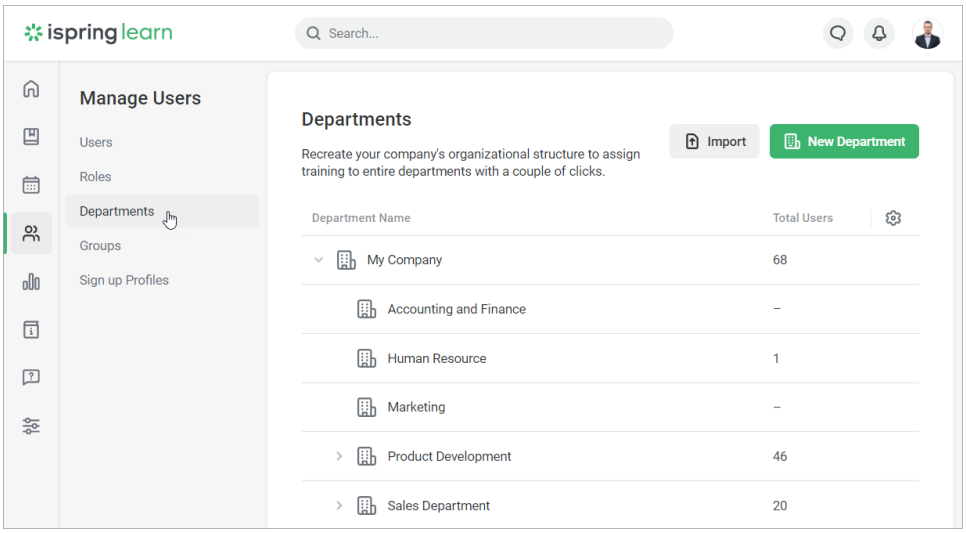
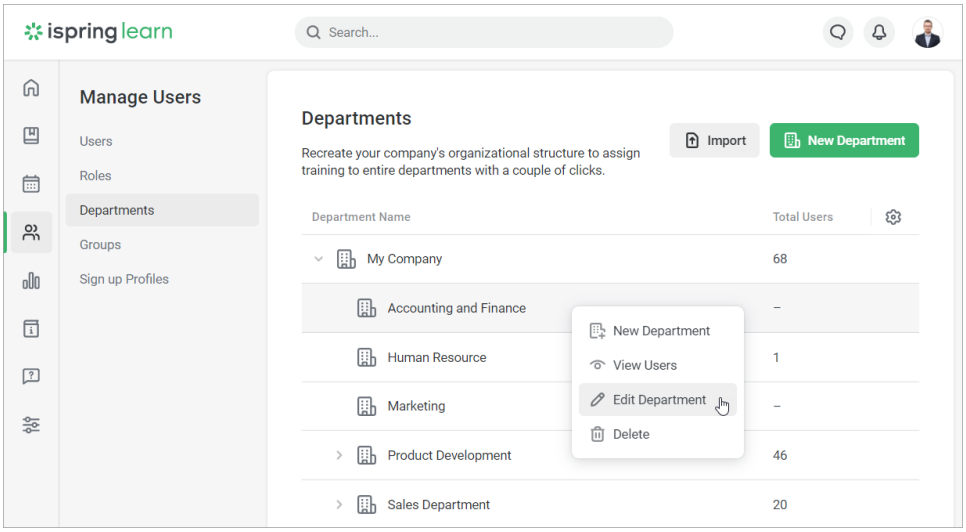
Editing Departments

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

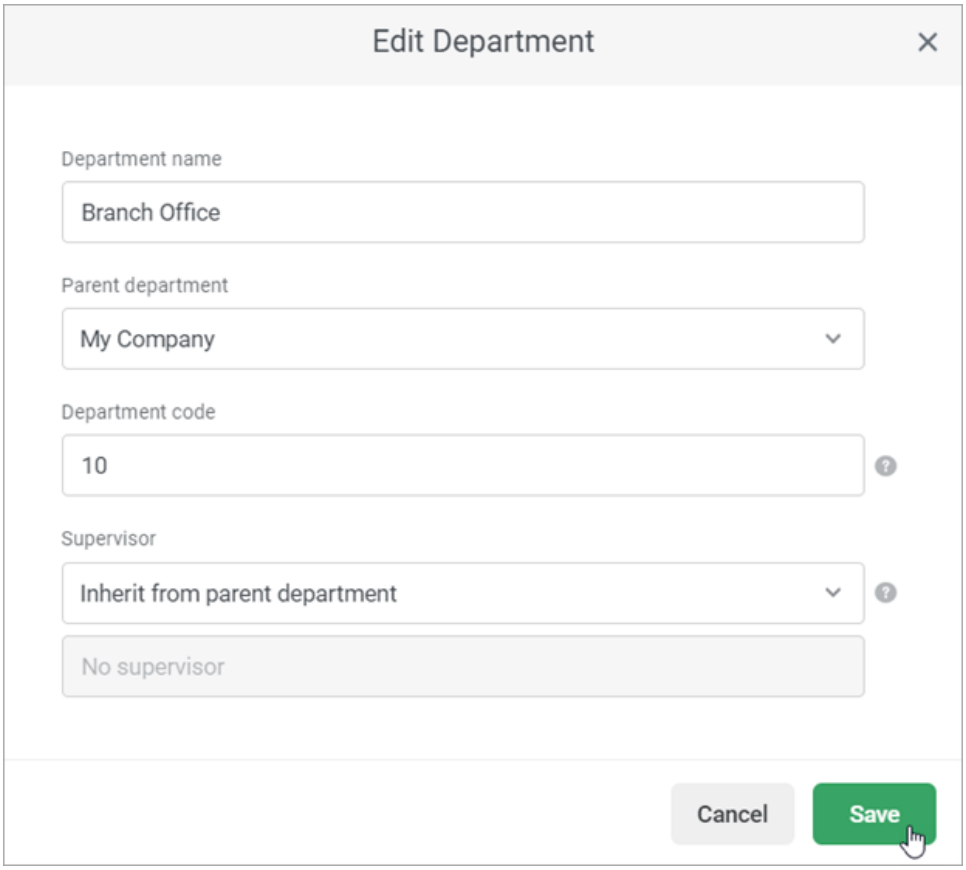
1. Open the **Users** section and go to the **Departments** tab.



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