## **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.

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E	Users	Departments Recreate your company's organizational structure to assign	New Department
<b></b>	Roles	training to entire departments with a couple of clicks.	
0)	Departments	Department Name	Total Users 😥
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		> 🔛 Sales Department	20

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

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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			0
Supervisor			
Inherit from parent department		~	0
No supervisor			
c	Cancel	s	ave
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