

# Manage User Departments

**User Departments** allow administrators to categorize users based on their departmental affiliation within an organization. This feature enhances user management by enabling better organization, reporting, and potentially targeted communications or access controls, ensuring that user data is structured and easily manageable.

## Using this Feature

1. Hover over **System Administration**, then **Users**, and click **Manage User Departments**. The **Manage User Departments** page will display. This page provides a simple interface to add, edit, and delete user departments.

### Adding User Departments

1. Click **Add User Department** and enter the desired **Department Name**.
2. Click **Save Changes**.

### Editing User Departments

1. Locate the user department you wish to modify in the list.
2. Click the **Edit** button next to the department.
3. Update the existing name of that department.
4. Click **Save Changes**.

### Deleting User Departments

In order to delete a user department, it must not currently be in use by any user in the system. Administrators must first ensure that no users are assigned to this department before it can be removed.

1. Locate the department you wish to remove from the list.
2. Click the **Delete** button next to the department and click **Confirm**.

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## Best Practices & Considerations

- **Reflect Organizational Structure:** Create user departments that accurately reflect the departments or divisions within your organization. This helps with reporting and user organization.
  - **Consistency in Naming:** Use clear, consistent, and recognizable names for your departments to avoid confusion.
  - **Data Integrity:** Always ensure that no users are assigned to a department before attempting to delete it. Reassigning users to another department (or to "None" if applicable) is a necessary step to maintain data integrity.
  - **User Profile Integration:** Remember that these departments are selected when creating or editing a user's profile, providing a key piece of information for user categorization.
  - **Reporting:** Categorizing users by department can be highly valuable for generating targeted reports or analyzing trends across different parts of your organization.
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## Related Video

[https://www.youtube.com/embed/d57\\_-PDGFoE?wmode=opaque](https://www.youtube.com/embed/d57_-PDGFoE?wmode=opaque)

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