How to manually create a Department

Departments can be automatically created in the following ways:

- Active Directory (AD) Synchronisation. A Scheduled Task can be configured that imports users from AD on a particular schedule. The Organisational Units (OUs) or an object attribute can be used to automatically create Departments to contain the users.
- Flat file import. Departments can be imported from a delimited text file.

Departments might need to be manually created for the following reasons:

- Active Directory (AD) synchronisation will not be used.
- The user objects in the AD are not contained within OUs that represent their Departments.

Manually create a Department

- Open Resource Manager.
- Navigate to **User Management** > **Departments.**
- Click **Add.**
- Enter a name for the Department in the **Department Name** text box.
- If there are any new user defaults that must be set for this department, edit the settings now.
- Click **OK**.

Manually allocate a user to a Department

Now that the Department has been created, we can allocate users to the Department.

- Open Resource Manager.
- Double click the user to change its setting. You can also multi-select users to edit the settings of more than one user at a time. To do this, hold control or shift while selecting users and then click **Edit**.
- If only a single user was selected, change the Department from the **Department** dropdown. If more than one user was selected, tick the checkbox to the left of the **Department** dropdown in order to enable it before changing the value.
- Click **OK**.

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