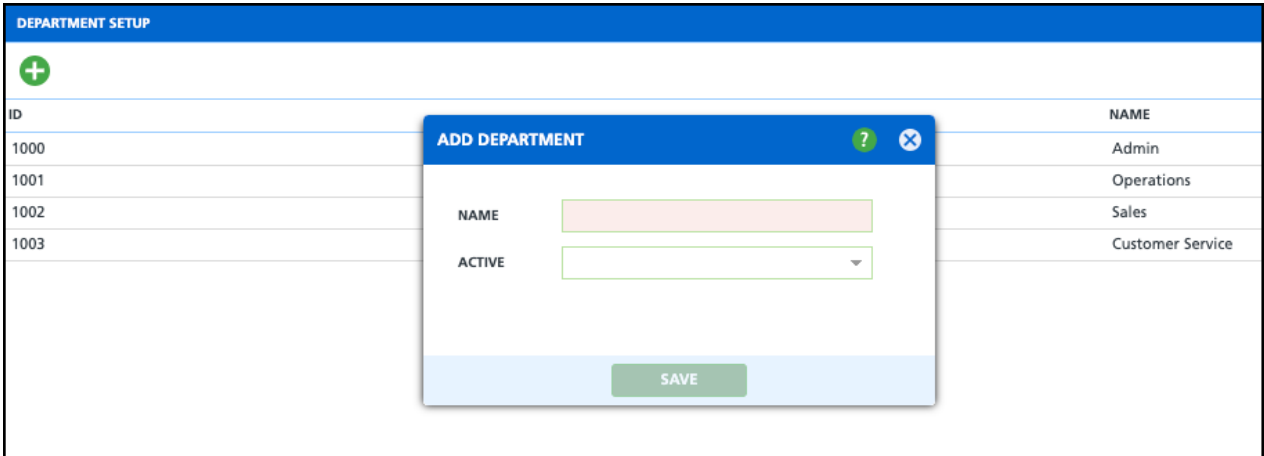


# Department Setup

Last Modified on 02/15/2023 4:23 pm EST

**Pathway:** Setup > System > Department

Department Setup populates the list of options in the Department field when adding or updating a user account. Assigning departments to user accounts helps in daily operations such as managing tasks.



Field	Description
Name	The name of the department. Department displays after a user/worker's name in multiple locations such as: <ul style="list-style-type: none"><li>• Tasks</li><li>• Worker Calendar</li><li>• Dispatch screen</li></ul>
Active	Select either 'Yes' or 'No' from the Active drop down list to make the department available for selection. <ul style="list-style-type: none"><li>• Yes = Active</li><li>• No = Inactive</li></ul>

## Department Setup Screen Steps

1. Click on the + to display the Add Department editor.
2. Enter a **Name** for the department.
3. Select 'Yes' from the **Active** status drop down.
4. Click **Save** when finished.