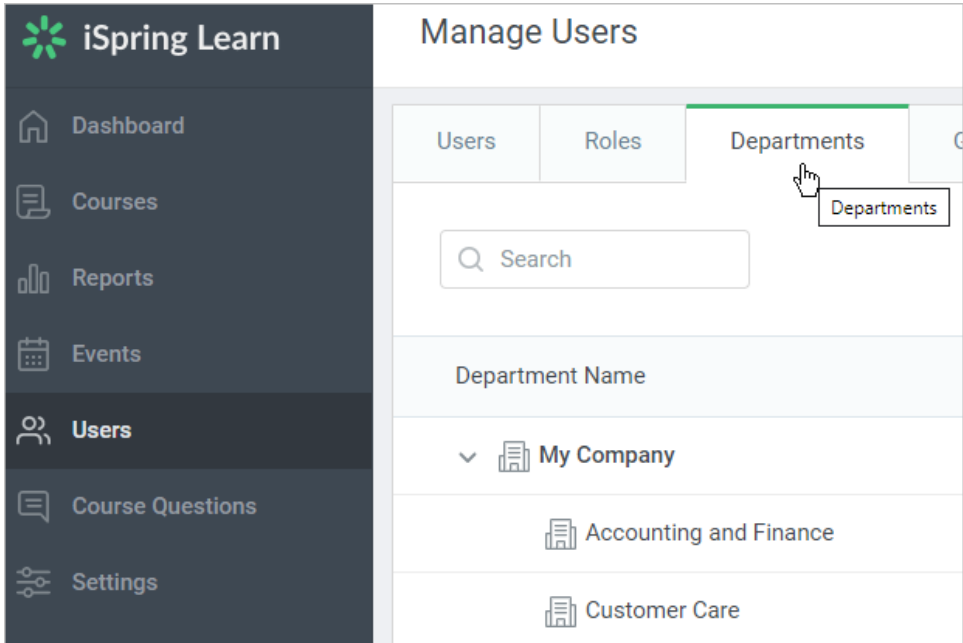


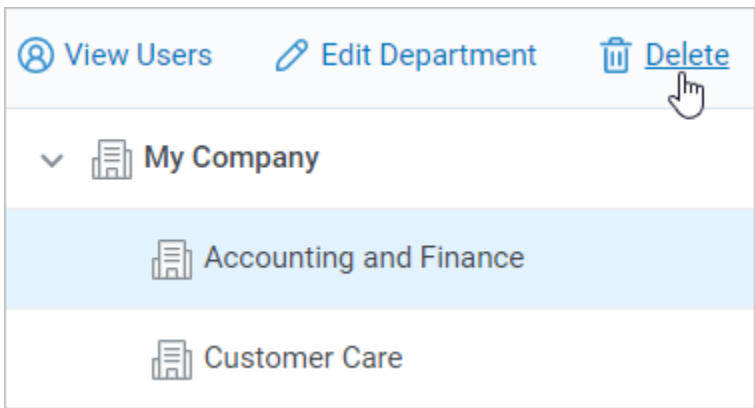
Deleting Departments

To delete a department:

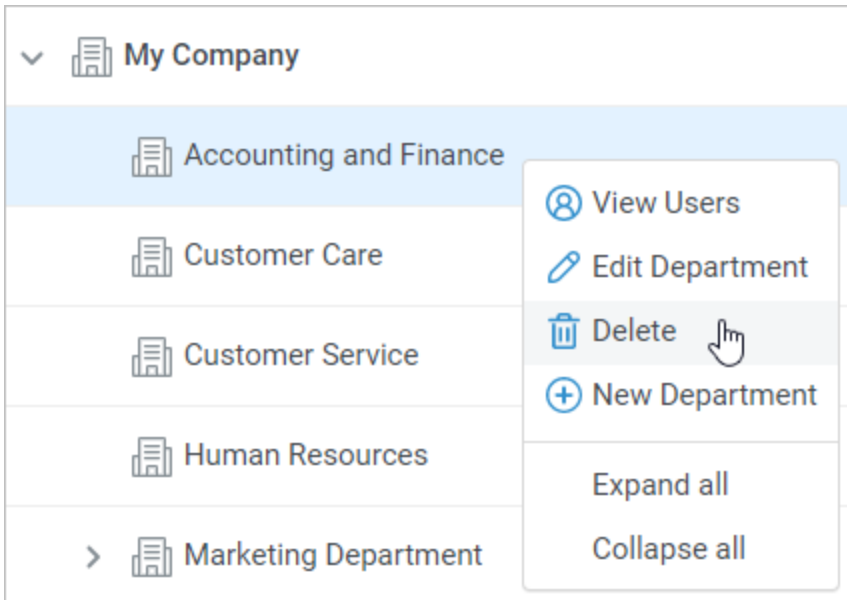
1. Open the **Users** section and select the **Departments** tab.



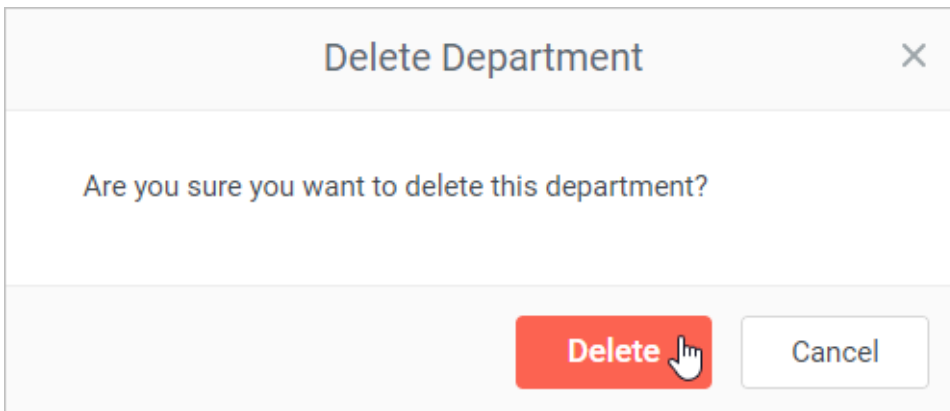
2. Select the department you would like to remove and click **Delete** in the top menu.



The second way to remove a department is select it in the departments list and right-click on it. Then, choose **Delete** in the context menu.




3. In the **Delete Department** window, click **Delete** to confirm.



Removal is **not possible** if:

- there are users in the department or its daughter departments;
- the department is managed by another user;
- the department is the root one.

 If you delete a parent department, all its daughter departments will be deleted, too.