

Managing Departments

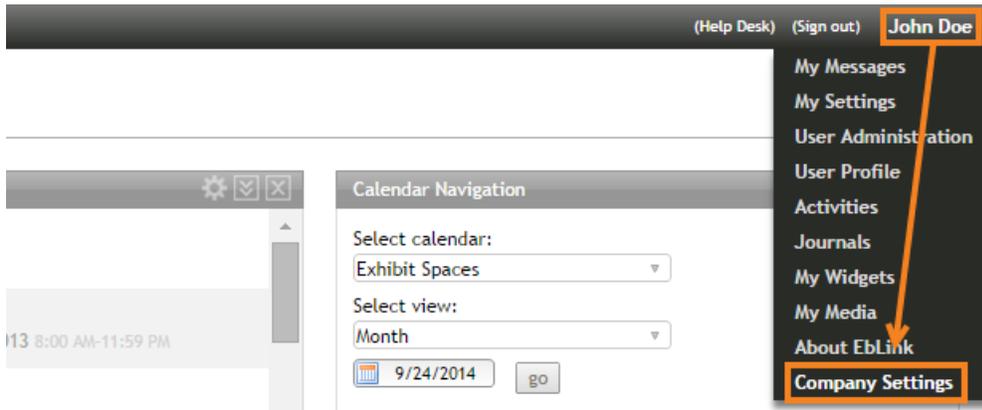
Updated: September 29, 2014

This document will walk you through:

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Navigating to the Departments Page

1. Hover over your name in the upper-right corner of the browser window.
2. Click **Company Settings**.



3. Click **Departments**.



Adding a Department

1. Click **+Add**.



2. Type a department name. ***Required**
3. Type a hexadecimal color code for the department.
4. Type a numeric rank for the department. The departments will be listed by ascending rank, with lower numbers first.
5. Type an abbreviation for the department.
6. Click **Save**.

The screenshot shows the 'Add Department' dialog box with the following fields and values:

- Department Name: Security
- Color: #cc00cc (with a purple color swatch)
- Rank: 3
- Abbreviation: Sec

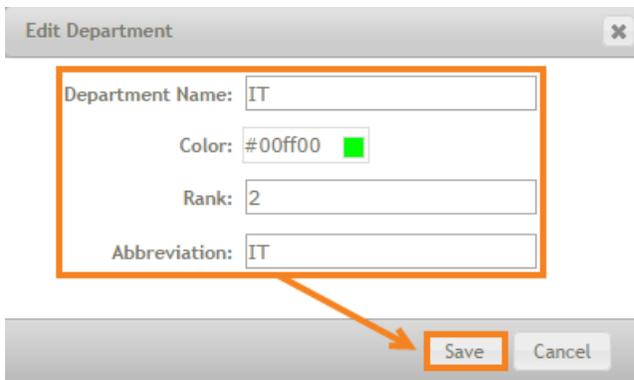
The 'Save' button is highlighted with an orange box, and an orange arrow points from the 'Save' button back to the dialog box.

Editing a Department

1. Click the pencil-and-paper icon next to the department.



2. Type a department name. ***Required**
3. Type a hexadecimal color code for the department.
4. Type a numeric rank for the department. The departments will be listed by ascending rank, with lower numbers first.
5. Type an abbreviation for the department.
6. Click **Save**.



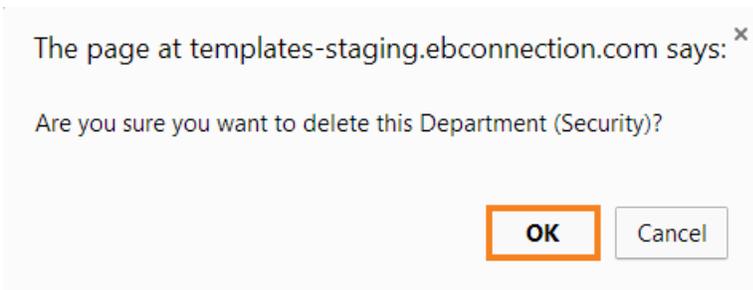
Deleting a Department

1. Click the circled X to the right of the department.

Note: departments that are in use cannot be deleted and will not have a circled X.

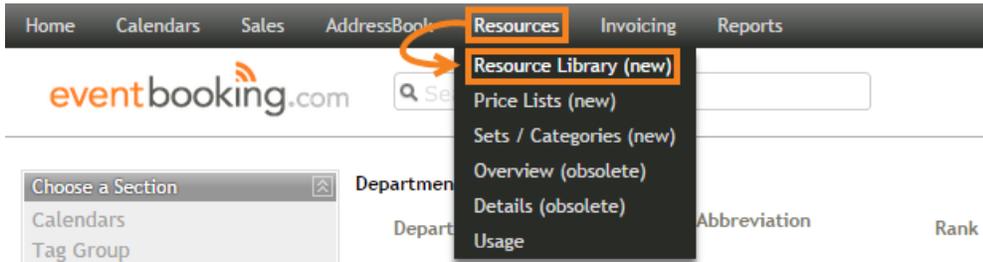


2. Click **OK** to confirm that the department should be deleted.



Assigning a Department to a Resource

1. Hover over **Resources**.
2. Click **Resource Library (new)**.



3. Click the resource item to which you would like to assign a department.

INFO VIEW

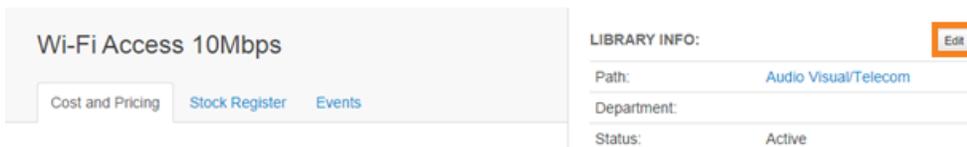
Audio Visual/Telecom

Search

Actions

<input checked="" type="checkbox"/>	PATH	ITEM	QUANTITY	STOCK TYPE	STATUS	GL ACC
<input type="checkbox"/>	Audio Visual/Telecom	Ethernet - 10Mbps	0	Unlimited	Active	471
<input type="checkbox"/>	Audio Visual/Telecom	Telephone Connection (2-line)	0	Unlimited	Active	471
<input type="checkbox"/>	Audio Visual/Telecom	Wi-Fi Access 10Mbps	0	Unlimited	Active	471

4. Click **Edit** to the right of *Library Info*.



5. Select the department from the drop-down.
6. Click **Save**.

Edit Resource Information - Wi-Fi Access 10Mbps

Resource Name

Resource Description

Department Name 

Operations

Status

IT

Stock Type

