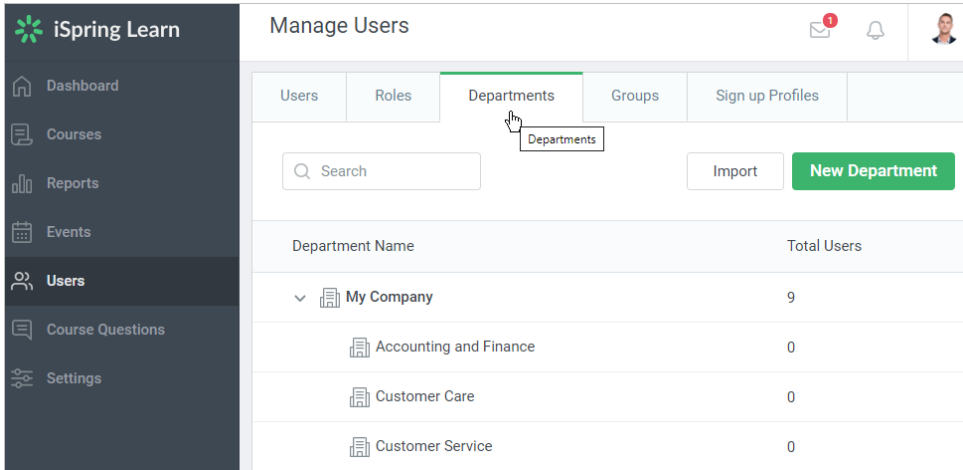


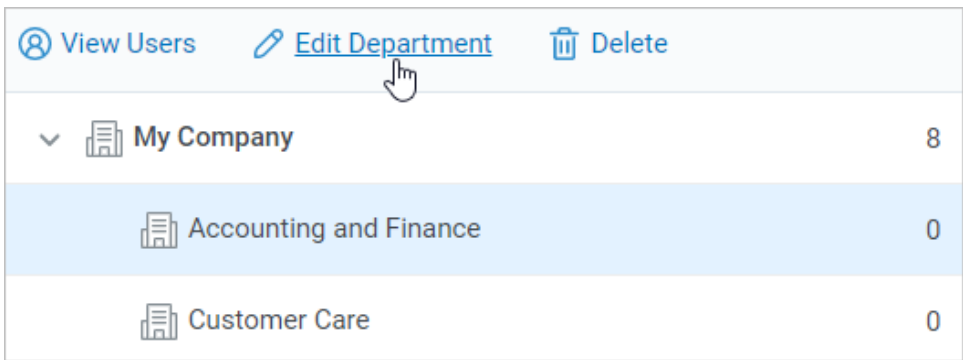
Editing Departments

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

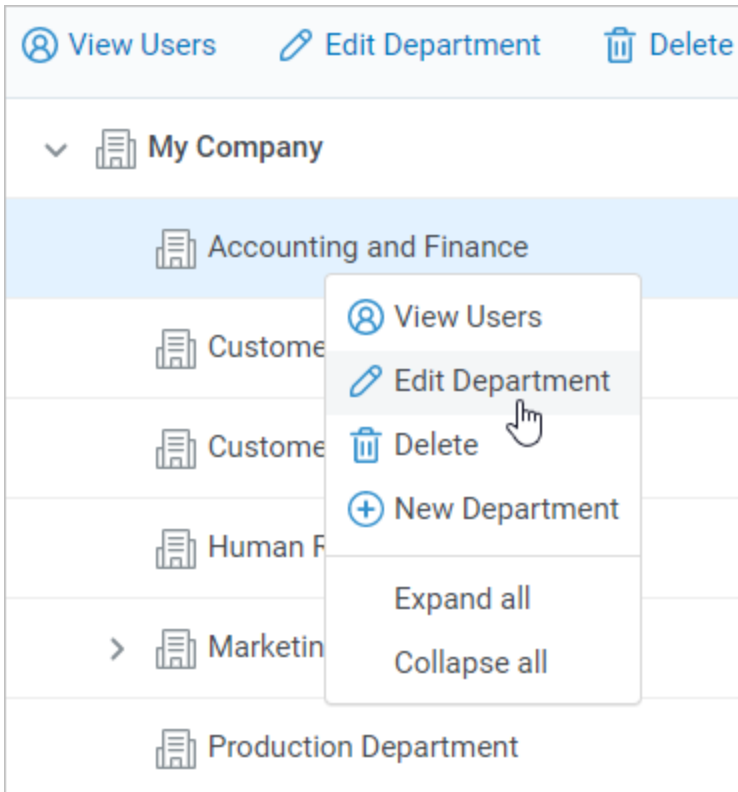
1. Open the **Users** section and go to the **Departments** tab.



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 three input fields: '* Department name:' with the text 'Head Office', '* Parent department:' with a dropdown menu showing 'My Company', and 'Department ID:' with the text '21'. Below the 'Department ID' field, there is a small text note: '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.