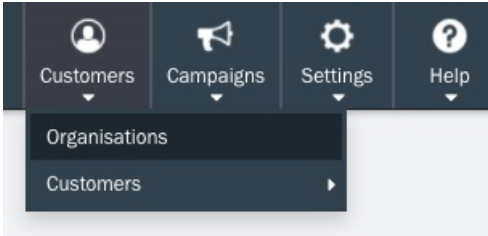


## Adding new organisation

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.

A screenshot of the 'New Organisation' form. It has a title bar 'New Organisation' with a close button. The form is divided into two sections: 'Attributes' on the left and 'Custom Attributes' on the right. The 'Attributes' section has fields for 'Name', 'Email Domains', and 'Description'. The 'Custom Attributes' section has a table with columns 'Name' and 'Value', and a '+ Add' button. At the bottom right 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.

A screenshot of the 'Organisations' list table. The table has a header row with columns: 'Name', 'Domain', 'Description', 'Custom Attributes', and 'Actions'. There is one data row with the following values: 'Technical Support Organisation', 'puzzel.com', an empty field, 'Color: red', and two action icons (edit and delete). Above the table is a '+ New Organisation' button and a notification bell icon.