

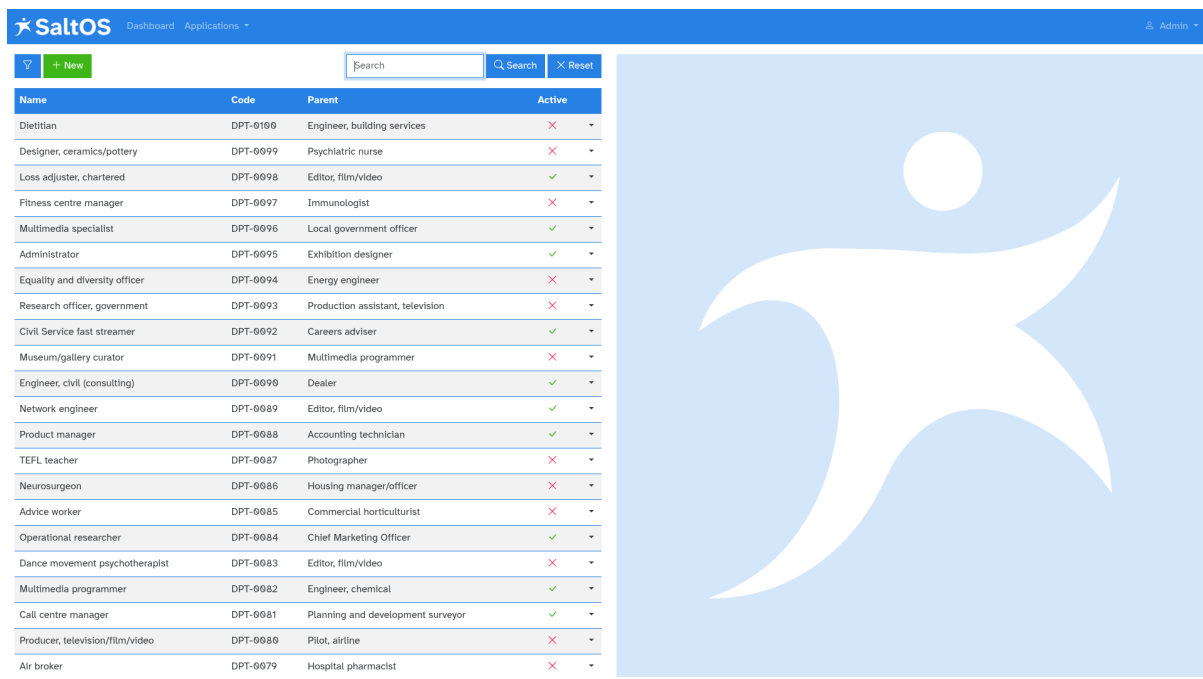
# Departments

## 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



| 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.
- 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.

SaltOS

Dashboard Applications

Admin

+ New

Search

Search

Reset

Active

Name

Code

Parent

Notes

New files

New note

Create

Cancel

| 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               |        |

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

SaltOS

Dashboard Applications

Admin

+ New

Search

Search

Reset

Active

Name

Code

Parent

Notes

Info

Edit

Delete

Close

| 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                      |        |
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| Producer, television/film/video | DPT-0080 | Pilot, airline                    |        |
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Dietitian

DPT-0100

Engineer, building services

Notes

Must gun business young too indicate bit.

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

Dashboard Applications

Admin

+ New

Search

Search

Reset

☐ Active

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

Name

Code

Parent

Dietitian

DPT-0100

Engineer, building services

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:

- 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.