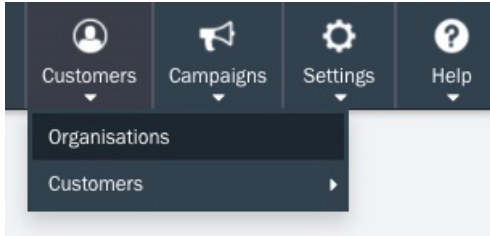


Adding new organisation

Organisation is a clever way of grouping tickets/customers. For example if your email is from puzzel.com we can use organisation to know that you belong to Puzzel.

To create an organisation, go to Customers -> Organisation in the main menu



Click on **+ New Organisation** button found at the right hand corner of the panel. Fill out the forms in the **New Organisation** page then click save.

The 'New Organisation' form is divided into two main sections: 'Attributes' and 'Custom Attributes'. The 'Attributes' section includes fields for 'Name', 'Email Domains' (with a note: 'Enter a domain name (e.g. puzzel.com)'), and 'Description' (with a note: 'Description (optional)'). The 'Custom Attributes' section has a header 'New Attribute to Change' and contains two columns: 'Name' and 'Value'. There are input fields for 'New Attribute Name' and 'New Attribute Value', and a green '+' button to add a new attribute. At the bottom right, there are 'Cancel' and 'Save' buttons.

- Name – Name of your organisation
- Email Domains - domain name of your organisation. (ex: puzzel.com)
- Description - Description of your organisation
- Custom attributes - custom attributes of your organisation

After clicking save, You will now see the organisation you just added to the list.

Organisations				
			+ New Organisation	2
Name	Domain	Description	Custom Attributes	Actions
Technical Support Organisation	puzzel.com		Color: red	