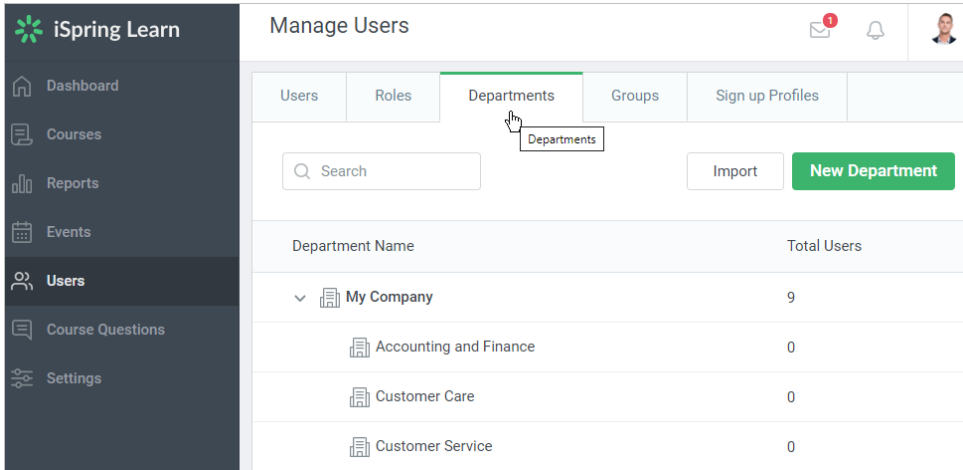


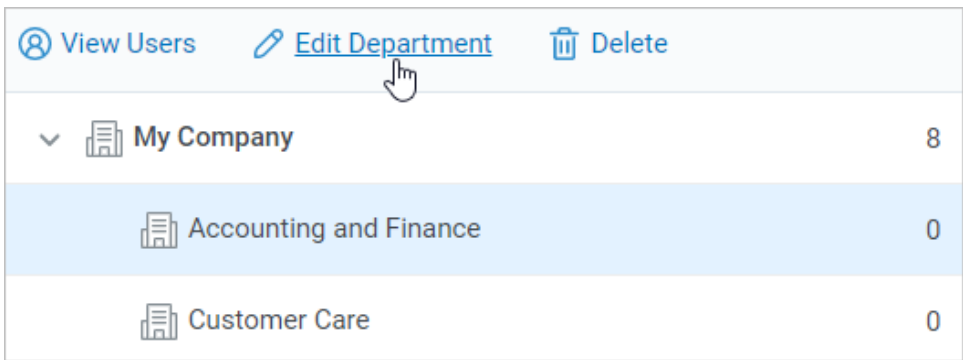
Editing Departments

To change a department name, its parent department and code:

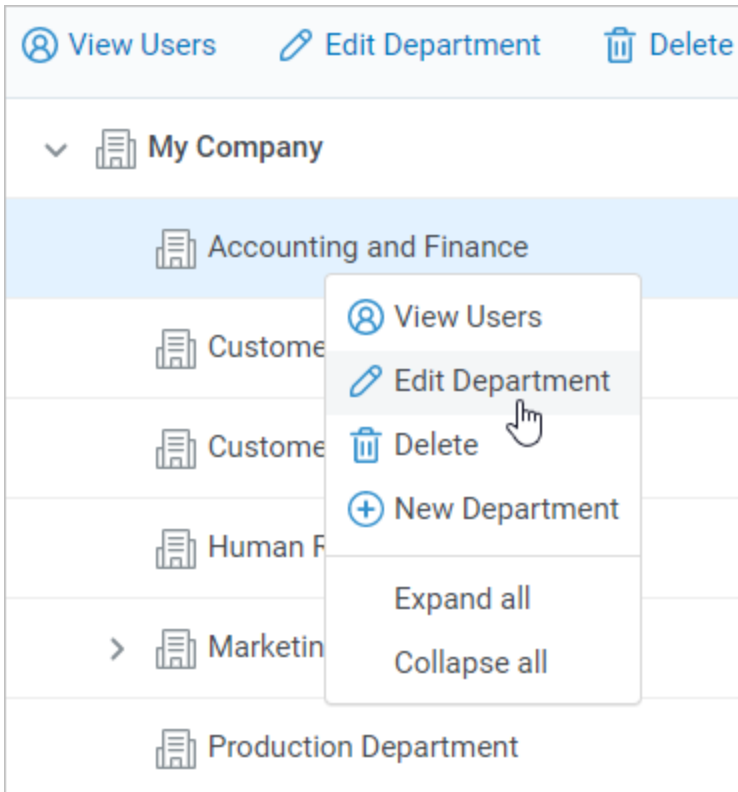
1. Open the **Users** section and go to the **Departments** tab.



2. Select a department and click **Edit Department** in the top menu.



The second way to start editing a department is select it in the list and right-click on it. In the context menu, choose **Edit Department**.



3. In the **Edit Department** you can edit the department title and code or choose a new parent department. To apply changes, click **Save**.

The 'Edit Department' dialog box is shown with a close button (X) in the top right corner. It contains the following fields:

- * Department name:
- * Parent department: (with a dropdown arrow)
- Department ID:
A unique identifier for importing users from a file

At the bottom right, there are two buttons: a green 'Save' button with a mouse cursor hovering over it, and a white 'Cancel' button.