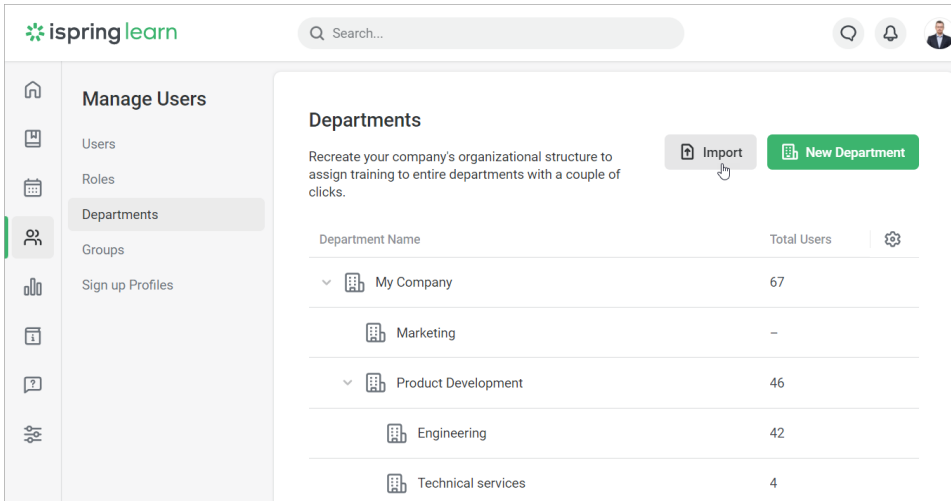


Importing Departments from an Excel File

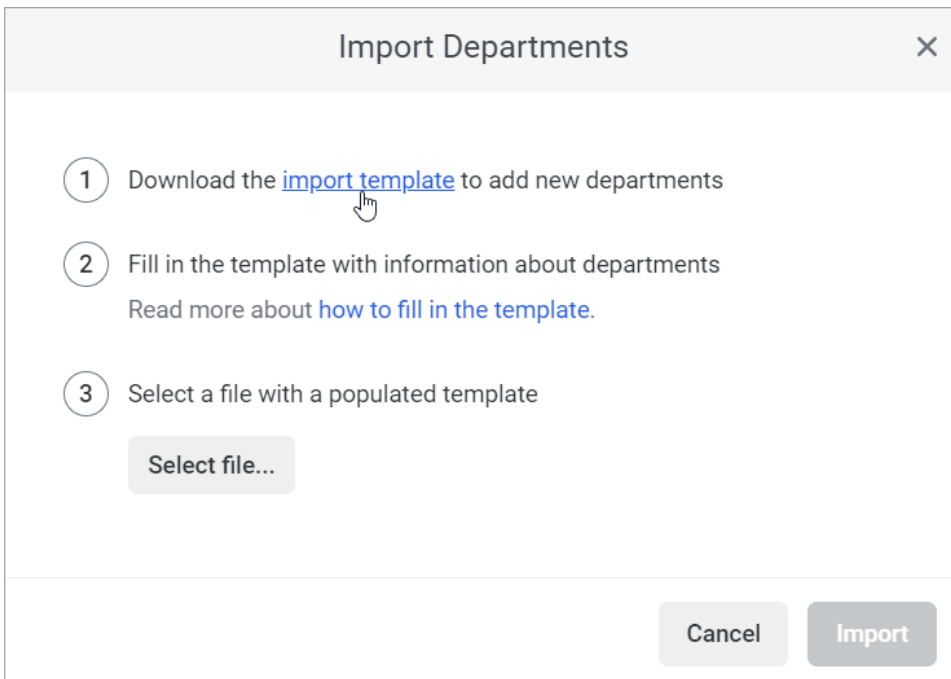
You can add departments in bulk by importing an XLSX file. As a result of the import, new departments will be added to existing ones.

To add departments in bulk with an XLSX file:

1. Open the **Users** section. Select the **Departments** tab and click **Import**.




2. In the **Import Departments** window, download a sample XLSX file to your computer.



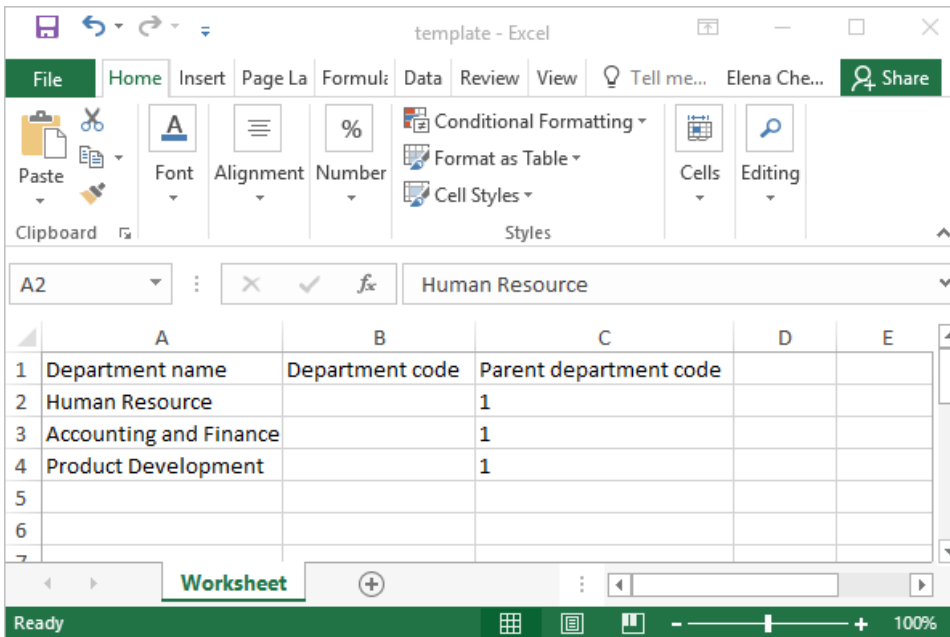
3. Add information about departments into the template.

In the template, there are three fields:

Title	Description
Department name	A required field.
Department code	An optional field.
Parent department code	A required field.

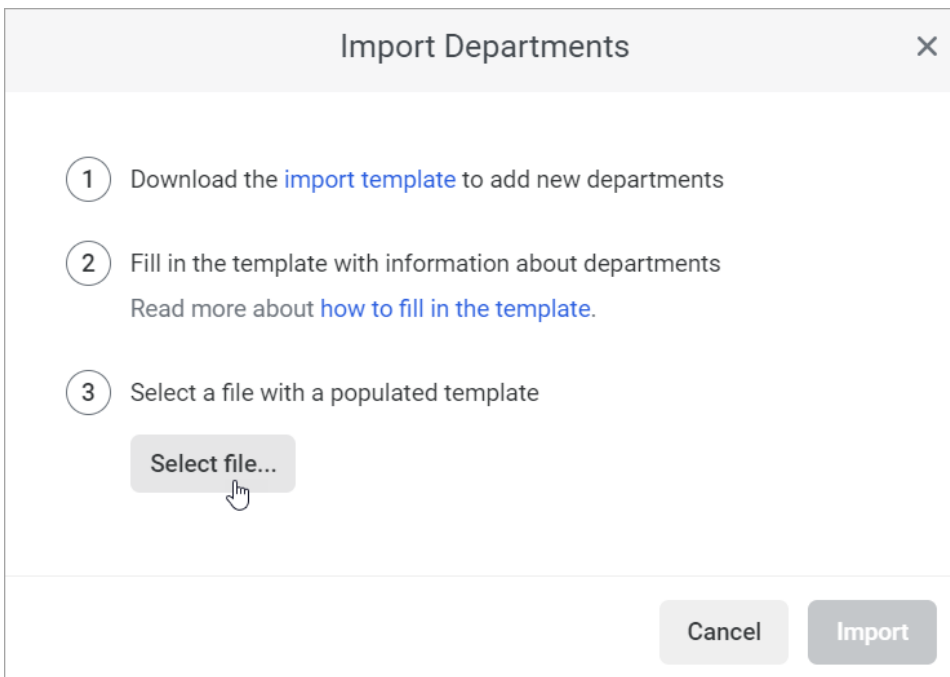
 You can easily find the pre-established parent department in your account; its department code is zero. This department's name and code can be changed. You can create the rest of the company's departments in the import file.

Keep the file structure intact to make sure the import will successfully go through.

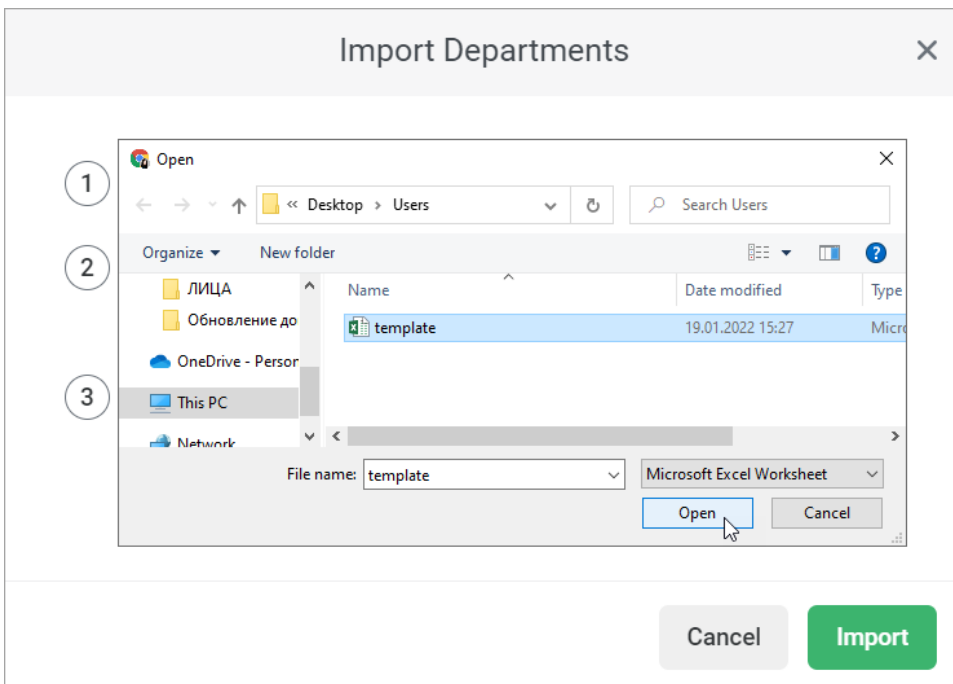


The Department code field is required when [importing users](#).

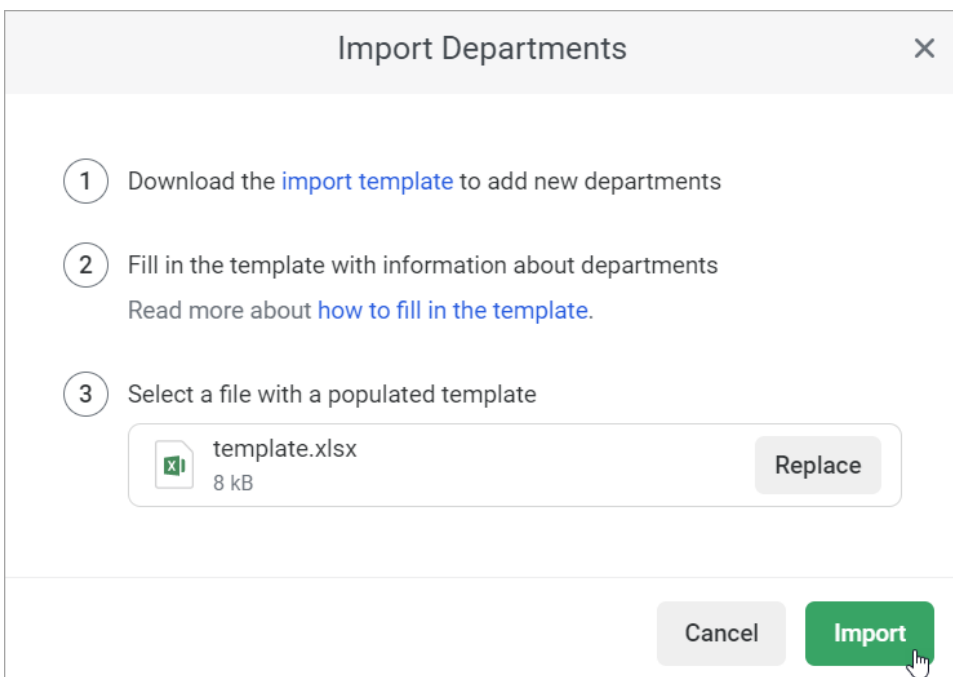
4. Then go back to the **Import Departments** window and click **Browse...**



5. Locate the file on your computer and click **Open**.



6. Finally, click **Import**.



7. The importing process is completed. In the **Import Results** window, you can copy the import statistics and click **Done**.

Import Results

Errors:

Results:

Total: 3 departments

Imported: 3 departments

Failed to import: 0 departments

Copy

Done

8. Departments from the Excel file are now added to the list.

ispring learn

Search...

Manage Users

Users

Roles

Departments

Groups

Sign up Profiles

Departments

Recreate your company's organizational structure to assign training to entire departments with a couple of clicks.

Import

New Department

Department Name	Total Users	
My Company	67	
Accounting and Finance	-	
Human Resource	-	
Marketing	-	
Product Development	46	
Sales Department	20	