

# 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

SaltOS Dashboard Applications ▾			
List - Departments			
⌵ + New			
Search			
Q Search X Reset			
Name	Code	Parent	Active
Dietitian	DPT-0100	Engineer, building services	✗
Designer, ceramics/pottery	DPT-0099	Psychiatric nurse	✗
Loss adjuster, chartered	DPT-0098	Editor, film/video	✗
Fitness centre manager	DPT-0097	Immunologist	✓
Multimedia specialist	DPT-0096	Local government officer	✓
Administrator	DPT-0095	Exhibition designer	✓
Equality and diversity officer	DPT-0094	Energy engineer	✗
Research officer, government	DPT-0093	Production assistant, television	✗
Civil Service fast streamer	DPT-0092	Careers adviser	✓
Museum/gallery curator	DPT-0091	Multimedia programmer	✗
Engineer, civil (consulting)	DPT-0090	Dealer	✓
Network engineer	DPT-0089	Editor, film/video	✓
Product manager	DPT-0088	Accounting technician	✓
TEFL teacher	DPT-0087	Photographer	✗
Neurosurgeon	DPT-0086	Housing manager/officer	✗
Advice worker	DPT-0085	Commercial horticulturist	✗
Operational researcher	DPT-0084	Chief Marketing Officer	✓
Dance movement psychotherapist	DPT-0083	Editor, film/video	✗
Multimedia programmer	DPT-0082	Engineer, chemical	✓
Call centre manager	DPT-0081	Planning and development surveyor	✓
Producer, television/film/video	DPT-0080	Pilot, airline	✗
Air broker	DPT-0079	Hospital pharmacist	✗

The following fields are displayed in the list view:

- Name: Name of the department or organizational unit.
- Code: Unique identifier or reference code for the department.
- Parent: Parent department, if this one is part of a hierarchy.
- Active: Indicates whether this department is currently in use.

## Form view

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

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

SaltOS

Dashboard Applications

New - Departments

Admin

+ New

Search

Search

Reset

Active

Name	Code	Parent	Active
Dietitian	DPT-0100	Engineer, building services	<span>✗</span>
Designer, ceramics/pottery	DPT-0099	Psychiatric nurse	<span>✗</span>
Loss adjuster, chartered	DPT-0098	Editor, film/video	<span>✓</span>
Fitness centre manager	DPT-0097	Immunologist	<span>✗</span>
Multimedia specialist	DPT-0096	Local government officer	<span>✓</span>
Administrator	DPT-0095	Exhibition designer	<span>✓</span>
Equality and diversity officer	DPT-0094	Energy engineer	<span>✗</span>
Research officer, government	DPT-0093	Production assistant, television	<span>✗</span>
Civil Service fast streamer	DPT-0092	Careers adviser	<span>✓</span>
Museum/gallery curator	DPT-0091	Multimedia programmer	<span>✗</span>
Engineer, civil (consulting)	DPT-0090	Dealer	<span>✓</span>
Network engineer	DPT-0089	Editor, film/video	<span>✓</span>
Product manager	DPT-0088	Accounting technician	<span>✓</span>
TEFL teacher	DPT-0087	Photographer	<span>✗</span>
Neurosurgeon	DPT-0086	Housing manager/officer	<span>✗</span>
Advice worker	DPT-0085	Commercial horticulturist	<span>✗</span>
Operational researcher	DPT-0084	Chief Marketing Officer	<span>✓</span>
Dance movement psychotherapist	DPT-0083	Editor, film/video	<span>✗</span>
Multimedia programmer	DPT-0082	Engineer, chemical	<span>✓</span>
Call centre manager	DPT-0081	Planning and development surveyor	<span>✓</span>
Producer, television/film/video	DPT-0080	Pilot, airline	<span>✗</span>
Air broker	DPT-0079	Hospital pharmacist	<span>✗</span>

Name

Code

Parent

1

Notes

New files

Choose Files

No file chosen

New note

Create

Cancel

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

SaltOS

Dashboard Applications

Detail - Departments

Admin

+ New

Search

Search

Reset

Active

Name	Code	Parent	Active
Dietitian	DPT-0100	Engineer, building services	<span>✗</span>
Designer, ceramics/pottery	DPT-0099	Psychiatric nurse	<span>✗</span>
Loss adjuster, chartered	DPT-0098	Editor, film/video	<span>✓</span>
Fitness centre manager	DPT-0097	Immunologist	<span>✗</span>
Multimedia specialist	DPT-0096	Local government officer	<span>✓</span>
Administrator	DPT-0095	Exhibition designer	<span>✗</span>
Equality and diversity officer	DPT-0094	Energy engineer	<span>✗</span>
Research officer, government	DPT-0093	Production assistant, television	<span>✗</span>
Civil Service fast streamer	DPT-0092	Careers adviser	<span>✓</span>
Museum/gallery curator	DPT-0091	Multimedia programmer	<span>✗</span>
Engineer, civil (consulting)	DPT-0090	Dealer	<span>✓</span>
Network engineer	DPT-0089	Editor, film/video	<span>✓</span>
Product manager	DPT-0088	Accounting technician	<span>✓</span>
TEFL teacher	DPT-0087	Photographer	<span>✗</span>
Neurosurgeon	DPT-0086	Housing manager/officer	<span>✗</span>
Advice worker	DPT-0085	Commercial horticulturist	<span>✗</span>
Operational researcher	DPT-0084	Chief Marketing Officer	<span>✓</span>
Dance movement psychotherapist	DPT-0083	Editor, film/video	<span>✗</span>
Multimedia programmer	DPT-0082	Engineer, chemical	<span>✓</span>
Call centre manager	DPT-0081	Planning and development surveyor	<span>✓</span>
Producer, television/film/video	DPT-0080	Pilot, airline	<span>✗</span>
Air broker	DPT-0079	Hospital pharmacist	<span>✗</span>

Name

Code

Parent

Dietitian

DPT-0100

Engineer, building services

Notes

Must gun business young too indicate bit.

Info

Edit

Delete

Close

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

SaltOS
Dashboard Applications Admin

+ New

Search
 Reset

Active

Name	Code	Parent	Active
Dietitian	DPT-0100	Engineer, building services	✗
Designer, ceramics/pottery	DPT-0099	Psychiatric nurse	✗
Loss adjuster, chartered	DPT-0098	Editor, film/video	✓
Fitness centre manager	DPT-0097	Immunologist	✗
Multimedia specialist	DPT-0096	Local government officer	✓
Administrator	DPT-0095	Exhibition designer	✓
Equality and diversity officer	DPT-0094	Energy engineer	✗
Research officer, government	DPT-0093	Production assistant, television	✗
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Product manager	DPT-0088	Accounting technician	✓
TEFL teacher	DPT-0087	Photographer	✗
Neurosurgeon	DPT-0086	Housing manager/officer	✗
Advice worker	DPT-0085	Commercial horticulturist	✗
Operational researcher	DPT-0084	Chief Marketing Officer	✓
Dance movement psychotherapist	DPT-0083	Editor, film/video	✗
Multimedia programmer	DPT-0082	Engineer, chemical	✓
Call centre manager	DPT-0081	Planning and development surveyor	✓
Producer, television/film/video	DPT-0080	Pilot, airline	✗
Air broker	DPT-0079	Hospital pharmacist	✗

Name

Code

Parent

Notes

Must gun business young too indicate bit.

New files

Choose Files
No file chosen

New note

✓ Save
✗ Cancel

The form includes the following fields:

- **Active:** Indicates whether this department is currently in use.
- **Name:** Name of the department or organizational unit.
- **Code:** Unique identifier or reference code for the department.
- **Parent:** Parent department, if this one is part of a hierarchy.
- **Notes:** Additional details about the department's structure, responsibility or purpose.

## Delete

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

If in use, deactivation is recommended instead.