

How do I add a department within ClientExec?

Posted: **LicenseCube Support** [support@licensecube.com]

Online URL:

<http://kbase.licensecube.com/billing-system-licenses/how-do-i-add-a-department-within-clientexec.html>

Adding a new department within ClientExec is both easy and can be accomplished within a few easy to follow steps. Please follow the step-by-step directions outlined below for your convenience:

- Login to your ClientExec Admin Panel
- Next, go to "System Setup" and onto "Settings"
- From there, click on "Support" and onto the "Departments" tab
- Next, click on "Add Department" and fill in all the necessary fields within
- When completely ready, simply click the "Add" button to add the department

Should you have any further questions pertaining to your [ClientExec license](#), please feel free to get in contact with the LicenseCube support team for additional help.