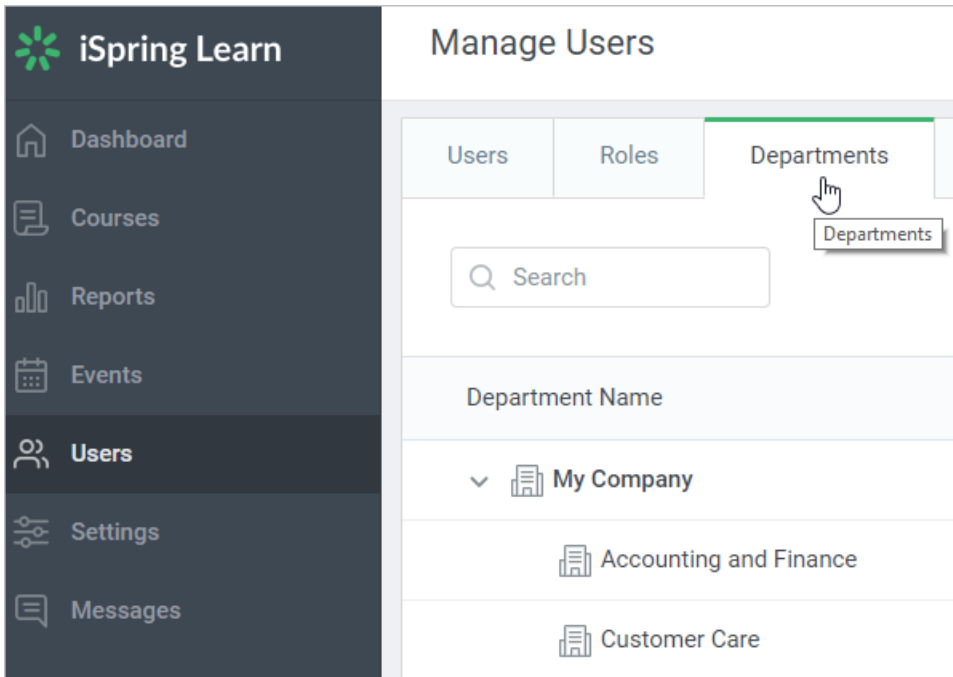


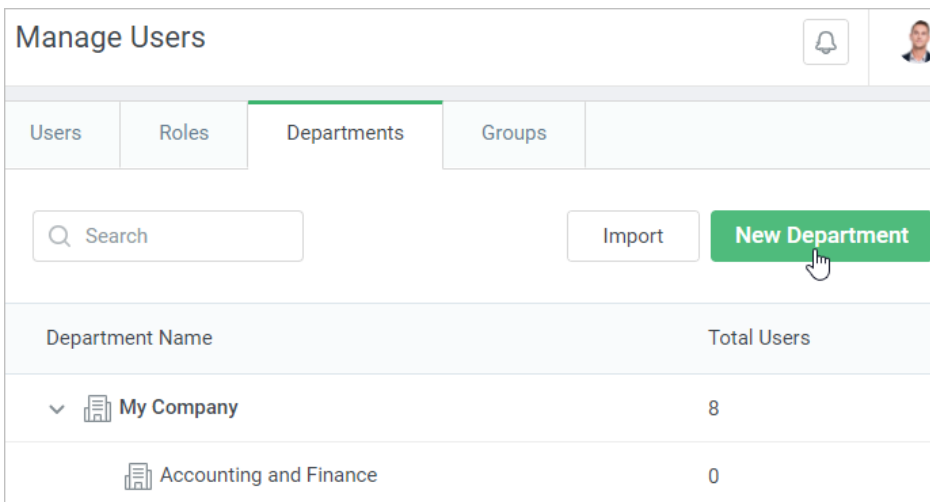
Adding Departments

To add a new department:

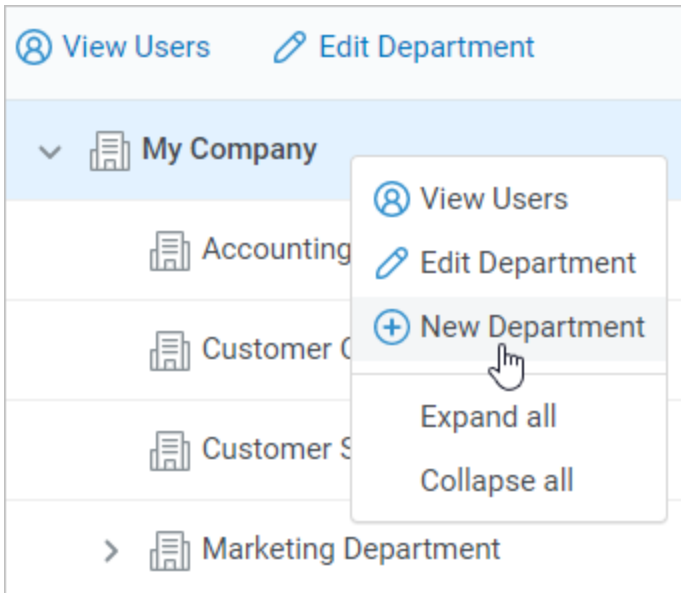
1. Open the **Users** section and select the **Departments** tab.



2. Click the **New Department** button.



The second way to add a department is select a parent department and right-click on it. In the context menu, choose the **New Department** link.



3. In the **New Department** window, enter the department title, select the parent department (unless it was chosen before) and add the department code. Then, click **Create**.

A screenshot of a 'New Department' form window. The window title is 'New Department' with a close button (X) in the top right corner. The form contains three input fields: 1. '* Department name:' with a text input field containing 'Marketing'. 2. '* Parent department:' with a dropdown menu showing 'Head Office' and a downward arrow. 3. 'Department ID:' with a text input field containing '13'. Below the 'Department ID' field is a small text note: 'A unique identifier for importing users from a file'. At the bottom right of the form, there are two buttons: a green 'Create' button with a mouse cursor hovering over it, and a white 'Cancel' button.

By default, the root department is parent for all newly created departments. The nesting level is unlimited, and you can create as many hierarchy levels as you wish.

The department code should be added for when you [import users with an XLSX file](#).