How to manually create a Department

Every user belongs to a department. Departments are usually created by an LDAP Sync or Microsoft Entra ID Sync, from the user's OU, group or department attribute (see *How to set up an LDAP Sync* and *How to set up a Microsoft Entra ID Sync*), or by a file import. Create one by hand if you do not use a sync, or the sync cannot place users in the right departments.

Create the department

1. Open Resource Manager.
2. In the tree, click **User Management** > **Departments**, then click **Add**.
3. On the **Department settings** tab, enter the **Department Name**.
4. On the **Member default settings** tab, set any defaults that new users in this department must get, for example billing, Rules or account access.
5. Click **OK**.

Member default settings

The **Member default settings** only apply to users added to the department later. To apply them to the users already in it as well:

- for one kind of setting, click **Go** at the bottom of its tab (for example the **Billing** tab);
- for all of them, click **Apply all defaults to current members** at the top.

Move users into the department

1. In **User Management** > **Users**, double-click the user, or select several users and edit them together.
2. On the **General** tab, choose the department. (When editing several users, first tick the box next to it.)
3. Click **OK**.

Related articles

- *How to manually create a User*
- *How to enable the account billing popup for a user or Department*
- *How to specify access to individual accounts for a user or Department*
- *How to disable Secure Release for a specific user or Department*

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