

How to Add Business Units

This manual applies to:

<http://admin.prevueaps.com>

<http://admin.prevueaps.ca>

<http://admin.prevueapspro.com>

<http://admin.recruit4business.com>

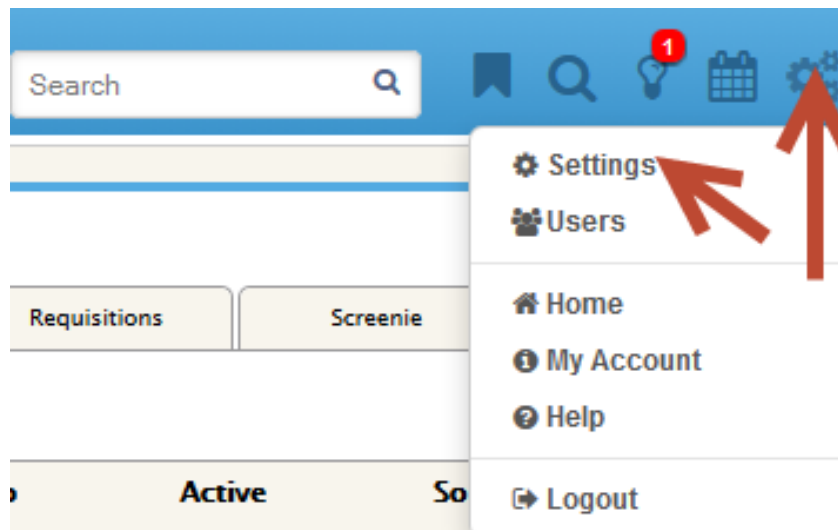
Adding a Business Unit

Step 1 –

Login to PrevueAPS Admin Area

Step 2 –

Click on the Settings Icon (Three Gears in top right hand corner)



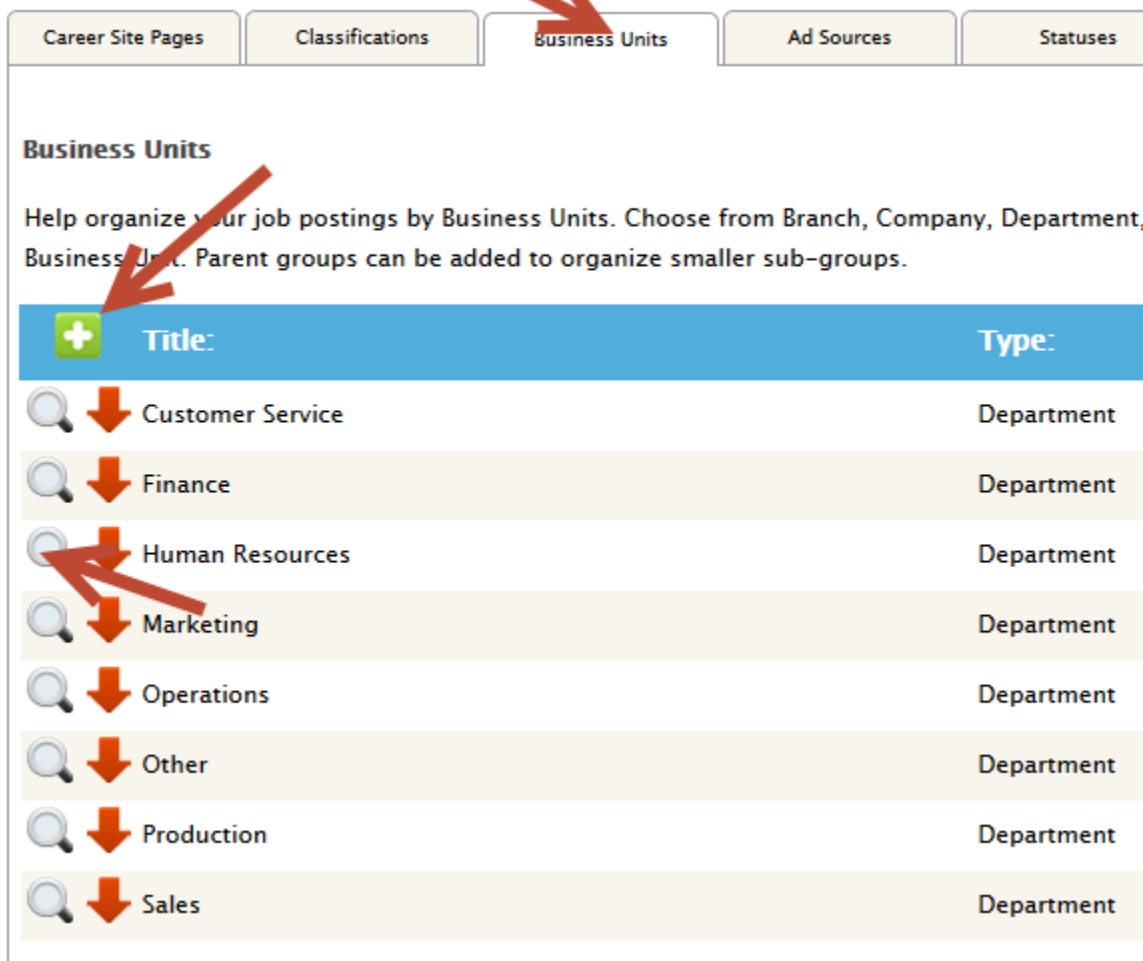
Step 3 –

















Click on the “Settings.”

Step 4 –

Click on the “Business Units” tab. Then click on the Green Plus Sign in the Blue Title Bar to add a new business unit. You can also edit existing Business Units by click on the magnifying glass next to any Business Unit.

Caleb Larkin Settings



Business Units	
Title:	Type:
  Customer Service	Department
  Finance	Department
  Human Resources	Department
  Marketing	Department
  Operations	Department
  Other	Department
  Production	Department
  Sales	Department

Adding a Parent/Child BU

Step 5 –

To add a Parent / Child setup for a business unit you would need to make sure the parent Business Unit is already created. (The “Parent” list populates from the current active business units)





Step 6 –

Type in the title of the Child Department and select the Parent Business Unit from the drop down menu.

Step 7 –

When you “Add New” the BU will appear as the screen shot below.



	Title:	Type:	Parent:
	 Child Department	Department	Customer Service
	 Customer Service	Department	

Business Unit Categories

There are several categories of Business Units including:

- Branch
- Company
- Department
- Division
- Location
- Store
- Client
- Contract
- Business Unit
- Properties

These are simply categories available to you to differentiate between your Business Units. If you have questions about which type you should use please check with your accounting department.

*Note – Parent/Child BU have to be of the same type.