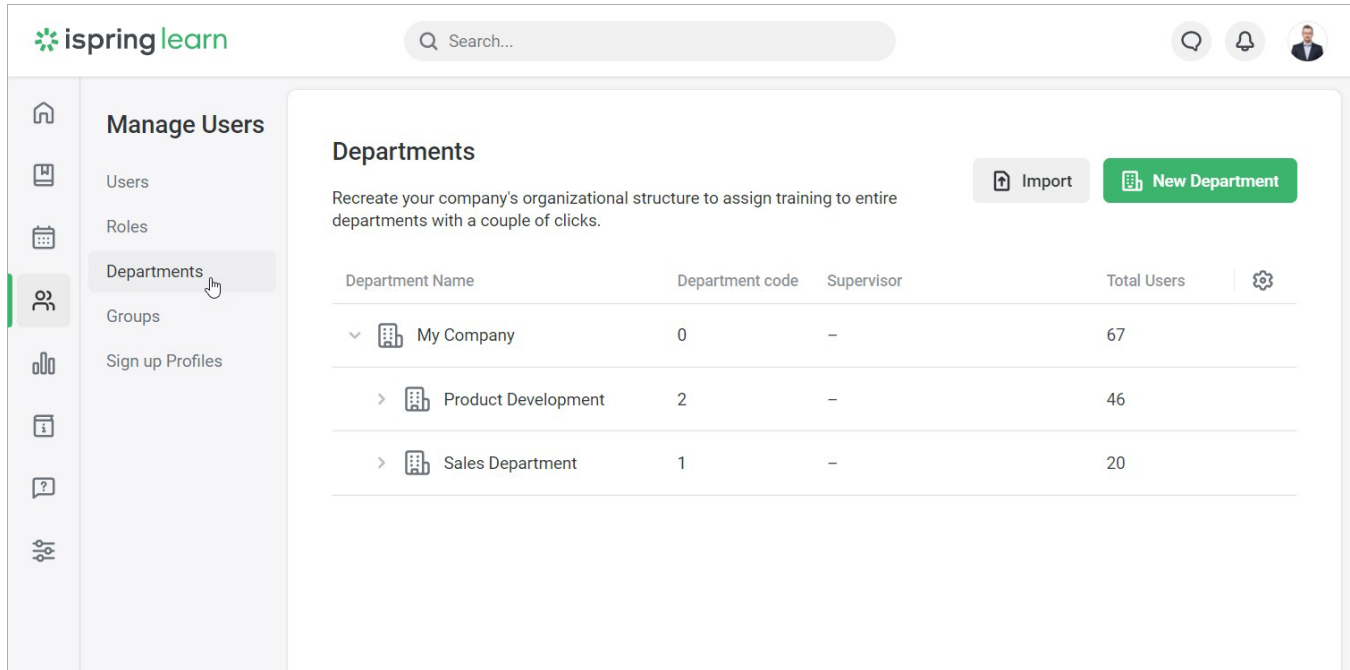


Managing Departments

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 'ispring learn' interface. On the left is a sidebar with a 'Manage Users' section containing links for 'Users', 'Roles', 'Departments' (highlighted with a mouse cursor), 'Groups', and 'Sign up Profiles'. The main content area is titled 'Departments' and includes a description: 'Recreate your company's organizational structure to assign training to entire departments with a couple of clicks.' There are 'Import' and 'New Department' buttons. Below is a table with columns: 'Department Name', 'Department code', 'Supervisor', and 'Total Users'. The table lists 'My Company' (code 0, 67 users), 'Product Development' (code 2, 46 users), and 'Sales Department' (code 1, 20 users). A settings gear icon is in the top right of the table area.

Department Name	Department code	Supervisor	Total Users
My Company	0	–	67
Product Development	2	–	46
Sales Department	1	–	20

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.