# **Departments**



learn.uc.spectrumenterprise.net/departments-2

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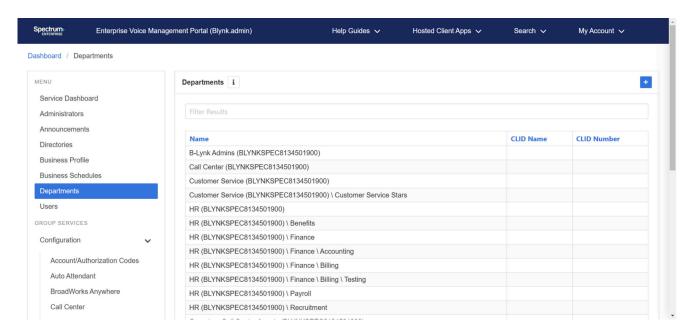
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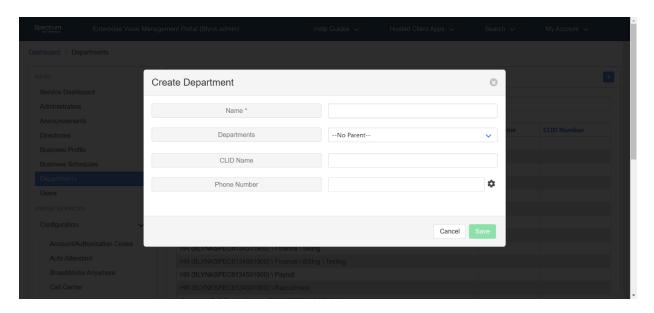
The Departments section of the admin portal lists all the departments in your group. A department is a subset of users within a group, and users are individuals within a group or department. Creating departments allows you to create a department administrator, who can then control a small subset of users.

As a group admin, you can add, modify or remove departments, as needed. This guide reviews those steps.



# Add a Department

- 1. From the group dashboard, select **Departments** from the left-hand menu. Here you will see a list of departments assigned to this group/location.
- 2. To add a department, select the **Plus** icon.



- 3. Enter the **Name** of the department.
- 4. If applicable, enter the **Parent** of the department.
- 5. Enter the Calling Line ID Name (CLID).
- 6. If applicable, assign the department a phone number in the CLID Number field.
- 7. Select **Save** to save your changes and add the department.

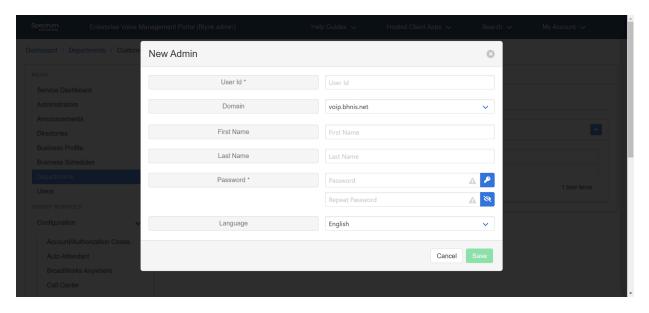
### **Modify a Department**

Once the department is created, you can modify the settings or add an administrator at any time.

- 1. From the departments page, select the department to modify.
- 2. Select the **Settings** icon in the upper, right-hand corner. The **Edit Department** pop-up will appear.
- 3. Modify the areas needed and select **Save** to save your changes.

To add an administrator to a department:

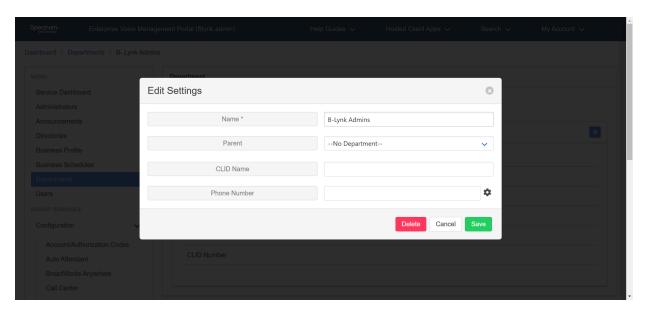
- 1. Select the **Administrator** tab.
- 2. Select the Plus icon.



- 3. Enter the **User ID** and **Domain** for the administrator.
- 4. Enter the Last Name, First Name, Password and Language.
- 5. Select **Save** to save your changes and add the department admin.

## **Delete a Department**

- 1. From the departments page, select the department you would like to remove.
- 2. Select the **Settings** icon in the upper, right-hand corner.



3. The Edit Department pop-up will appear. Select **Delete** to remove the department. You will be prompted to confirm.