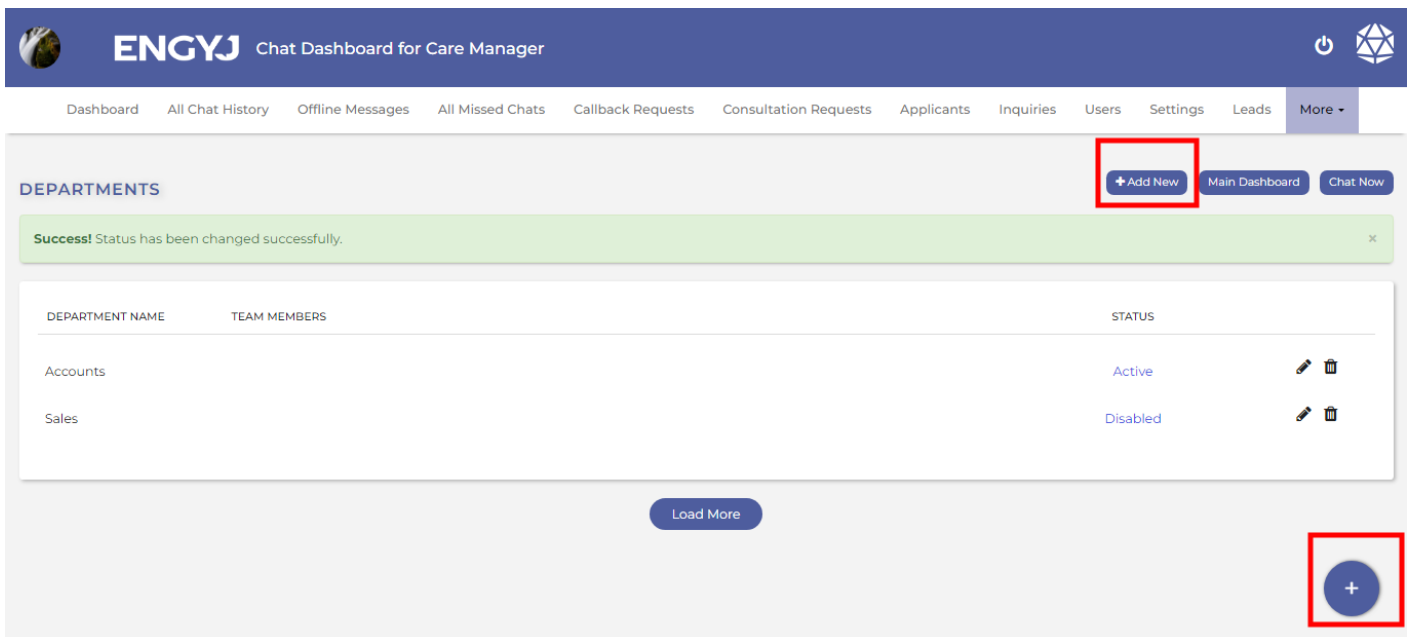


# Create a New Department

To manage departments, go to **More > Departments** menu item.

To create a new department there are two option

1. click the + button given in bottom right corner of the screen as shown in following figure.
2. Click on the add button on the top right corner beside "chat Now and Main dashboard" button



The screenshot shows the ENGJY Chat Dashboard for Care Manager. The top navigation bar includes a logo, the text 'ENGJY Chat Dashboard for Care Manager', and a power icon. Below the navigation bar is a menu with items: Dashboard, All Chat History, Offline Messages, All Missed Chats, Callback Requests, Consultation Requests, Applicants, Inquiries, Users, Settings, Leads, and More. The 'More' menu is open, showing 'Main Dashboard' and 'Chat Now' buttons. The 'DEPARTMENTS' section is visible, with a green success message: 'Success! Status has been changed successfully.' Below this is a table with columns: DEPARTMENT NAME, TEAM MEMBERS, and STATUS. The table lists two departments: 'Accounts' (Active) and 'Sales' (Disabled). Each row has edit and delete icons. A 'Load More' button is at the bottom center. A '+ Add' button is in the bottom right corner, highlighted with a red box. The '+ Add New' button in the top right corner is also highlighted with a red box.

DEPARTMENT NAME	TEAM MEMBERS	STATUS
Accounts		Active
Sales		Disabled

This will open a dialogue box where you can enter the department name and hit the SAVE button to create the department.

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