How to manage departments in NHS Jobs user guide

This guide gives you instructions for how to manage departments in the NHS Jobs service.

You can create a department and add users from your organisations account. Once a user is added, they can view their own tasks and the tasks for the department.

To add a department, you'll:

- choose a name
- add users to it

To manage departments, you can:

- add a department
- delete a department
- add a user to a department
- remove a user from a department

Only a 'Super user' can manage departments.

Contents

Departments

This page gives you instructions for how to manage departments.

Important: Only a 'Super user' can create and delete departments and add and remove users.

To view your departments, complete the following step:

1. Select the '<u>Departments</u>' link.

View your departments

This page gives you instructions for how to view your departments.

Important: In this example, you don't have any departments.

To add a new department, complete the following step:

1. Select the '[Add a new department](#)' button.

Tip: When you create a department, all users in it can view their own tasks and the tasks for the department.

What is the name of the department?

This page gives you instructions for how to add the name of the department.

To add a name, complete the following step:

1. In the **blank** box, enter the details.
2. Select the '<u>Save</u>' button.

You're viewing **NHS Training and Support**   Change

NHS Jobs

Signed in as Liam M1   Sign Out

BETA Your <u>feedback</u> will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. <u>Read more about why we are doing this.</u>

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Manage account

What is the name of the department?

1 [   ]

2 [Save]

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Add a user to the department

This page gives you instructions for how to add a user to the department.

To add a user, complete the following step:

1. Select the 'Change name' link (optional).
2. Select the 'Add a user' link.

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Manage account

Manage your departments

When you create a department, all users in it can view their own tasks and the tasks for the department.

NHS Jobs Training and Support   **1** Change name

2 Add a user to the NHS Jobs Training and Support department

Add a new department   Delete a department

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Who do you want to add to your department?

This page gives you instructions for how to add a user to your department.

To select a user, complete the following steps:

1. Select a user.
2. Select the '[Save](#)' button.

Tip: If the user isn't shown, select 'The person I want is not on the list' link for more information.

Manage your departments

This page gives you instructions for how to manage your departments.

<mark>Important:</mark> If you remove a user, you can re-add them. If you delete a department, you'll not be able to recover the details.

To remove a user, add or delete a department, complete the following steps:

1. Select the 'Remove' link (optional).
2. Select the 'Add a new department' button (optional).
3. Select the 'Delete a department' button (optional).
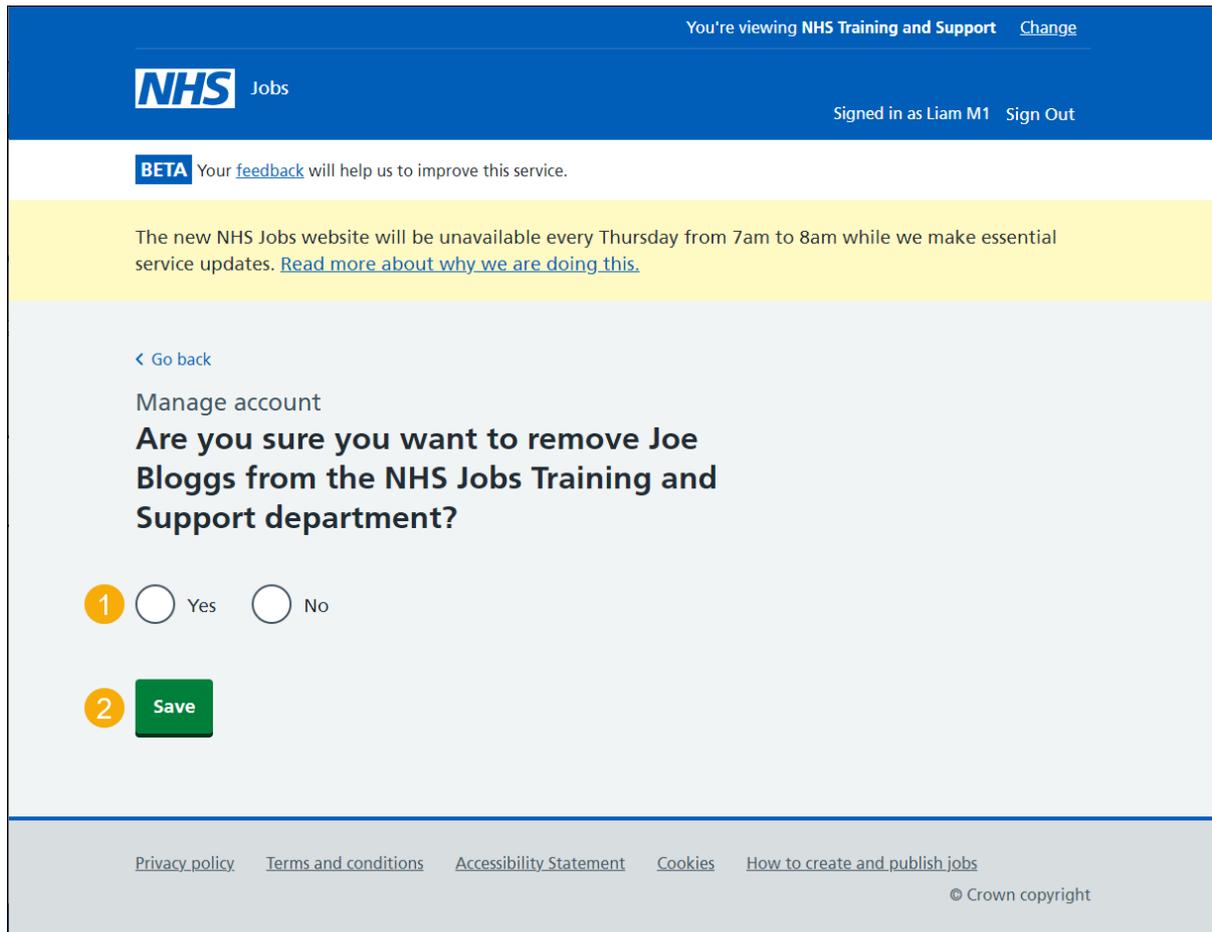

You've reached the end of this user guide if you don't want to remove a user, add or delete a department.

Are you sure you want to remove the user?

This page gives you instructions for how to confirm if you want to remove the user.

To confirm if you want to remove the user, complete the following steps:

1. Select an answer:
   - '[Yes](Yes)'
   - '[No](No)'
2. Select the 'Save' button.

You've reached the end of this user guide as you've removed the user.

Are you sure you want to delete the department?

This page gives you instructions for how to confirm if you want to delete the department.

To confirm if you want to delete the department, complete the following steps:

1. Select an answer:
   - '[Yes](#)'
   - '[No](#)'
2. Select the 'Save' button.

You've reached the end of this user guide as you've deleted the department.