
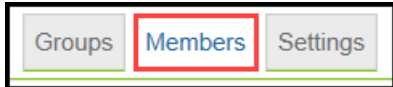
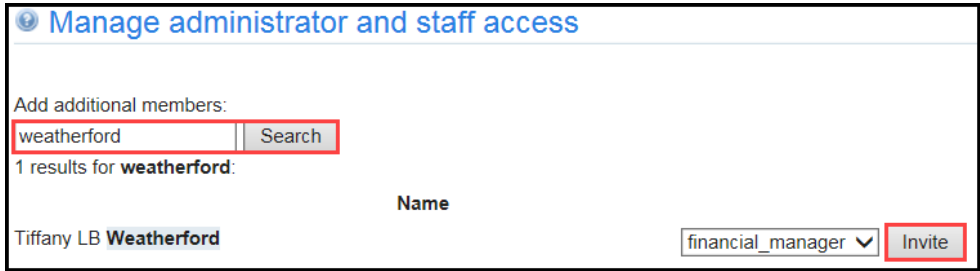



This document outlines the steps to maintain settings for Departments, including: adding or removing members and email notifications.

Access Department				
<p>Click My Departments.</p>				
<p>Find desired department listing and click view.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Industrial and Physical Pharmacy</td> <td style="width: 35%; padding: 5px;"> Park, Kinam (PUR) Lab Taylor, Lynne (PUR) Lab Yeo, Yoon (PUR) Lab Li, Tonglei (PUR) Lab Topp, Elizabeth (PUR) Lab Zhou, Qi (PUR) Lab Chadwick, Keith (PUR) Lab Byrn, Stephen (PUR) Lab Galinsky, Raymond (PUR) Lab Pinal, Rodolfo (PUR) Lab Knipp, Gregory (PUR) Lab Morris, Kenneth (PUR) Lab Reklaitis, Gintaras (PUR) Lab Smith, Daniel (PUR) Lab Wassgren, Carl (PUR) Lab </td> <td style="width: 35%; padding: 5px;"> Cathy Skidmore Crystal Rice Cynthia Divan Eric Francis Jacqueline Ward </td> </tr> </table>	Industrial and Physical Pharmacy	Park, Kinam (PUR) Lab Taylor, Lynne (PUR) Lab Yeo, Yoon (PUR) Lab Li, Tonglei (PUR) Lab Topp, Elizabeth (PUR) Lab Zhou, Qi (PUR) Lab Chadwick, Keith (PUR) Lab Byrn, Stephen (PUR) Lab Galinsky, Raymond (PUR) Lab Pinal, Rodolfo (PUR) Lab Knipp, Gregory (PUR) Lab Morris, Kenneth (PUR) Lab Reklaitis, Gintaras (PUR) Lab Smith, Daniel (PUR) Lab Wassgren, Carl (PUR) Lab	Cathy Skidmore Crystal Rice Cynthia Divan Eric Francis Jacqueline Ward
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Add Department Member				
<p>Click Members tab.</p>				
<p>Enter last name and click Search. Select the name to be added, the role, and click Invite.</p>				

Remove Department Member																													
<p>Click  to remove member from list.</p>	<p>current managers and employees</p> <table border="1"> <thead> <tr> <th colspan="2"></th> <th>Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>Cathy Skidmore</td> <td></td> <td>cskidmor@purdue.edu</td> <td> </td> </tr> <tr> <td>Crystal Rice</td> <td></td> <td>rice112@purdue.edu</td> <td> </td> </tr> <tr> <td>Cynthia Divan</td> <td></td> <td>cmdivan@purdue.edu</td> <td> </td> </tr> <tr> <td>Eric Francis</td> <td></td> <td>efranci@purdue.edu</td> <td> </td> </tr> <tr> <td>Jacqueline Ward</td> <td></td> <td>jward@purdue.edu</td> <td>41389 </td> </tr> <tr> <td>Tiffany LB Weatherford</td> <td></td> <td>tweathe@purdue.edu</td> <td>7654961854 </td> </tr> </tbody> </table>			Name		Cathy Skidmore		cskidmor@purdue.edu		Crystal Rice		rice112@purdue.edu		Cynthia Divan		cmdivan@purdue.edu		Eric Francis		efranci@purdue.edu		Jacqueline Ward		jward@purdue.edu	41389	Tiffany LB Weatherford		tweathe@purdue.edu	7654961854
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