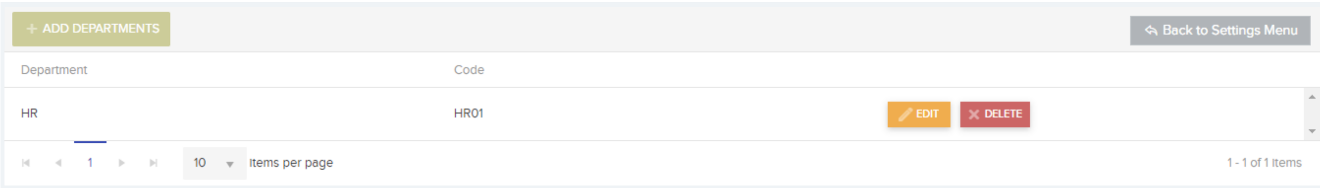
Departments

The *Settings -> Departments* area allows you to view, edit, delete, or create a new department. Departments can be used with site contacts and apportioning contracts in the finance area.

To add a new department select the *Add Departments* button at the top-left of the page:



This will create a new row in the *Departments* list for you to populate with a new *Department* name. Select *Update* in order to save the new *Department* and add it to the list.

You can also *Edit* and / or *Delete* the *Department* information once it has been added to the list.