


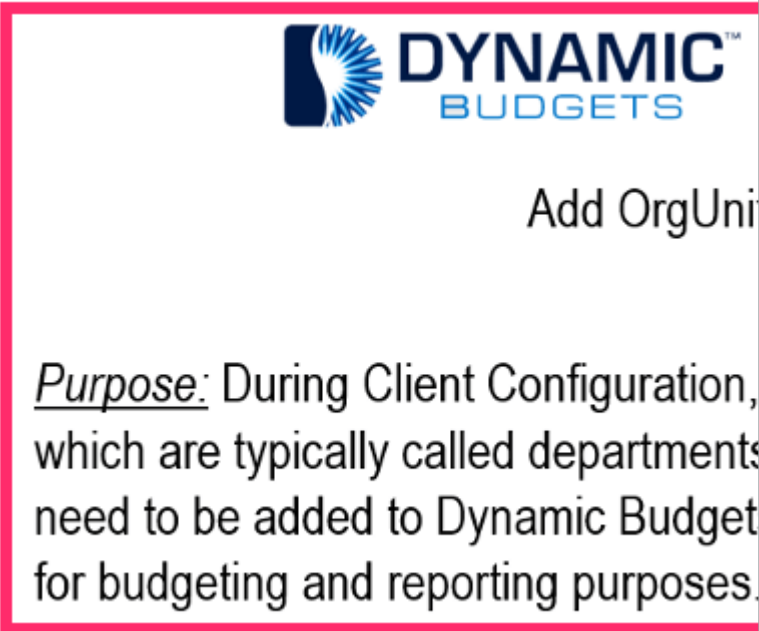

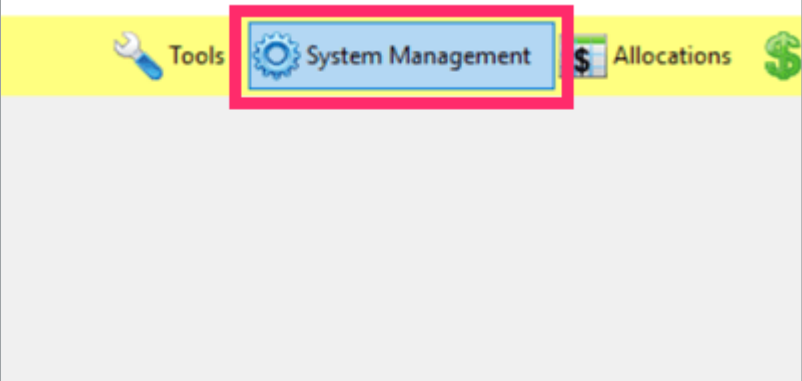

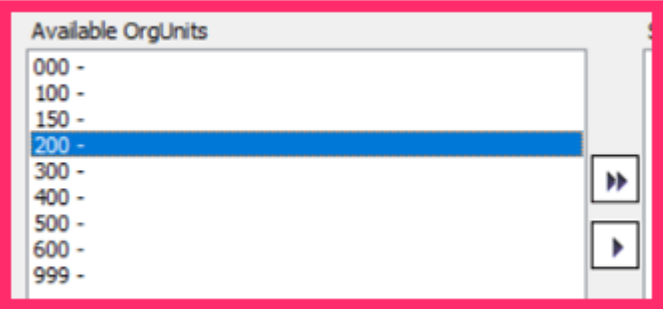

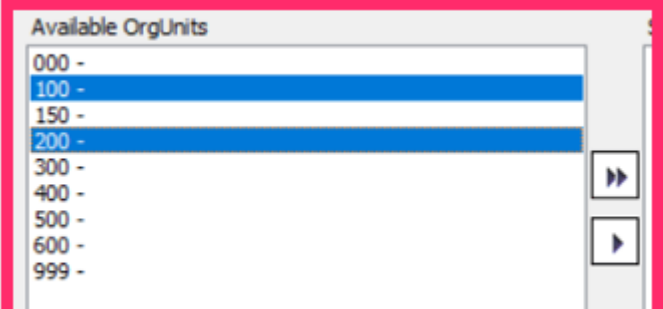

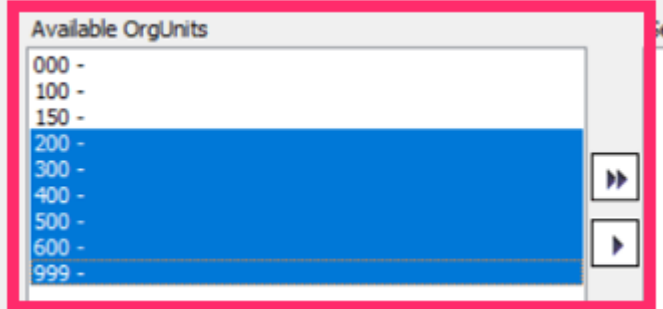

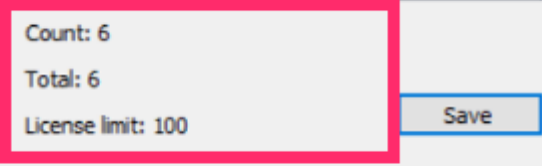

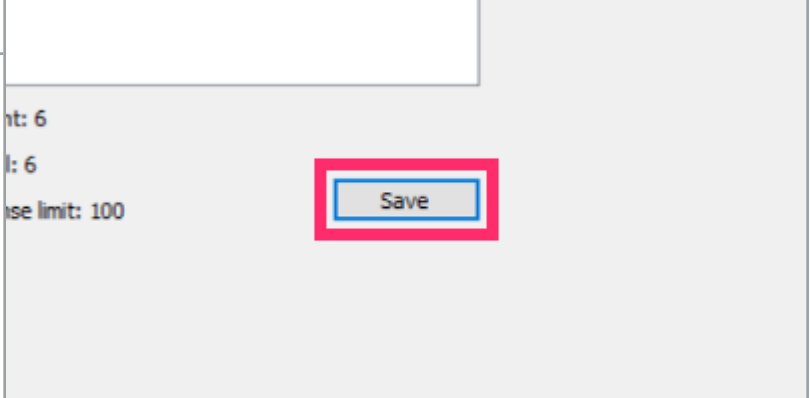

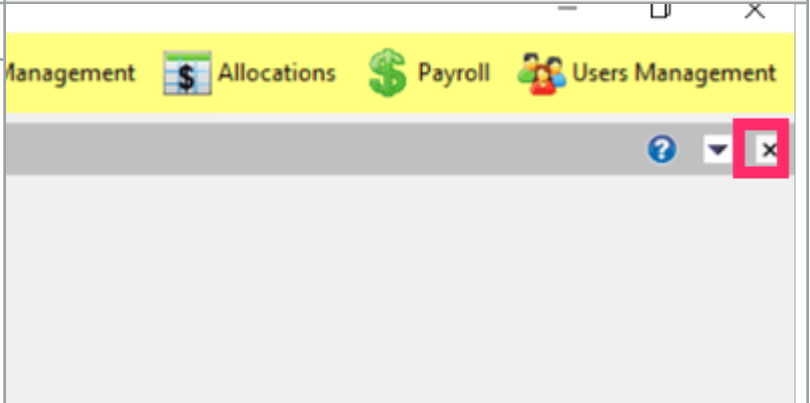



<p> Dynamic Budgets User Guide for Add OrgUnits</p>	<p>1</p> 
<p> Add OrgUnits: Module Purpose</p> <p>During Client Configuration, the client's OrgUnits or Depts need to be added to Dynamic Budgets to make them available for budgeting and reporting purposes.</p>	<p>2</p> 
<p> Click on System Management.</p>	<p>3</p> 

<p>4</p> <p> Click on OrgUnits, Add OrgUnits.</p>	
<p>5</p> <p> Choose a company or companies from the Available Companies list. Click on it to highlight it.</p>	
<p>6</p> <p> Note: If selecting 1 company from the Available Companies list, click on the company name, then click on the single right arrow.</p> <p>If selecting ALL companies from the list, click on the double right arrow.</p>	
<p>7</p> <p> Note: If selecting ALL Available OrgUnits from the list, then click on the double right arrow.</p>	

<p> If selecting 1 OrgUnit from the Available OrgUnits list, highlight it.</p> <p>Then click on the single-right arrow to make the selection.</p>	<p>8</p> 
<p> If selecting some of the Available OrgUnits, use the control key and highlight all of the OrgUnits you want.</p> <p>Then click on the single-right arrow.</p>	<p>9</p> 
<p> If selecting a range of companies from the Available OrgUnits list, use the shift key to select all of the OrgUnits you want.</p> <p>Then click on the single-right arrow.</p>	<p>10</p> 
<p> Now all of the client's OrgUnits have been selected.</p> <p>Please verify the license limit is correct.</p> <p>Note: If the number of licenses is incorrect, contact Dynamic Budgets support to re-issue the license for the correct number.</p>	<p>11</p> 

<p>12</p> <p> Click on Save.</p> <p>Then a message will appear that reads Changes Saved Successfully.</p>	
<p>13</p> <p> Click on the X to close.</p>	
<p>14</p> <p> That's It. You're Done.</p>	