

Managing Departments

You will see the following screen when you click on the Departments link in the menu on the left of any page in the CommPortal BG Admin interface.

This displays all the departments in your Business Group, along with any configured restrictions on the number of incoming, outgoing or incoming/outgoing calls.

The screenshot shows the 'Business Group Admin Portal' interface. On the left is a teal sidebar menu with options: Home, Groups (with sub-items: Hunt Groups (MLHG), Call Pickup Groups), All Lines (with sub-items: Users, Attendants, Group Access, Phones), Services (with sub-items: Departments, Short Codes, Account Codes), and Departments is currently selected. The main content area has a teal header 'Business Group Admin Portal' with a user profile 'Henry Jackson' on the right. Below the header, the title 'Departments' is displayed in teal. A brief description states: 'Departments divide your Business Group into separately-administrable groups. To edit or delete a department, click on the department in the tree view below.' There is a blue 'Add Department' button. Below this is a table with columns: Department Name, Operator Number, and three columns for call counts (500, 300, 200). The table lists three departments: Accounts, Sales, and Support. A search bar labeled 'Search for...' is positioned above the table. The count of departments is shown as 3.

Department Name	Operator Number	500	300	200
Accounts		500	300	200
Sales	100	-	-	-
Support		-	-	-

If you have a very large number of departments, you can use the *Search for* box to find a department. As you type, matching departments are shown, with the matching text highlighted in yellow

🕒 Revision #1

★ Created Mon, Mar 9, 2020 11:50 AM by [Admin](#)

✎ Updated Wed, May 6, 2020 2:02 PM by [Admin](#)