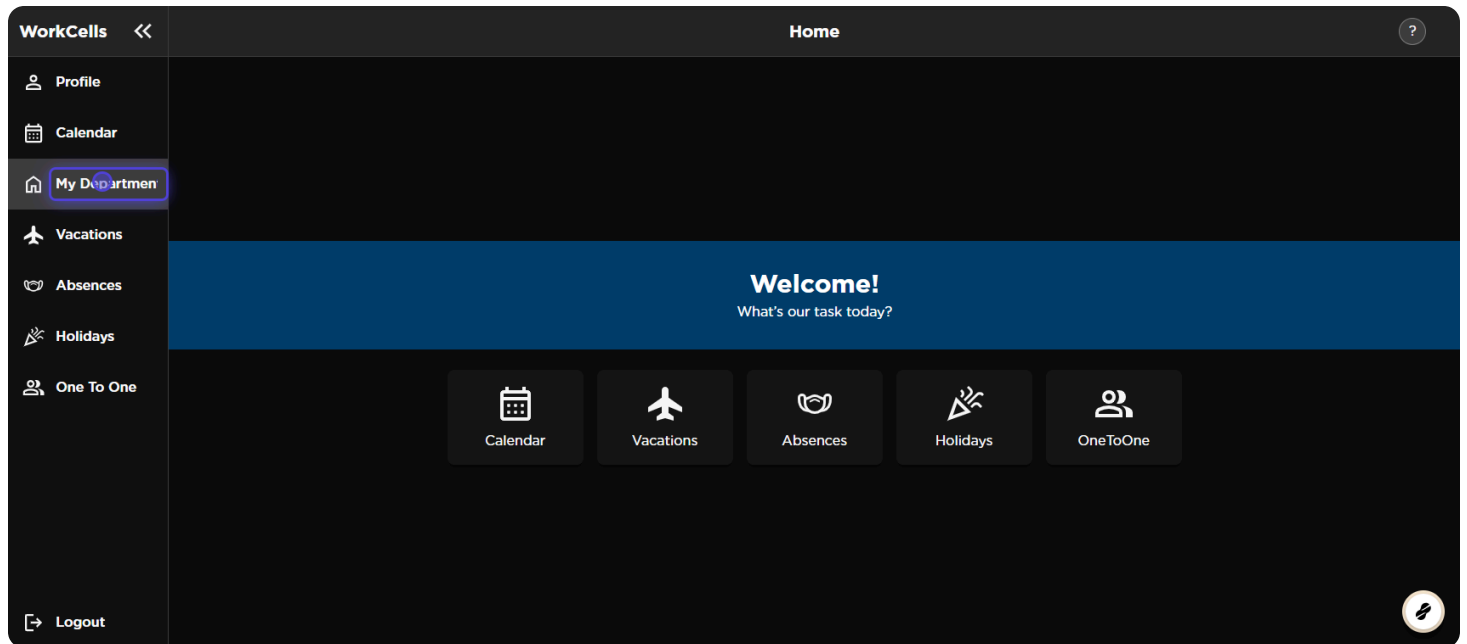


Guide with Departments

Created on Apr 28, 2025 by Charles Marin Yael



[WATCH RECORDING →](#)

1 Click on My Department

[VIEW PAGE →](#)

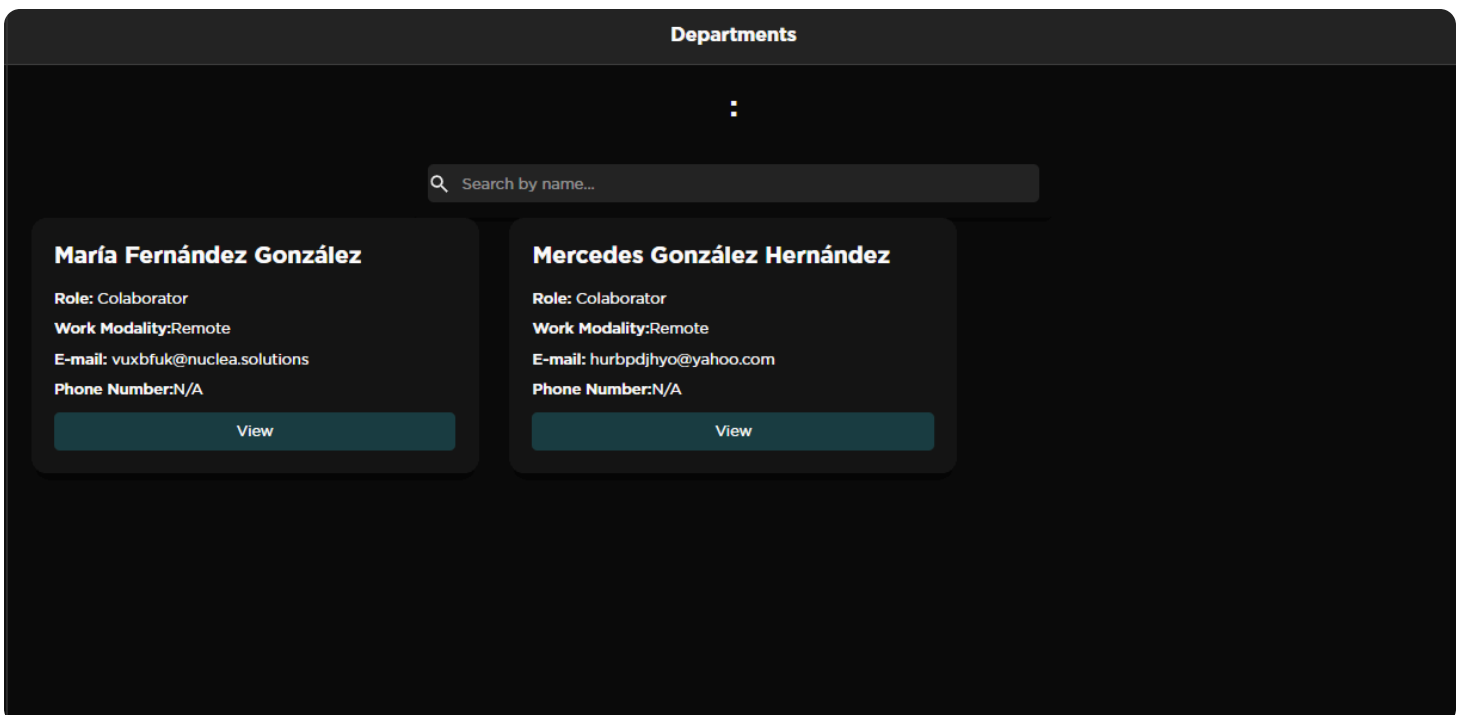
If you are a department leader, you can access to your department information by clicking on the my department button.



2 Your department

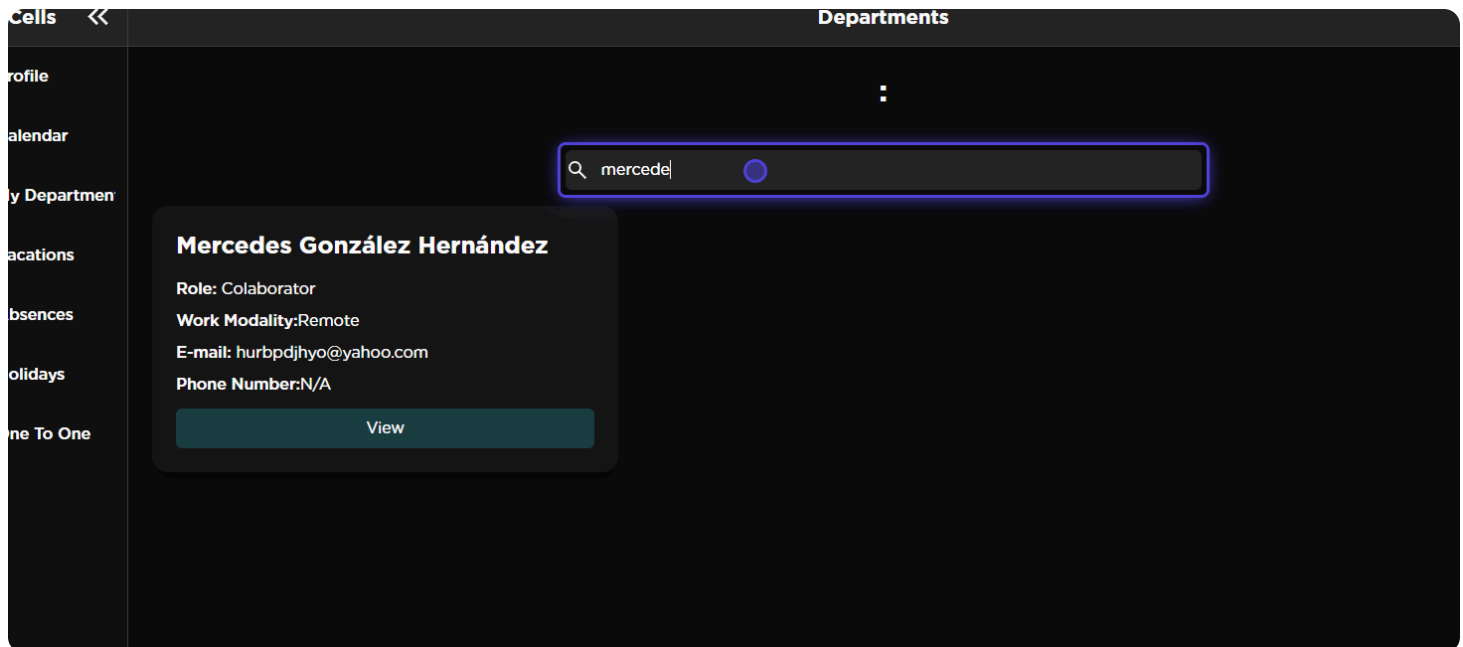
[VIEW PAGE →](#)

Once you have clicked the button the current workers on your department will show to say hello.



3 Type in the Search Bar

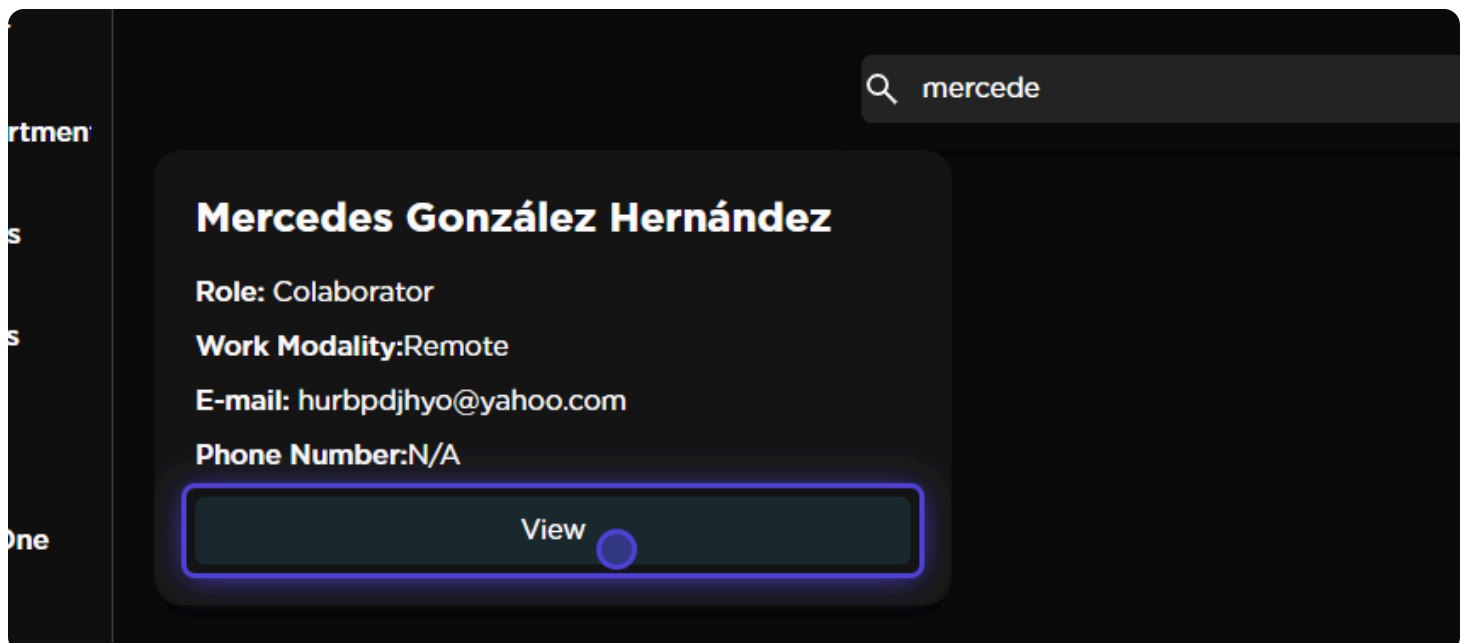
We know you don't have just two workers on a department with you, so we added a searchbar in which you can type your worker's names or surname in order to search a worker faster than usual



4 Click on View

[VIEW PAGE →](#)

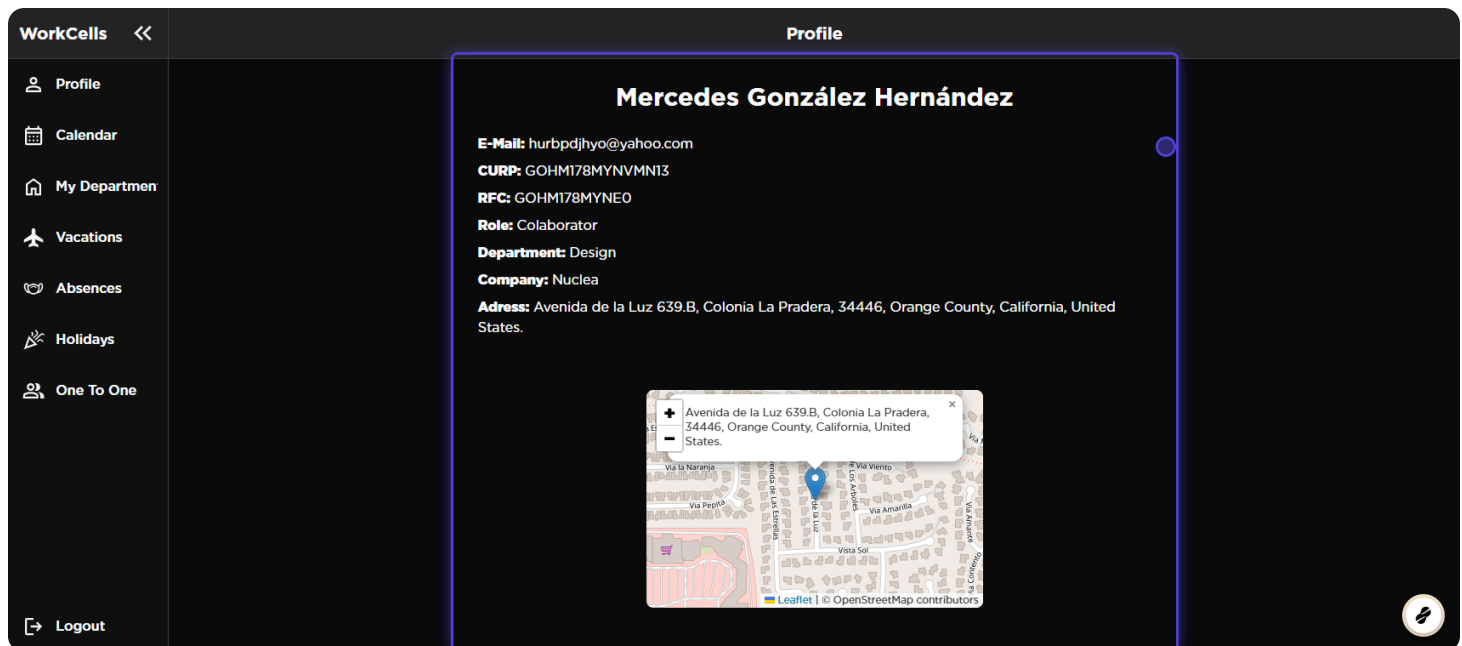
If you want to check more information about an specific worker, go on, you'll only need to click on the view button



5 A workers Profile

[VIEW PAGE →](#)

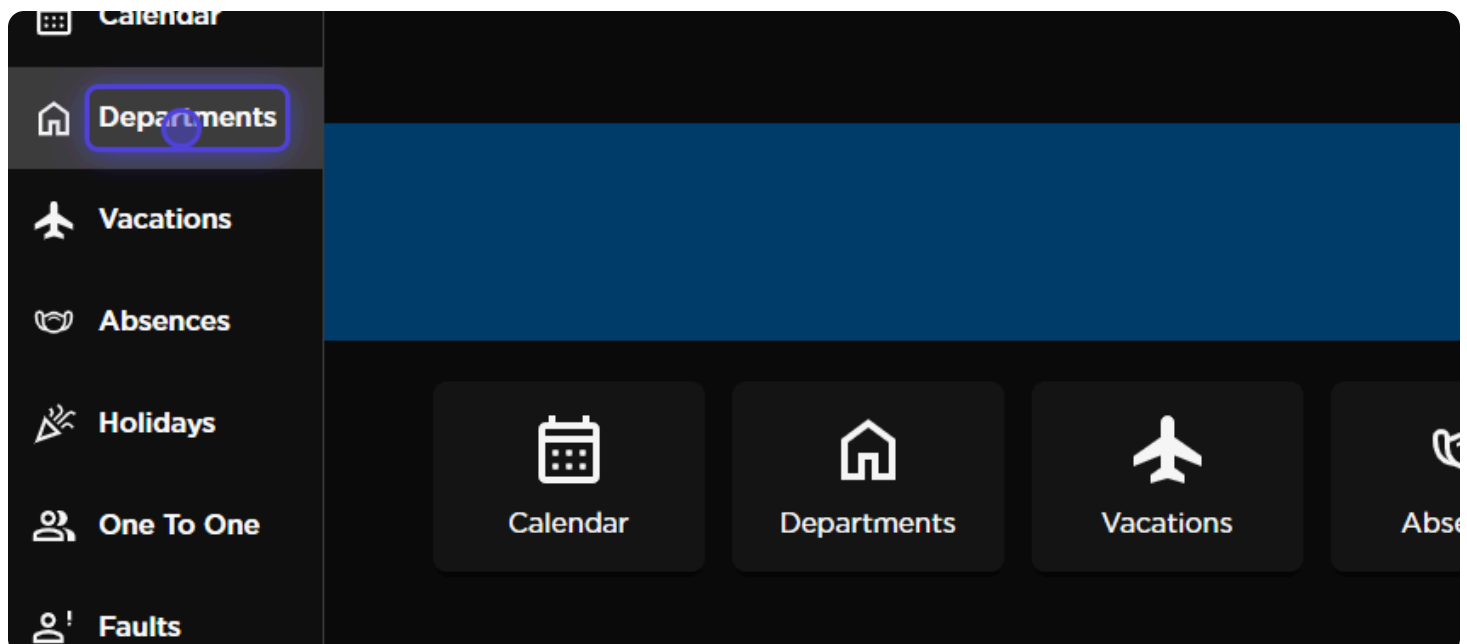
If you decided to view a worker this is the view you will be seeing, as you can see you have more information about your worker such as the CURP, company or address



6 Click on Departments

[VIEW PAGE →](#)

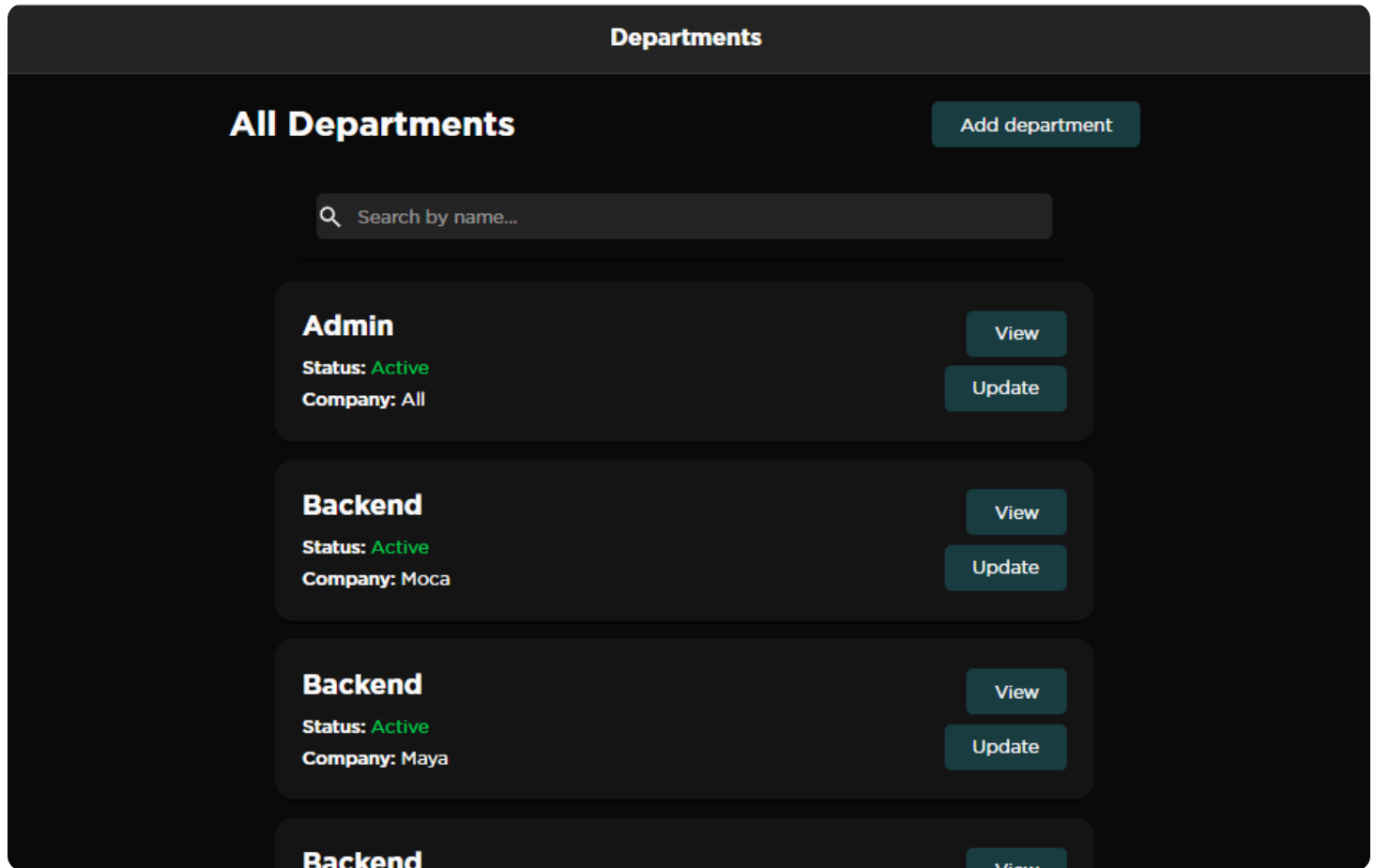
If you are a Manager you can access to the departments by clicking on the navbar button with the same name on it



7 Departments view

[VIEW PAGE →](#)

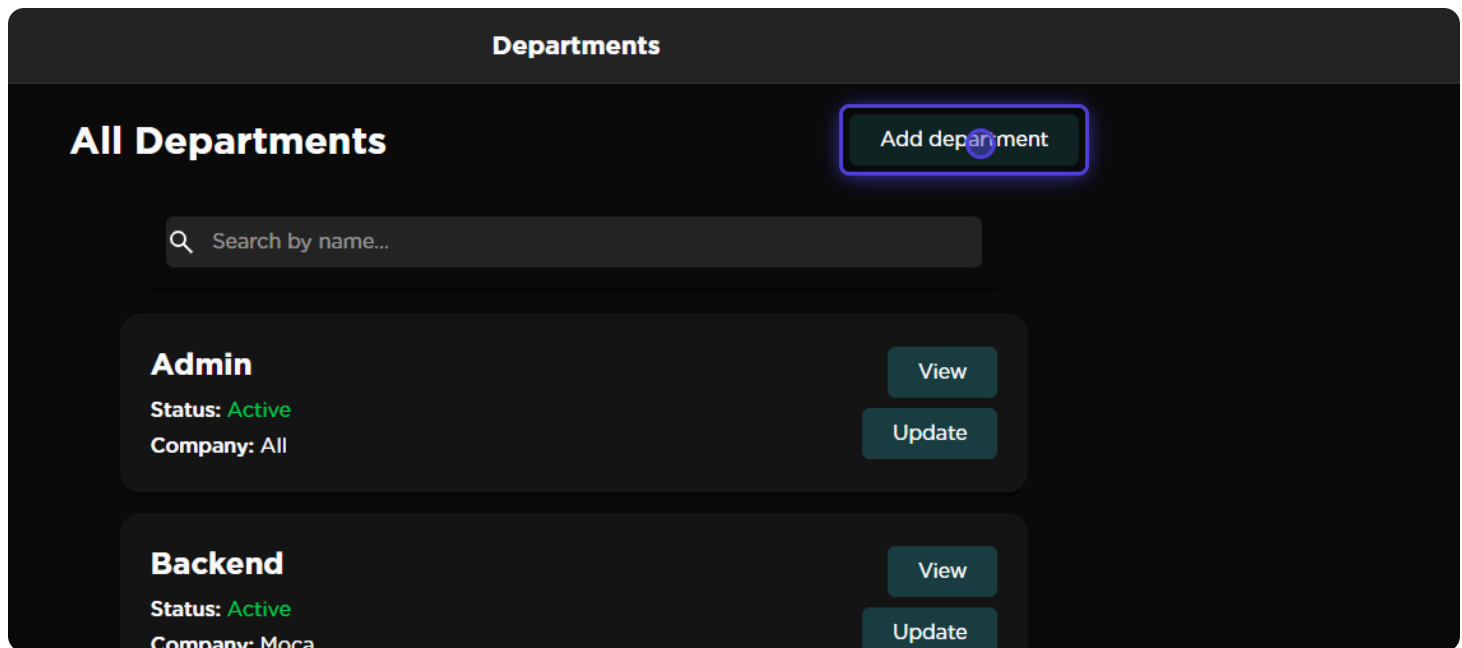
This is the view you will be seeing once you have clicked the Departments button, as you may see it would appear there are too many options but dont worry they're very simple and we'll explain it now.



8 Click on Add department

[VIEW PAGE →](#)

The company its growing that is a great signal however, how do we create a new department, dont worry we got you covered you just have to click the add department button



9 Add Department View

Once you have clicked the button a forms will appear in front of your eyes, in order to create a new department you'll have to write manually the name, but dont worry that is the only thing you are going to write here.

The screenshot shows a form titled 'Add a new Department'. The form is enclosed in a red border. It contains the following fields: 'Department Name:' with a text input field containing 'Production'; 'Company of origin:' with a dropdown menu showing 'Select here'; 'Select the leader:' with a dropdown menu showing 'Select here'; and 'Select the collaborators:' with a dropdown menu showing 'Select here' and a '+' button. At the bottom of the form is a button labeled 'Register Department'.

10 Click on Company

[VIEW PAGE →](#)

We added a select with the current companies, so you would just have to select one from the list, that will mean that the new department belong to that company

The screenshot shows a dark-themed interface. At the top, there's a label 'Company of origin:' followed by a dropdown menu with 'Select here' and a blue circle icon. Below this is a label 'Select the leader:' followed by a list of options: 'Select here', 'New Company', 'ZigZag', 'WePage', 'All', 'Moca', 'Maya', and 'Nuclea'. To the right of the list is a dropdown menu with a blue circle icon and a '+' button.

11 Click on Select Leader

[VIEW PAGE →](#)

What is an army without their leader, nothing right? So a department is the same, first you'll just have to click on the select for the leader and a pop-up will appear with all the workers with the role of leader, and you'll have to click on the right one.

The screenshot shows a dark-themed interface. A pop-up menu is displayed, listing several names and their roles: 'Elena Ruiz Torres -> Not assigned', 'Rafael Torres Martínez -> Design : ZigZag', 'Paulina A -> HR : All', 'Jimena Gallegos Jimenez -> HR : All', 'David Rodríguez Hernández -> Frontend : Nuclea', 'Enrique Fernández Moreno -> Comms : Maya', 'Lucía Ruiz Torres -> Blockchain Dev : Maya', 'Laura Ruiz Martínez -> Not assigned', 'Mercedes Torres Martínez -> Admin : All', 'Rafael Ruiz Hernández -> Copywriting : ZigZag', 'Enrique Moreno Jiménez -> Customer Success : WePage', and 'Fernando Moreno Jiménez -> Comms : Moca'. Below the list is a button labeled 'Register Department'.

12 Catch up time

[VIEW PAGE →](#)

Once done that we must be seeing something like this, with the name of the department, company where it will belong and the leader, if you have everithing correct then we may continue.

The screenshot shows a dark-themed form for registering a department. It contains the following elements:

- Department Name:** A text input field with the value "Production".
- Company of origin:** A dropdown menu with the value "Nuclea".
- Select the leader:** A dropdown menu with the value "Javier Moreno Rodríguez -> Not assigned". This field is highlighted with a red border and a red circle on the dropdown arrow.
- Select the collaborators:** A dropdown menu with the value "Select here" and a "+" button to the right.
- Register Department:** A teal button at the bottom center.

13 Click on Select the collaborators

[VIEW PAGE →](#)

Now we are in the part of selecting the army, or AKA the collaborators, if you click on the select a pop-up with a list of all collaborators will appear, you'll have to click on one to select it.



14 Click on +

[VIEW PAGE →](#)

To confirm you want that collaborator to be part of the department you'll have to click the + button to add it to the department.

A screenshot of a dark-themed form titled "Company of origin:". The form has three sections: "Company of origin:" with a dropdown menu showing "Nuclea"; "Select the leader:" with a dropdown menu showing "Javier Moreno Rodríguez -> Not assigned"; and "Select the collaborators:" with a dropdown menu showing "Mercedes González Rodríguez -> Not assigned". To the right of the collaborators dropdown is a green button with a white plus sign, which is highlighted with a blue circle. At the bottom of the form is a green button labeled "Register Department".

15 Adding more Collaborators

[VIEW PAGE →](#)

As you can see the previous worker was added and you can repeat the steps 13 and 14 to add as many collaborators as you want them to be in a department.

The screenshot shows a form for registering a department. It has a dark theme with light text. The form is divided into sections: 'Company of origin:', 'Select the leader:', 'Select the collaborators:', and 'Collaborators:'. The 'Select the collaborators:' section is highlighted with a red border. It contains a dropdown menu with the text 'Antonio Martínez Martínez -> Design : WePage' and a small red circle on the right side of the dropdown. To the right of the dropdown is a '+' button. Below the dropdown is a list of collaborators, currently showing 'Mercedes González Rodríguez' with a '-' button to its right. At the bottom right of the form is a 'Register Department' button.

Company of origin:

Nuclea ✓

Select the leader:

Javier Moreno Rodríguez -> Not assigned ✓

Select the collaborators:

Antonio Martínez Martínez -> Design : WePage ✓

Collaborators:

Mercedes González Rodríguez -

Register Department

16 Removing Collaborators

[VIEW PAGE →](#)

If you think you have passed with the number of collaborators it is simple for you to remove them from this department, you'll just have to click the minus button (-) on the right of the collaborator you wish to remove.

Manager

Company of origin:
Select here

Select the leader:
Select here

Select the collaborators:
Mercedes González Hernández -> Design : Nuclea

Collaborators:
Joaquin Guerrero Americo
Mercedes González Hernández

Register Department

17 Click on Register Department

[VIEW PAGE →](#)

Once you've finished with the list and the data, in order to save and create the new department you'll just have to click on the register department button

Javier Moreno Rodríguez -> Not assigned

Select the collaborators:

Antonio Martínez Martínez -> Design : WePage

Collaborators:

Mercedes González Rodríguez

Antonio Martínez Martínez

Register Department

18 Click on Next

[VIEW PAGE →](#)

Going back to the view of all departments, you don't need to scroll all the way up and down to find a department, by clicking on the next button the following 4 departments will appear in your screen

Backend
Status: Active
Company: Nuclea
View
Update

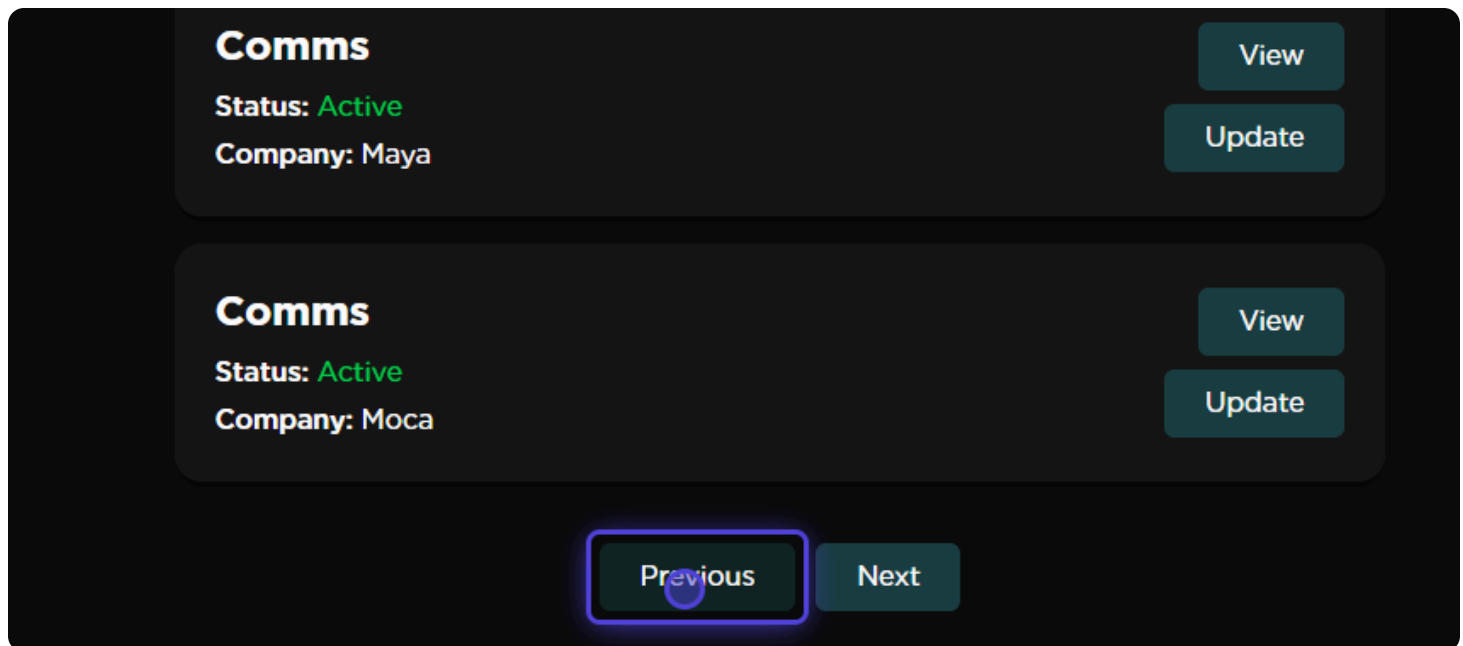
Backend
Status: Active
Company: Moca
View
Update

Previous Next

19 Click on Previous

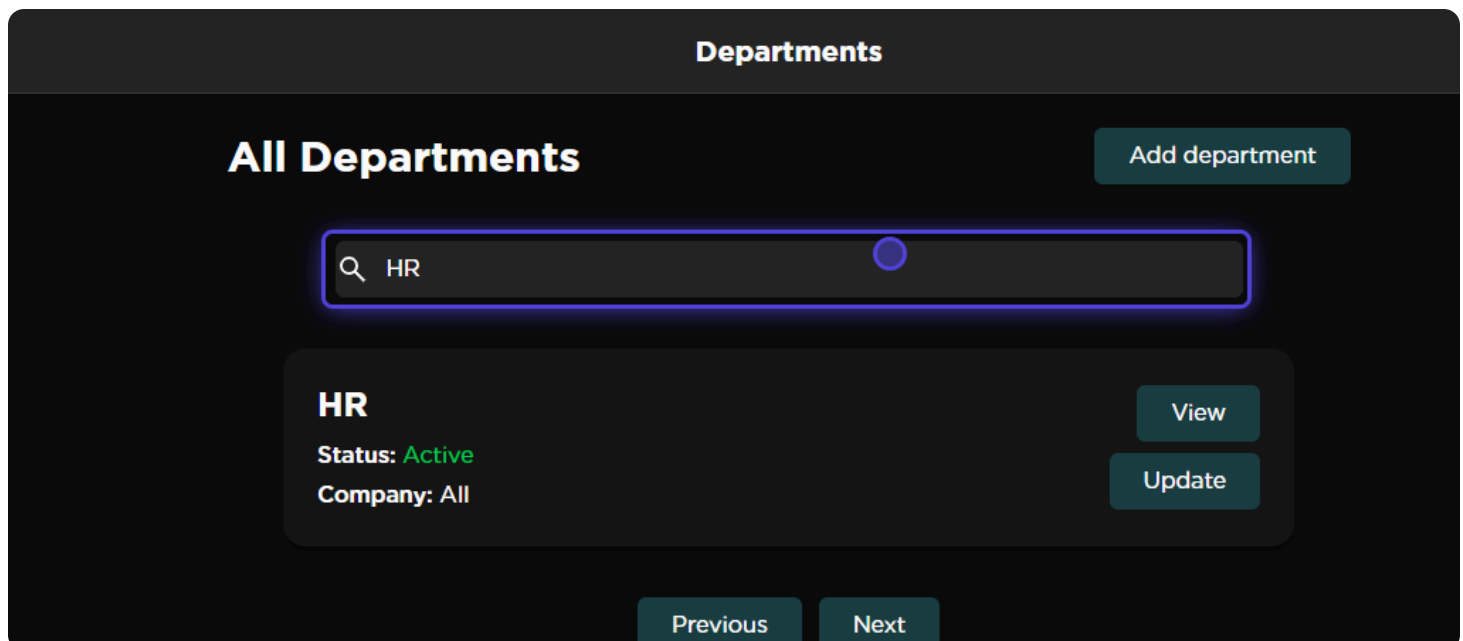
[VIEW PAGE →](#)

The same it is if you want to return to the departments you have seen, by clicking the previous button the previous 4 departments will show in a second



20 Type in Search Bar

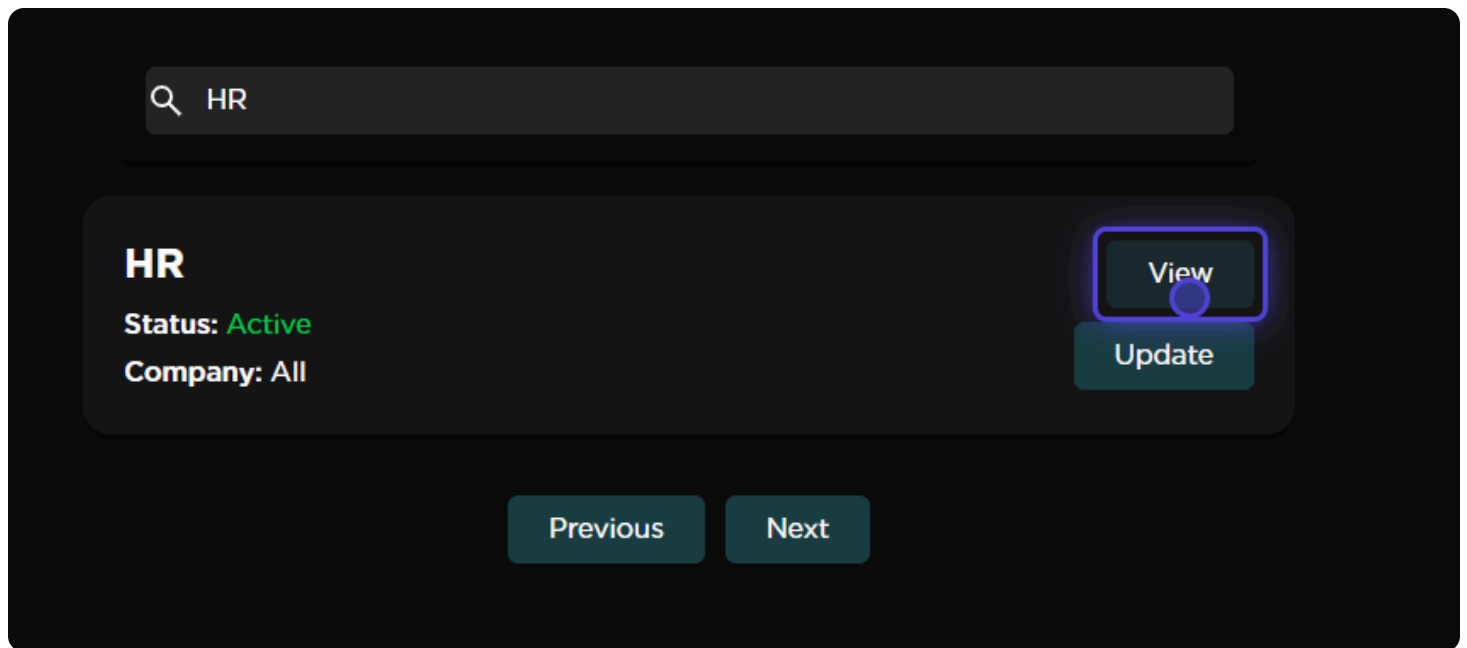
We know you might have a lot of departments and its time consuming, looking up by clicking on buttons, so you can write the department name on the searchbar to look for it more quick and easy.



21 Click on View

[VIEW PAGE →](#)

If you want to check more info about a specific department you'll just have to click on the view button.



22 A Specific Department View

[VIEW PAGE →](#)

If you've clicked on the view button on any department in your screen will appear the department's name and company which it belongs and all the workers in the department with an emphasis on the department leader, which will show with a blue color on the role saying he's a department leader

WorkCells << **Departments**

All: HR

Search by name...

Employee Name	Role	Work Modality	E-mail	Phone Number	Action
Jimena Gallegos Jimenez	Role: Department Leader	Work Modality: Remote	E-mail: jimenez@nuclea.solutions	Phone Number: 4151905312	View
Paulina A	Role: Department Leader	Work Modality: On Site	E-mail: paulina@nuclea.solutions	Phone Number: N/A	View
Yael Charles Marin	Role: Manager	Work Modality: On Site	E-mail: yaelcharles417@nuclea.solutions	Phone Number: 4151005479	View
Javier Hernández Torres	Role: Manager	Work Modality: Remote	E-mail: kkaslwfpdspb@yahoo.com	Phone Number: N/A	View
Karolina Muñoz Díaz	Role: Manager	Work Modality: On Site	E-mail: rh@nuclea.solutions	Phone Number: 738401923	View
Elena Torres González	Role: Manager	Work Modality: On Site	E-mail: mreafaowlw@outlook.com	Phone Number: N/A	View

23 Click on View

[VIEW PAGE →](#)

As a manager you can also check the profile of a specific employee, just by clicking on the view button

Employee Name	Role	Work Modality	E-mail	Phone Number	Action
Jimena Gallegos Jimenez	Department Leader	Remote	jimenez@nuclea.solutions	4151905312	View
Paulina A	Department Leader	On Site	paulina@nuclea.solutions	N/A	View
Javier Hernández Torres					
Karolina Muñoz Díaz					

24 Employee's Profile

[VIEW PAGE →](#)

Since you are a Manager you can also view the employee's faults and update his information.

WorkCells << **Profile**

Jimena Gallegos Jimenez

E-Mail: jimenez@nuclea.solutions
Phone number: 4151905312
Role: Department Leader
Department: HR
Company: All
Address: Animas 25, Zona Centro, 37700, San Miguel de Allende, Guanajuato, Mexico.

[View Faults](#) [Update employee](#)

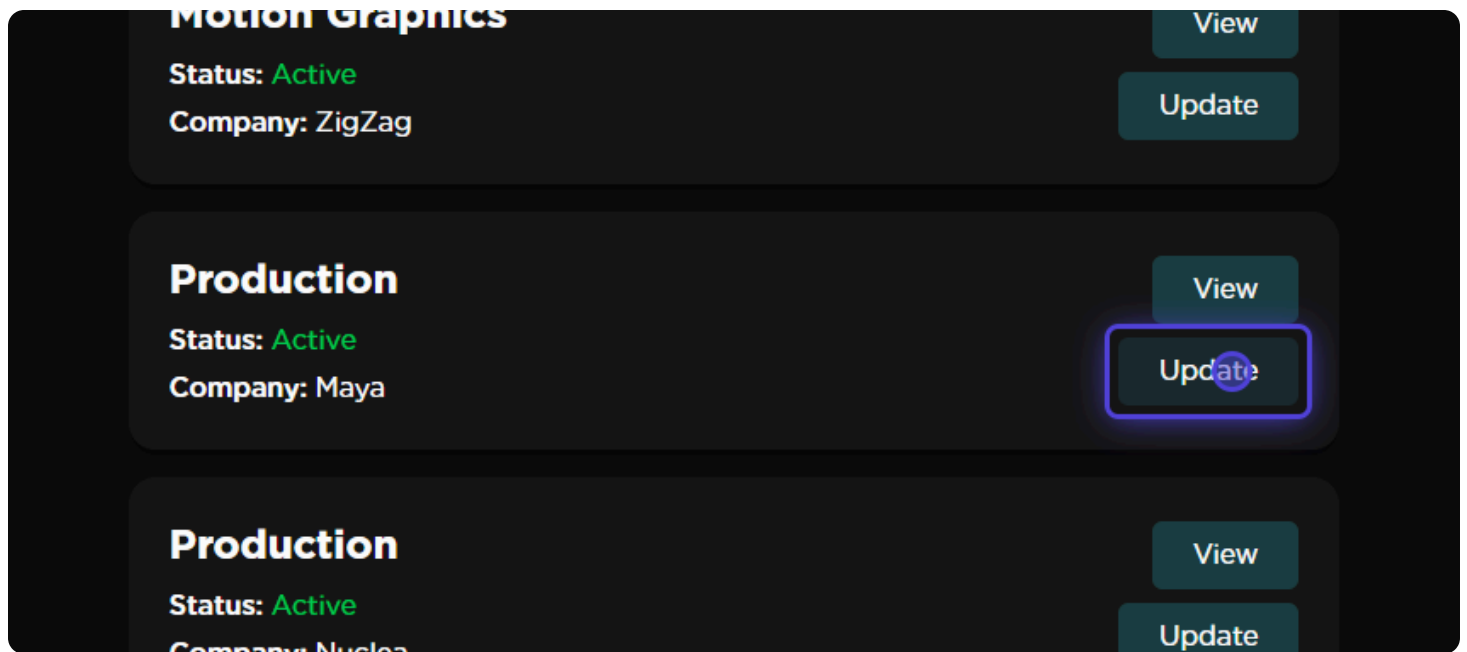
Animas 25, Zona Centro, 37700, San Miguel de Allende, Guanajuato, Mexico.

Map showing the location: Animas 25, Zona Centro, 37700, San Miguel de Allende, Guanajuato, Mexico.

25 Click on Update

[VIEW PAGE →](#)

Also you can update a department information and employees, by clicking on the update button.



26 Update deparment

[VIEW PAGE →](#)

The process is simple and basically its the same when you created the department, but now you can choose wich information change, for example if you want to change the leader you just click on the leader select, collaborators, you can add more on the select and then the add button (+) or remove by clicking the remove button (-), etc.

WorkCells << **Departments**

Update Department

Department Name:
Production

Company of origin:
Maya

Status:
Active

Select the leader:
Javier Moreno Rodríguez -> Production : Maya

Select the collaborators:
Select here +

Collaborators:
Mercedes González Rodríguez -
Antonio Martínez Martínez -

Update Department

27 Click on Update Department

[VIEW PAGE →](#)

Once you have finished updating the deparment information, you can save your changes by clicking the update department button.

Select the leader:
Javier Moreno Rodríguez -> Production : Maya

Select the collaborators:
Select here

Collaborators:
Antonio Martínez Martínez

Update Department