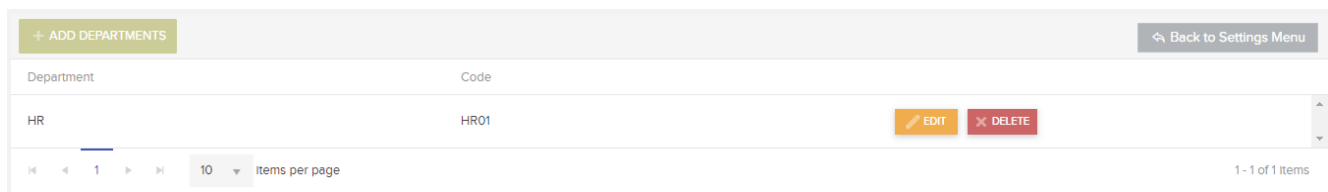


# Departments

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:



The screenshot shows a web interface for managing departments. At the top left is a green button labeled '+ ADD DEPARTMENTS'. At the top right is a grey button labeled 'Back to Settings Menu'. Below these is a table with two columns: 'Department' and 'Code'. The table contains one row with 'HR' in the 'Department' column and 'HR01' in the 'Code' column. To the right of the 'HR01' cell are two buttons: a yellow 'EDIT' button and a red 'DELETE' button. At the bottom left of the table is a pagination control showing '1' and '10 Items per page'. At the bottom right is the text '1 - 1 of 1 Items'.

| Department | Code |   |
|------------|------|---|
| HR         | HR01 | <a href="#">EDIT</a> <a href="#">DELETE</a> |

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.