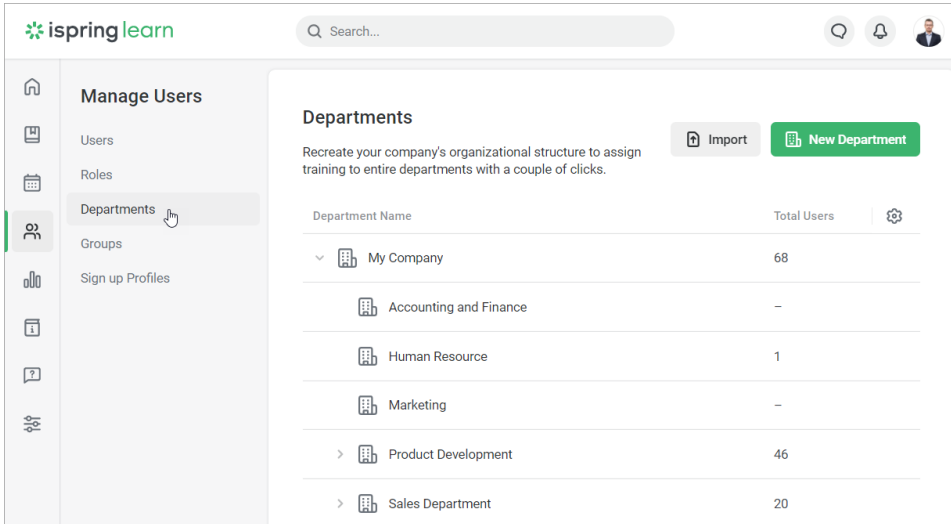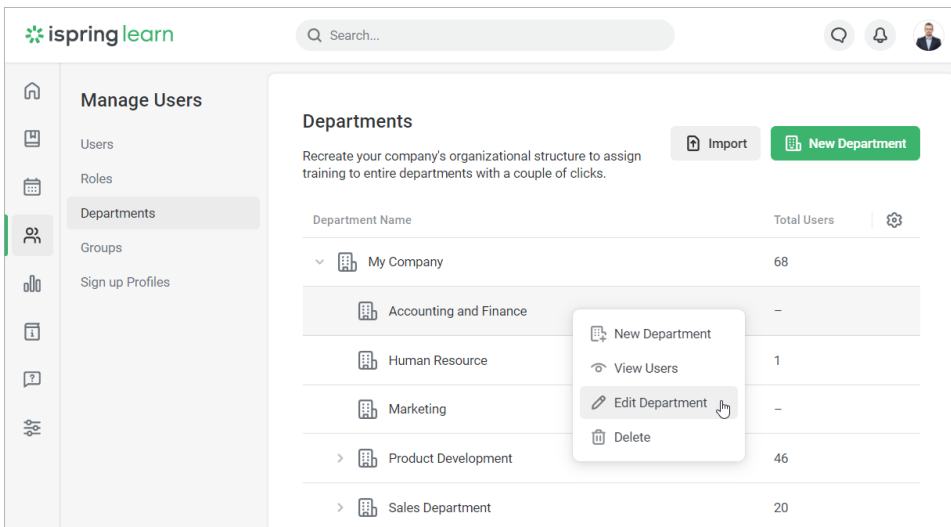# Editing Departments

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

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

2. Select a department and right-click on it. In the context menu, choose **Edit Department**.

3. In the **Edit Department** window, you can edit the department title and code, choose a new parent department and assign a supervisor. To apply changes, click **Save**.

Edit Department

Department name

Branch Office

Parent department

My Company

Department code

10

Supervisor

Inherit from parent department

No supervisor

Cancel   Save