



Team Structure

Setting up an Establishment

The **Establishment** area enables you to organise posts within a team structure. An establishment cannot be created until posts have been defined. A post must contain at least one member with a current or future start date to make it available for selection in the establishment.

The establishment is then linked to a service team. Specific service teams own One records, such as activities, involvements and provisions etc.

An establishment can be deleted only if it does not have a post attached to it.

Creating an Establishment

To create an establishment:

1. Select **Tools | Team Structure | Establishments** to display the **Establishment Definition Enquiry** page.

Click the **Search** button to display the browse list of establishments that have already been created.

2. Click the **New** button to display the **Establishment Definition** page.

3. On the **Establishment Details** panel, enter a **Name**.
The establishment displays in the **Post Hierarchy** panel below.

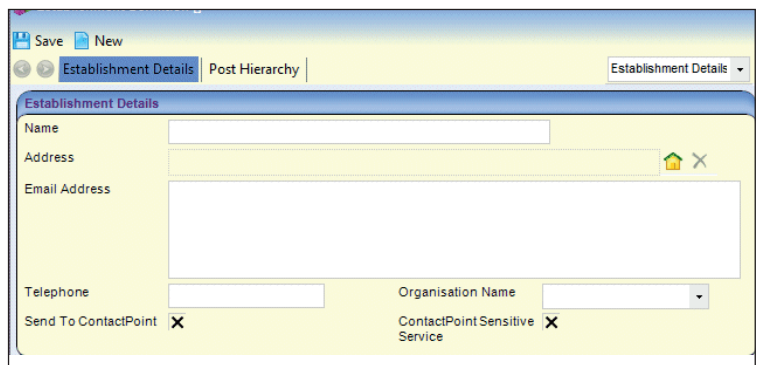
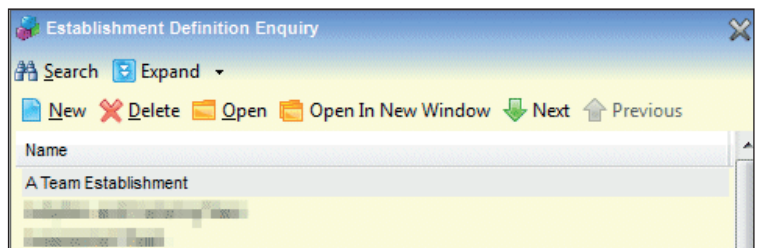
4. Click the **Select Address** icon to display the **Address Enquiry** dialog. Select an address.

5. Enter an **Email Address**.

6. Enter a **Telephone** number.

Organisation Name, **Send to ContactPoint** and **ContactPoint Sensitive Service** are not required.

7. Click the **Save** button.



Adding a Post to an Establishment

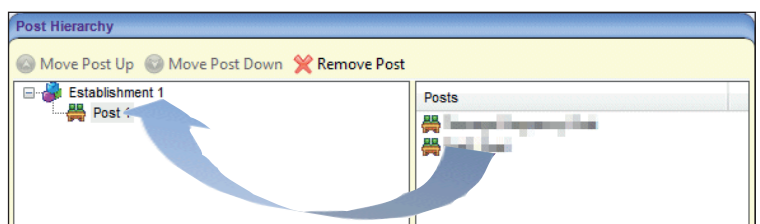
To add a post to an establishment:

1. On the **Post Hierarchy** panel, drag the post from the **Posts** window into the required establishment.

A post can be moved up or down the establishment tree.

A post can only be in one establishment.

2. Click the **Save** button.



To remove a post from an establishment, highlight the post and click the **Remove Post** button. The post returns to the **Posts** window.



Related Reference Guides:

- RG_Services_Setting up a Service Team
- RG_Team Structure_Setting up a Post