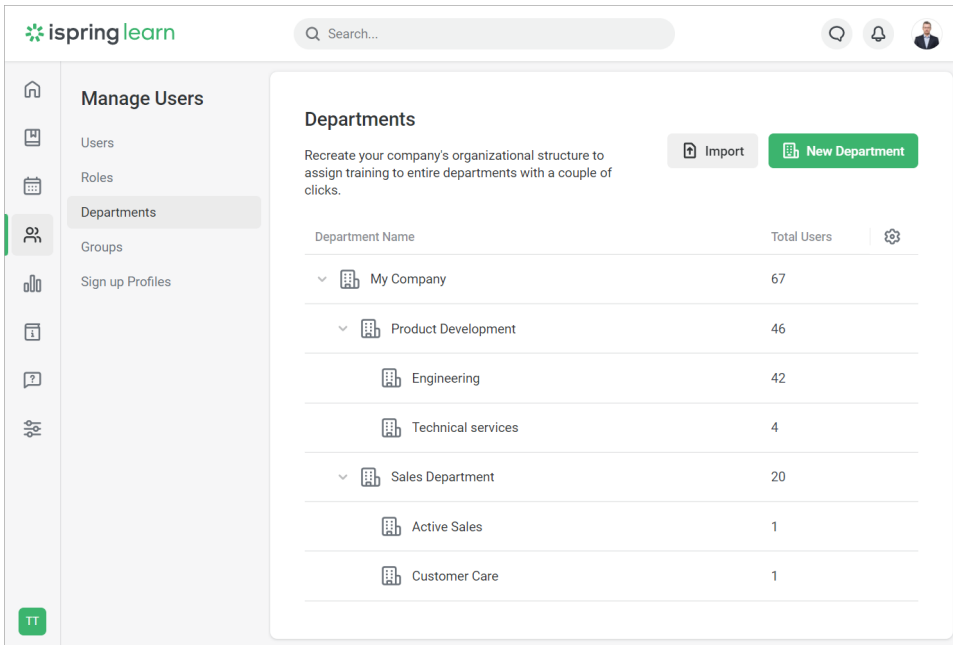


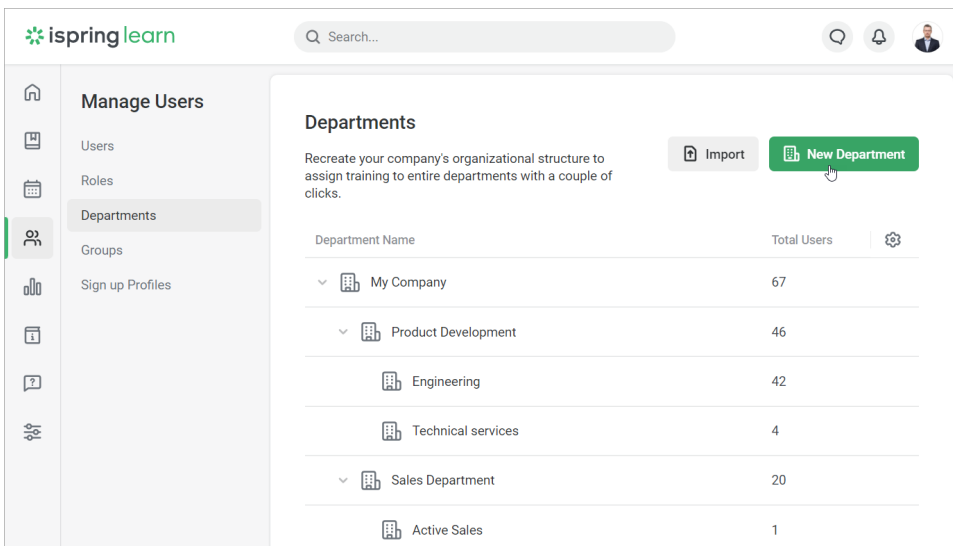
Adding Departments

To add a new department:

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



2. Click **New Department**.



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

The screenshot shows the 'ispring learn' interface. On the left is a sidebar with 'Manage Users' and sub-items: Users, Roles, Departments (selected), Groups, and Sign up Profiles. The main area is titled 'Departments' and includes an 'Import' button and a 'New Department' button. Below this is a table of departments:

Department Name	Total Users
My Company	67
Product Development	46
Engineering	42
Technical services	4
Sales Department	20
Active Sales	1
Customer Care	1

A context menu is open over the 'My Company' row, showing three options: 'New Department', 'View Users', and 'Edit Department'.

3. In the **Edit Department** window, enter the department title and code, choose a new parent department and [assign a supervisor](#). To apply changes, click **Save**.

The 'New Department' modal form contains the following fields and options:

- Department name:** Text input field containing 'Marketing'.
- Parent department:** Dropdown menu showing 'My Company'.
- Department code:** Text input field containing '8'.
- Supervisor:** Dropdown menu showing 'Inherit from parent department'.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right.

Done! You've added a new department.



Note:

- By default, the root department is the parent one 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](#).