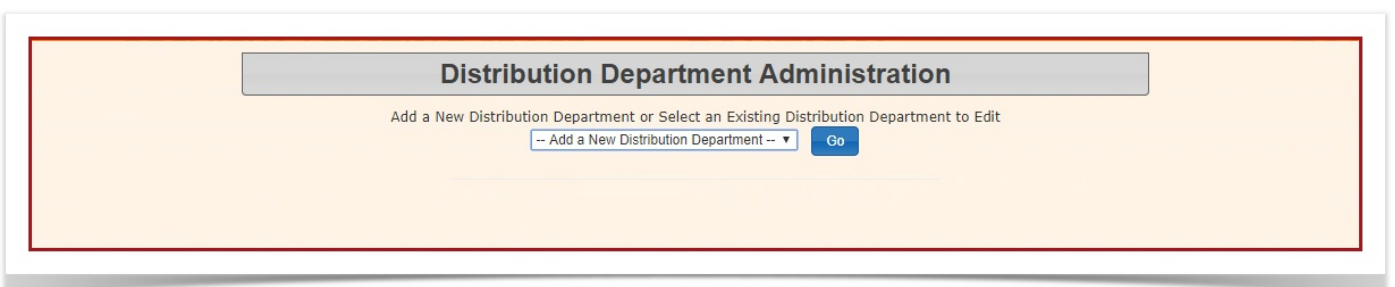


Departments

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**".

Distribution Department Administration

Add a New Distribution Department or Select an Existing Distribution Department to Edit

-- Add a New Distribution Department -- ▾

Department Name: Stop 'N Shop

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.

Distribution Department Administration

Add a New Distribution Department or Select an Existing Distribution Department to Edit

Stop 'N Shop (1) ▾

Department Name: Stop 'N Shop

Update