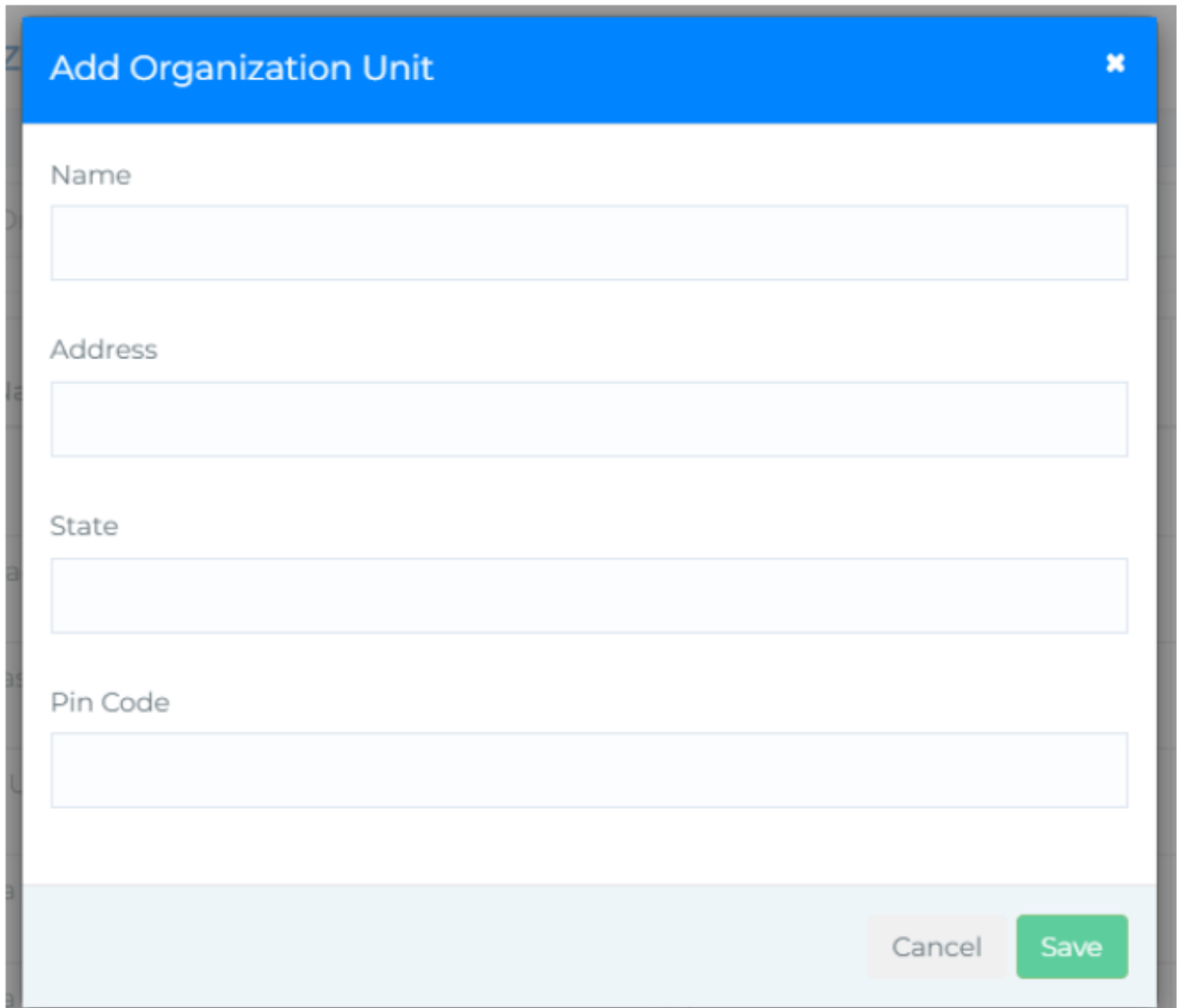


# Organization Unit



The image shows a modal window titled "Add Organization Unit" with a blue header and a close button (X) in the top right corner. The form contains four text input fields, each with a label above it: "Name", "Address", "State", and "Pin Code". At the bottom right of the form, there are two buttons: "Cancel" (light gray) and "Save" (green).

In this section, you can view all your organizational units and create employee groups as needed. There is a search filter available to search by organization unit name. The list shows existing organisation units with key details like the unit name, employee count, whether it's attendance- only (via checkbox), state, pin code, and current status (active or inactive).

In the Action column, you can edit unit details, map employees under the Create Employee Group column and then use the print icon to update settings. To add a new organization unit, click the *Add Organisation Unit* button at the top right. A pop-up will appear where you can enter details such as the unit name, address, state, and pin code. Once saved, the new unit will appear in the list along with the existing ones.

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