

# Adding Departments

The BG Admin may be able to create departments within the business group. Each Business Group can have up to 1,000 departments or, if it is configured as a Business Group that supports more than 10,000 lines up to 4,000 departments.

To create a department within a business group follow these steps:

[Add Department](#)

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To add a new department, enter its name, select its parent department and then click **Add**.


Department Name:


Parent Department:

Operator Number:

Set limits on the number of calls this department can make:

 Incoming and Outgoing:

 Incoming:

 Outgoing:   calls

1. From the BG Admin Page select the *Departments* link on the left of the page. Click the Add Department button at the top of the page and the dialog shown above will appear.
2. Enter the following information.
  - Department Name
  - Parent Directory - If this is a top level department, you will use the Business Group Name. If this is a sub department, this will be the upper level department
  - Operator Number - Enter the number of the line that will act as operator for this department
  - If you plan to limit the number of calls allowed for this department, enter the following information
    1. Incoming & Outgoing - Enter the total number of combined concurrent calls that this department will be permitted to have active at any given time.
    2. Incoming - Enter the total number of concurrent incoming calls that this department will be permitted to have active at any given time.
    3. Outgoing - Enter the number of concurrent outgoing calls that this department will be permitted to have active at any given time.

NOTE: To allow any mix of incoming & outgoing enter the same value in all three fields, or set both the Incoming and the Outgoing fields to Unlimited.

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