Departments

On the Departments screen, you can associate **Users** with **Departments**. On other screens, you can quickly add all **Users** in a **Department** to a list, making updating permissions much faster, especially for large **Departments**.

- Adding a New Department
- Department Hierarchy
- Deleting a Department

Adding a New Department

1) Start by navigating to the **Departments** screen from the **Navigation Panel.**

2) Click the **New Department** button and enter a name for the department.

3) If you are creating a **Department** under another **Department,** effectively creating a **Department Hierarchy**) select one from the drop-down under **Department Parent Name**.

4) When you are finished, click **Save New Department.** After you click save you will see a message stating **Changes Saved**.

image.png

Department Hierarchy

As stated above you can have **Departments** within **Departments.**

1) Start by navigating to the **Departments** screen via the **Navigation Panel.**

2) Create a new department, following the steps above, then click the drop-down menu labeled **Department Parent Name**, and select a **Department** to place the department under.

image.png

3) When you are finished save the **Department** by clicking on the **Save New Department** button, afterwards you will see a message stating **Changes Saved.**

image.png

Deleting a Department

1) Navigate to the **Departments** screen via the **Navigation Panel**.

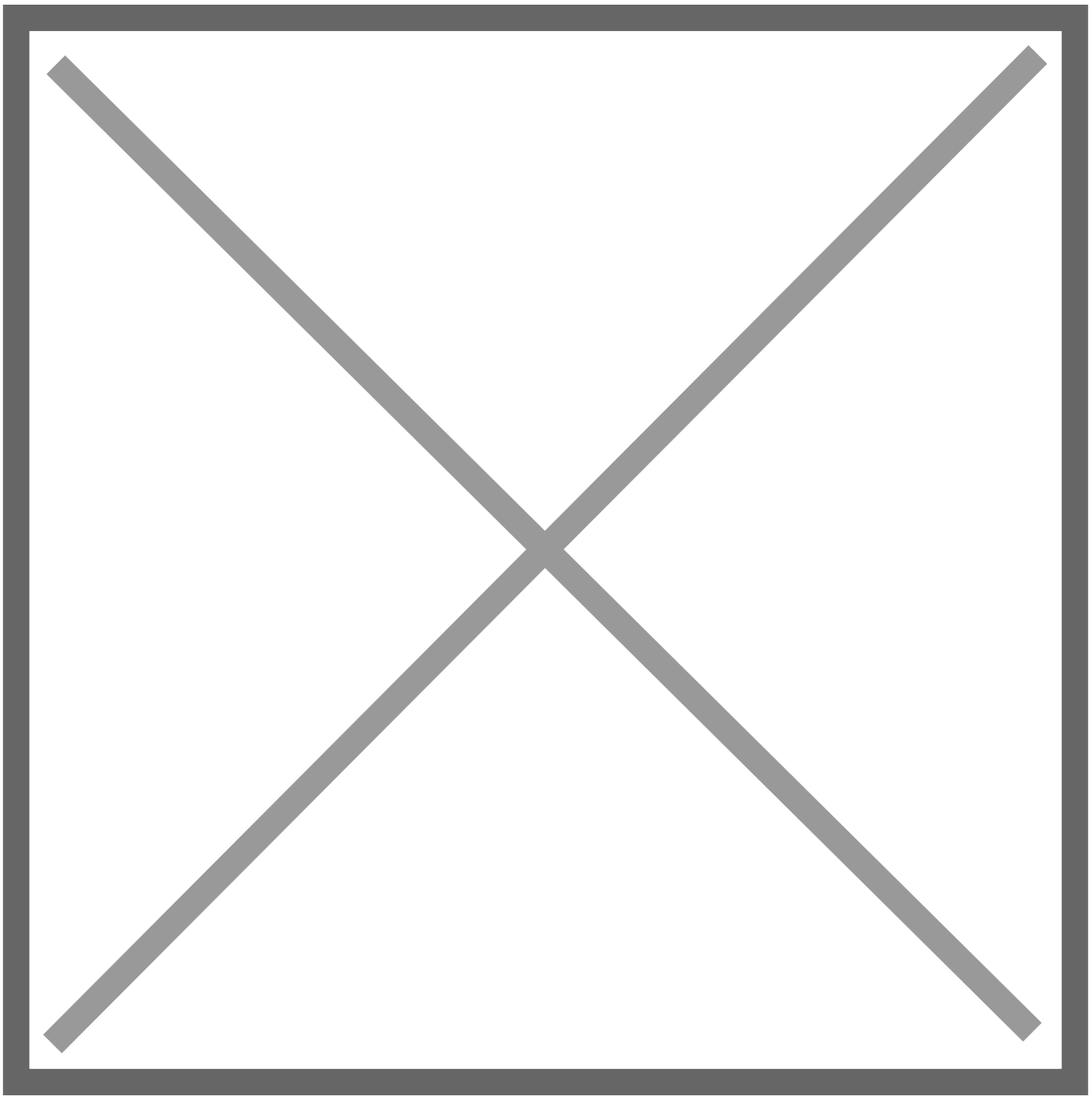
2) Find the **Department** you want to delete and click the red **X** in the **Delete** column. A confirmation pop-up will appear confirming your selection. If you wish to delete, click **OK.** You will see a message stating **Changes Saved**, if this is not the entry to wish to delete click **Cancel**.

> Note: To remove a **Department,** you will also need to delete any users assigned to the department or reassign the **Users** department to another department.

image.png

3) If you see an error such as the one below when attempting to remove a **Department** this means that there is still a **User** that is associated with a **Department.** To remove a **Department,** you will also need to delete any users assigned to the department or reassign the **Users** department to another department.

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