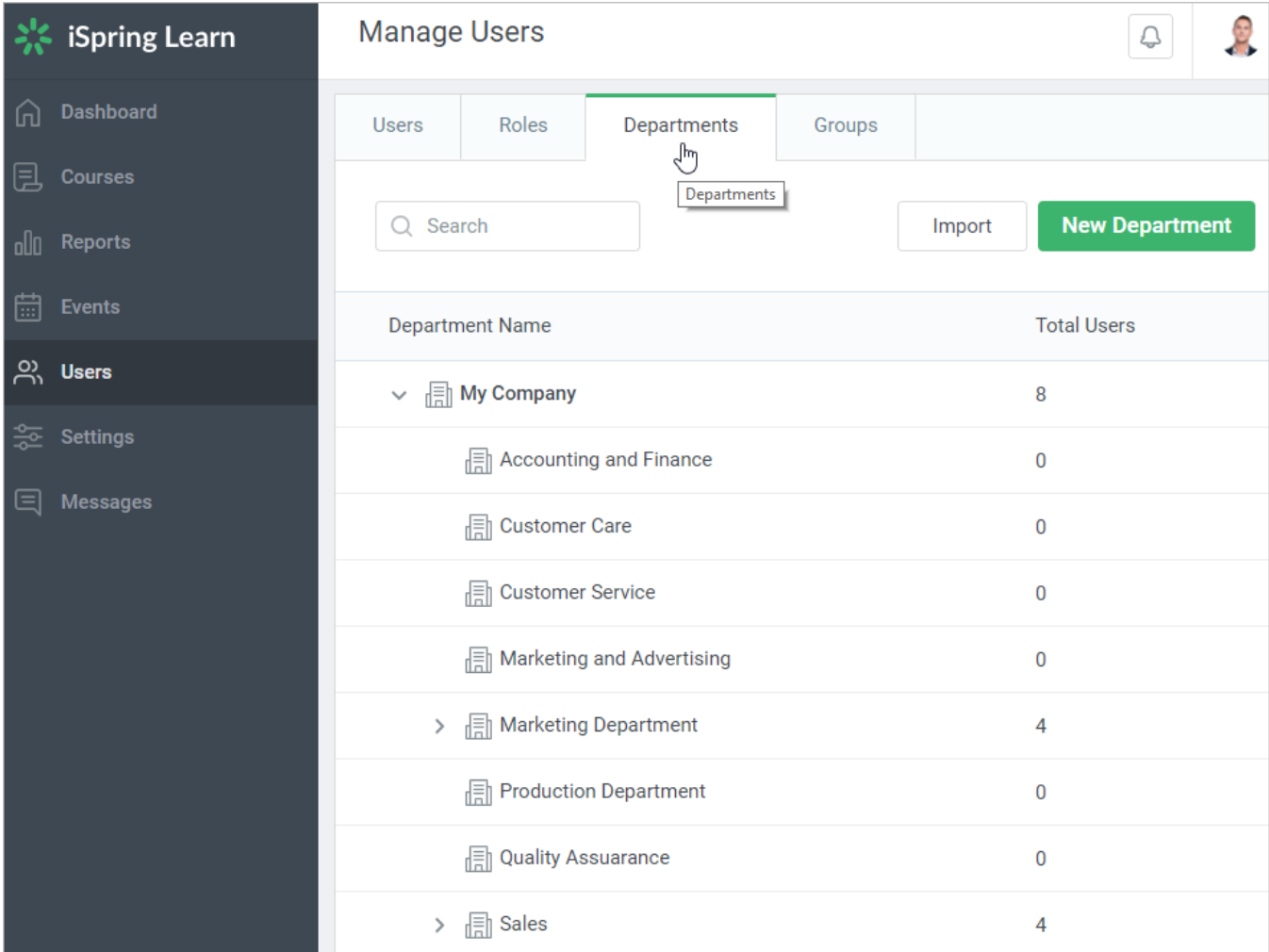


# Managing Departments

In the training portal, you can now re-create the structure of your company and sort out all employees into the departments and teams where they belong. This makes it easier to assign, manage and track training. For example, you can quickly assign a time management course to selected teams, or view an activity report on the entire HR department.



The screenshot shows the 'Manage Users' interface in iSpring Learn. The left sidebar contains navigation options: Dashboard, Courses, Reports, Events, Users (highlighted), Settings, and Messages. The main content area has tabs for Users, Roles, Departments (selected), and Groups. Below the tabs is a search bar and buttons for 'Import' and 'New Department'. A table lists departments under 'My Company' with their respective total user counts.

Department Name	Total Users
My Company	8
Accounting and Finance	0
Customer Care	0
Customer Service	0
Marketing and Advertising	0
Marketing Department	4
Production Department	0
Quality Assurance	0
Sales	4

The main difference between departments and groups is that the same user may belong to multiple groups at once, but be a member of one department only.