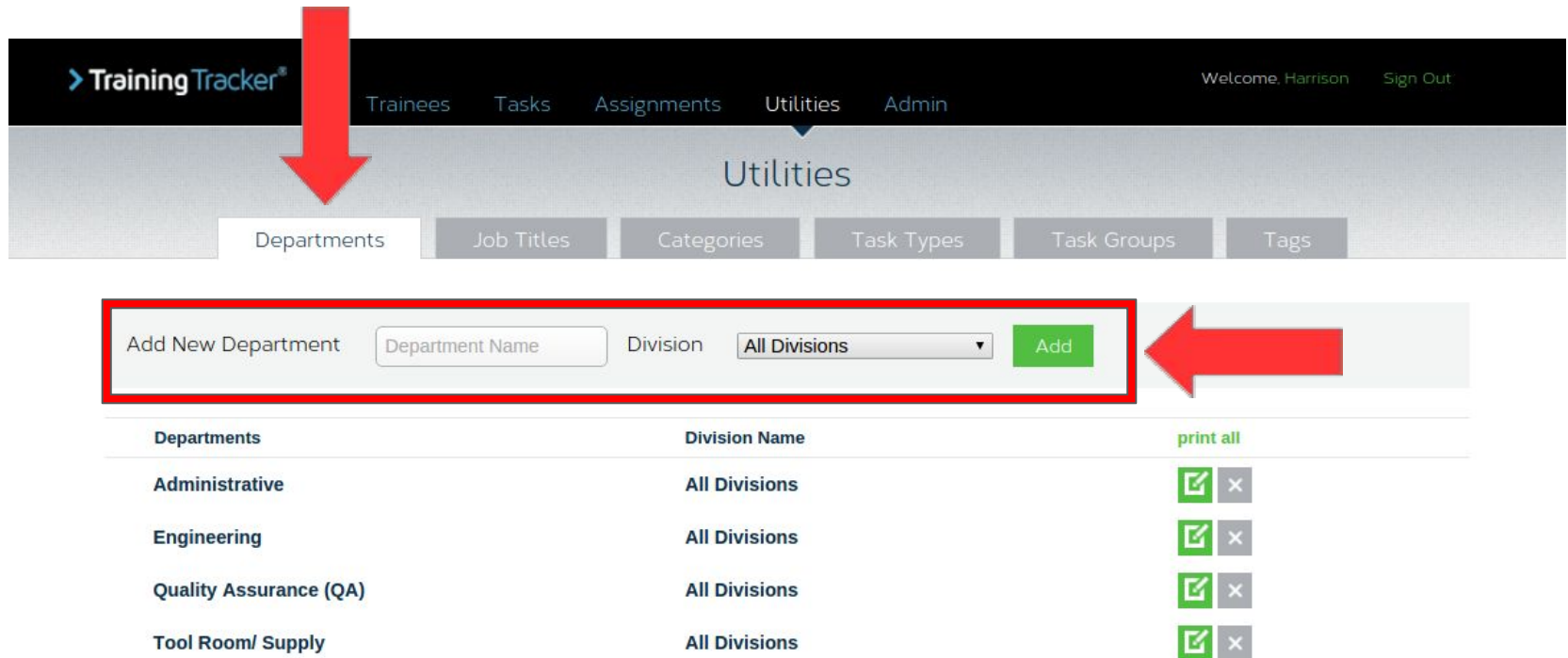












How to add and edit Departments in Training Tracker 7 Web



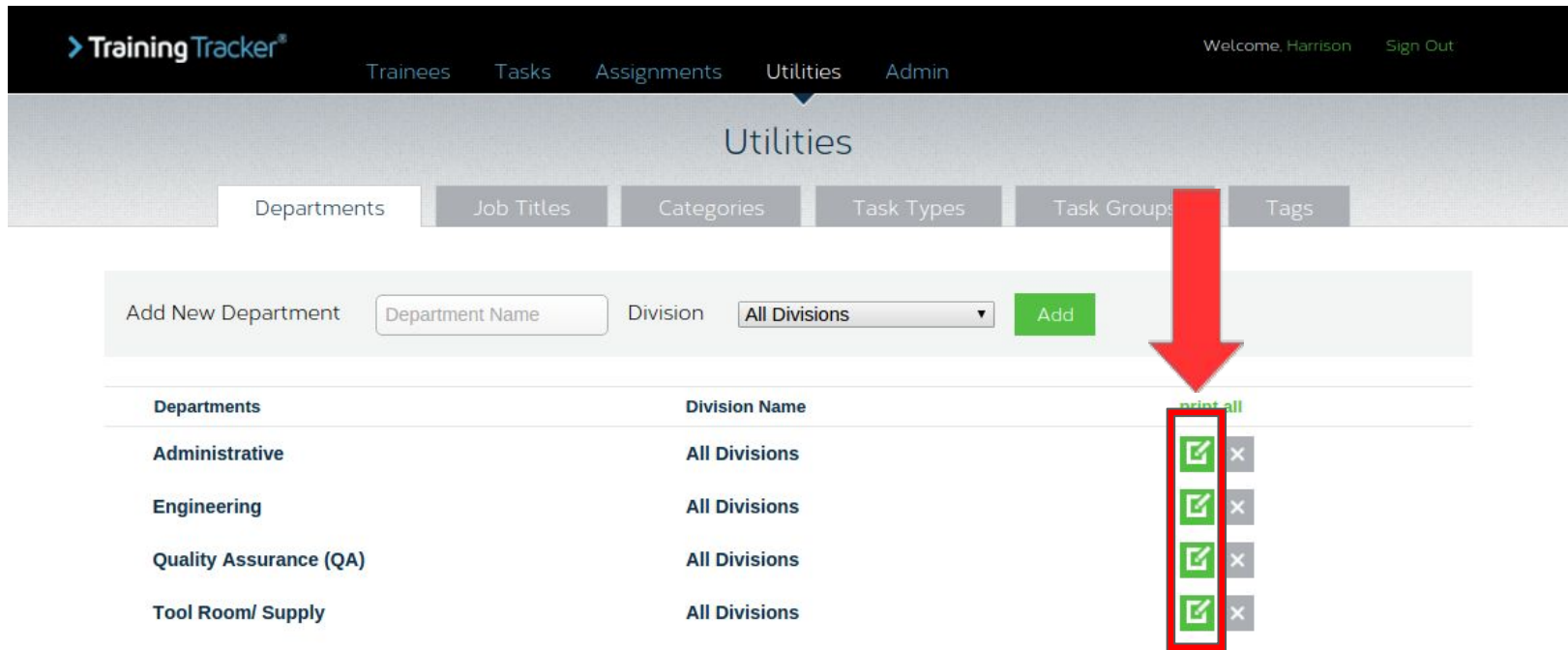
Under the Utilities Tab click on “Departments.” Enter the name of the new department, choose a division in the drop down menu and click the “ADD” button.











The screenshot shows the Training Tracker application interface. At the top, there is a navigation bar with the logo and several tabs: Trainees, Tasks, Assignments, Utilities, and Admin. The Utilities tab is selected. Below the navigation bar, there is a sub-header for Utilities with several buttons: Departments, Job Titles, Categories, Task Types, Task Groups, and Tags. The Departments button is highlighted. Below this, there is a form to add a new department. The form has a red border and contains the following fields: "Add New Department" (text), "Department Name" (input field), "Division" (dropdown menu with "All Divisions" selected), and "Add" (green button). A red arrow points to the "Add" button. Below the form is a table listing existing departments.

Departments	Division Name	print all
Administrative	All Divisions	 
Engineering	All Divisions	 
Quality Assurance (QA)	All Divisions	 
Tool Room/ Supply	All Divisions	 

To edit an existing Department click on the green edit button



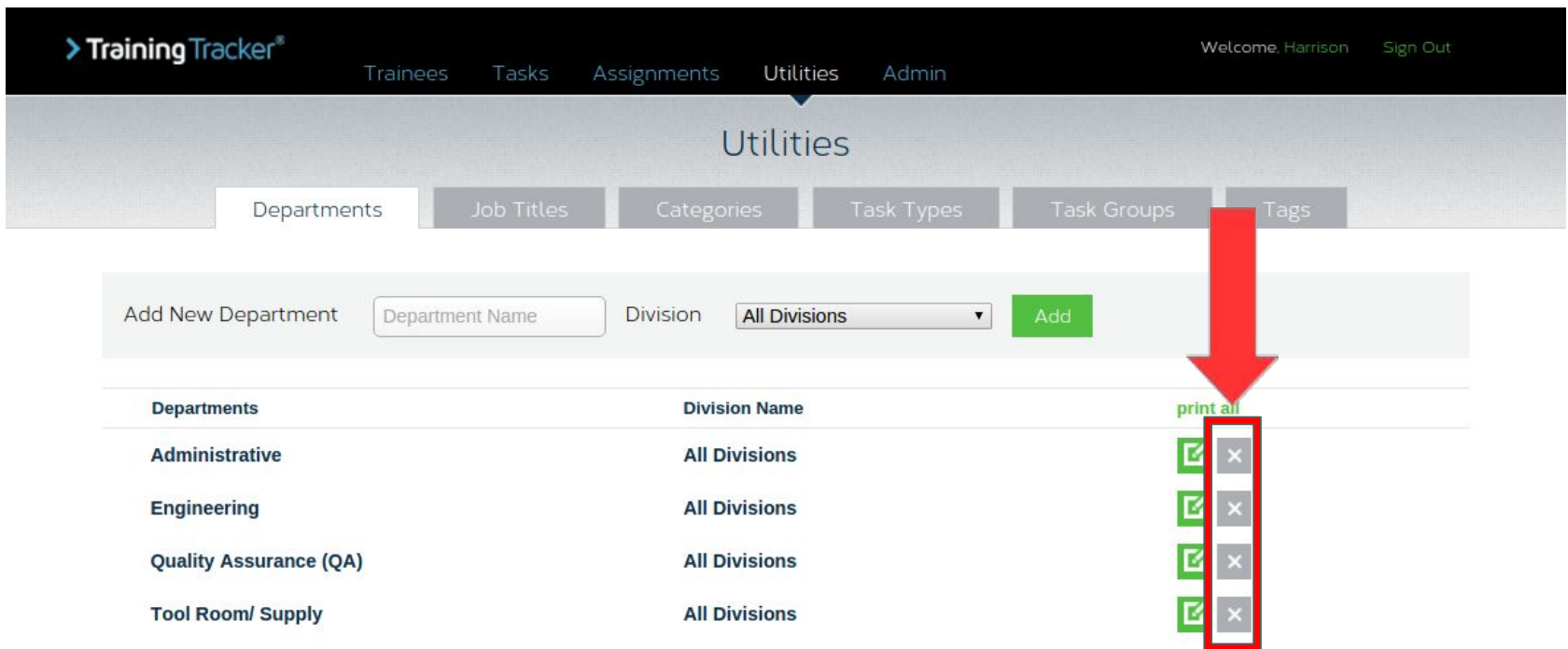
The screenshot shows the Training Tracker interface. At the top, there is a navigation bar with the logo and menu items: Trainees, Tasks, Assignments, Utilities, and Admin. The Utilities section is active, showing sub-menus for Departments, Job Titles, Categories, Task Types, Task Groups, and Tags. Below this is a form to 'Add New Department' with fields for 'Department Name' and 'Division' (set to 'All Divisions'), and an 'Add' button. A table below lists existing departments. A red arrow points to the green edit icons in the table's action column.

Departments	Division Name	
Administrative	All Divisions	 
Engineering	All Divisions	 
Quality Assurance (QA)	All Divisions	 
Tool Room/ Supply	All Divisions	 

This window will appear after clicking the edit button. Here the name and the division of the Department can be changed

The image shows a dark-themed application interface with a modal dialog box titled "Edit Department". The dialog box is white with a grey border and a close button in the top right corner. It contains two input fields: "Department name" with the text "Administrative" and "Division" with a dropdown menu showing "Select division". Below the input fields are two buttons: "Save Department" (green) and "Cancel". The background shows a list of departments with checkboxes and a "print all" button.

To delete an existing division click on the “X” button. It will turn red when your mouse pointer is over it. Once you click the delete button you will be asked if you are sure you want to delete that Department.



The screenshot shows the Training Tracker interface. At the top, there is a navigation bar with the Training Tracker logo and user information (Welcome, Harrison, Sign Out). Below this is a sub-navigation bar with options: Trainees, Tasks, Assignments, Utilities (selected), and Admin. Under Utilities, there are tabs for Departments, Job Titles, Categories, Task Types, Task Groups, and Tags. The main content area features a form to "Add New Department" with fields for "Department Name", "Division" (set to "All Divisions"), and an "Add" button. Below the form is a table of existing departments. A red arrow points to the "X" delete buttons in the table, which are highlighted with a red box.

Departments	Division Name	
Administrative	All Divisions	<input checked="" type="checkbox"/> X
Engineering	All Divisions	<input checked="" type="checkbox"/> X
Quality Assurance (QA)	All Divisions	<input checked="" type="checkbox"/> X
Tool Room/ Supply	All Divisions	<input checked="" type="checkbox"/> X