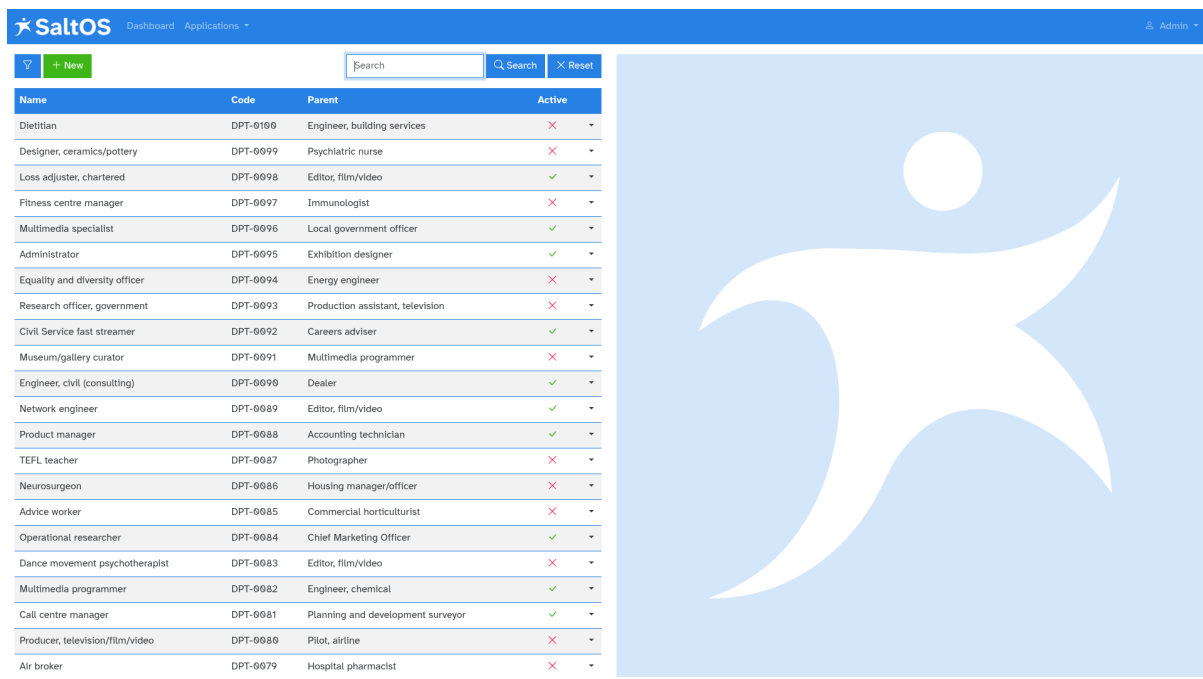# Departments

Description

The Departments application is used to define the organizational structure of the company by grouping employees into departments. It supports hierarchies, allowing a department to belong to a parent department, and helps organize users and permissions accordingly.

Examples of departments include "Sales", "IT", "HR", or "Logistics".

List view

The following fields are displayed in the list view:

- Name: Name of the department.
- Description: Purpose or internal notes about the department.
- Parent: Parent department, if the structure is hierarchical.
- Active: Indicates if the department is currently active.

Form view

This view is used to create, view or edit departments.

In **create** mode, a new tax rule can be defined.

In **view** mode, tax details are visible but not editable.

In **edit** mode, existing values can be updated.

The form includes the following fields:

- Name: Label for the department.
- Description: Optional text describing its role or function.
- Parent: Higher-level department, if applicable.
- Active: Enables or disables the department.

Delete

Departments can only be deleted if no employees are currently assigned to them.

If in use, deactivation is recommended instead.