Overview of Departments

Last Modified on 10/06/2023 11:16 am EDT

> This guide provides an overview of the Departments module. It is intended for system administrators.

In aACE, departments are an organizational tool to group team members by specific responsibilities within your company.

The Departments module allows you to view all your departments and department details. This module only has a list view (https://aace6.knowledgeowl.com/help/overview-of-the-list-view). Clicking the go-to (>) link for a department displays the department's office record.

You can create new departments (https://aace6.knowledgeowl.com/help/setting-up-departments) from the related office record.

A team member may only be assigned to one department at a time, but you can change their department assignment (https://aace6.knowledgeowl.com/help/managing-a-team-members-status-office-and-department#TransferringTeamMembers) as needed.