

Departments

Create departments to arrange users systematically within an organization. A department can have multiple sub departments, but it can belong to only one organization.

These settings will determine how the chain of report flows when assigning participants based on organizational structure.

To manage departments, access **Setup Users > Setup Organization Chart** > click on an organization.

The screenshot displays a web interface for managing departments. On the left is a navigation sidebar with three items: 'Setup Organization Chart' (highlighted), 'Setup Groups', and 'Setup Users'. At the top right, there are five buttons: 'Edit Organization', 'Delete Organization', 'Create New Department', 'Create New Grade', and 'Assign Users'. Below these is the 'Organization Detail' section, which shows the following information:

- Organization Id: ORG-001
- Organization Name: Joget.Org
- Organization Description: (empty)

Below the organization details is the 'Department List' section, which includes a search input field and a table of departments.

<input type="checkbox"/>	Department Id	Department Name	Department Description	Parent Department
<input type="checkbox"/>	D-001	CEO's Office		
<input type="checkbox"/>	D-003	Finance		
<input type="checkbox"/>	D-002	Human Resource & Admin		
<input type="checkbox"/>	D-004	Marketing		
<input type="checkbox"/>	D-005	Product Development		
<input type="checkbox"/>	D-007	Support & Services		
<input type="checkbox"/>	D-006	Training & Consulting		

Figure 1: Setup Departments