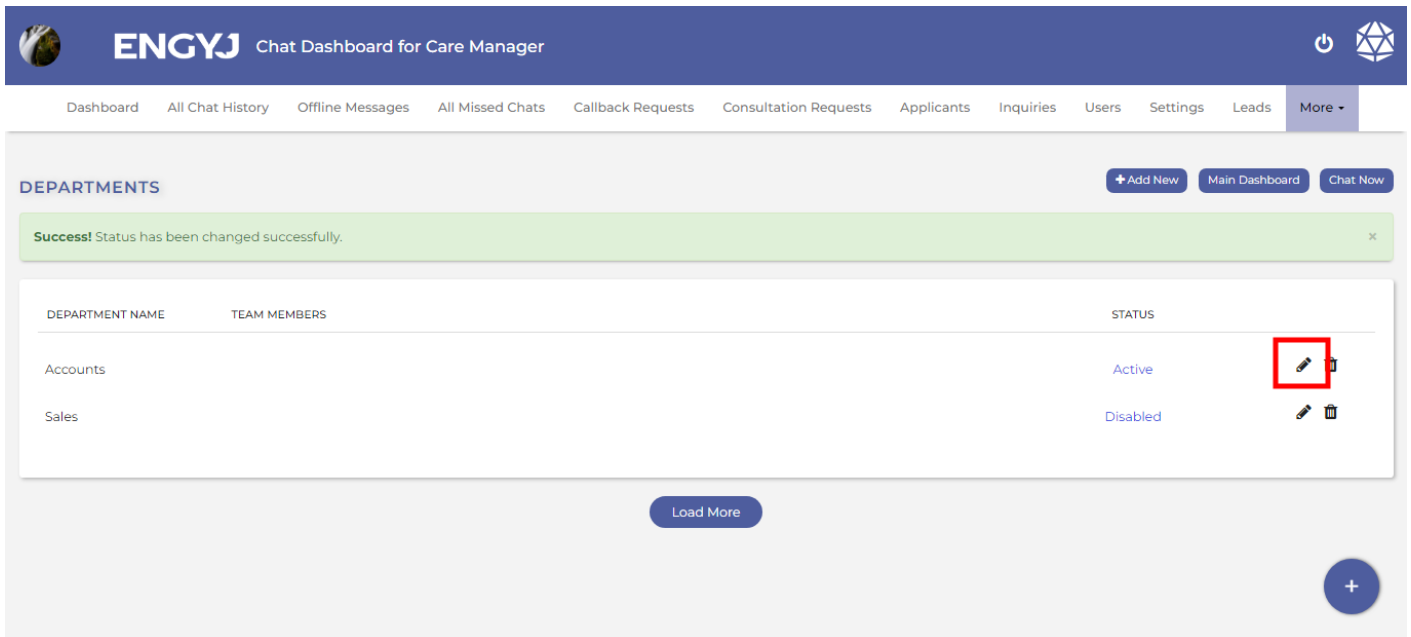





# Modify a Department

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

To modify a department, click the pencil icon under ACTION column of the specific row in the list of the departments. or just click directly on that department, and you can edit it right away.



The screenshot shows the 'DEPARTMENTS' section of the ENGJY Chat Dashboard for Care Manager. At the top, there is a navigation bar with the ENGJY logo and the text 'Chat Dashboard for Care Manager'. Below the navigation bar, there are several menu items: Dashboard, All Chat History, Offline Messages, All Missed Chats, Callback Requests, Consultation Requests, Applicants, Inquiries, Users, Settings, Leads, and More. The 'DEPARTMENTS' section is highlighted, and there are three buttons: '+ Add New', 'Main Dashboard', and 'Chat Now'. A green success message states 'Success! Status has been changed successfully.' Below this, there is a table with the following columns: DEPARTMENT NAME, TEAM MEMBERS, and STATUS. The table contains two rows: 'Accounts' with status 'Active' and 'Sales' with status 'Disabled'. The pencil icon for editing the 'Accounts' department is highlighted with a red box. At the bottom of the table, there is a 'Load More' button and a plus sign icon.

DEPARTMENT NAME	TEAM MEMBERS	STATUS	ACTION
Accounts		Active	
Sales		Disabled	 

This will open a dialogue box where you can change the name of the department and save it.

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