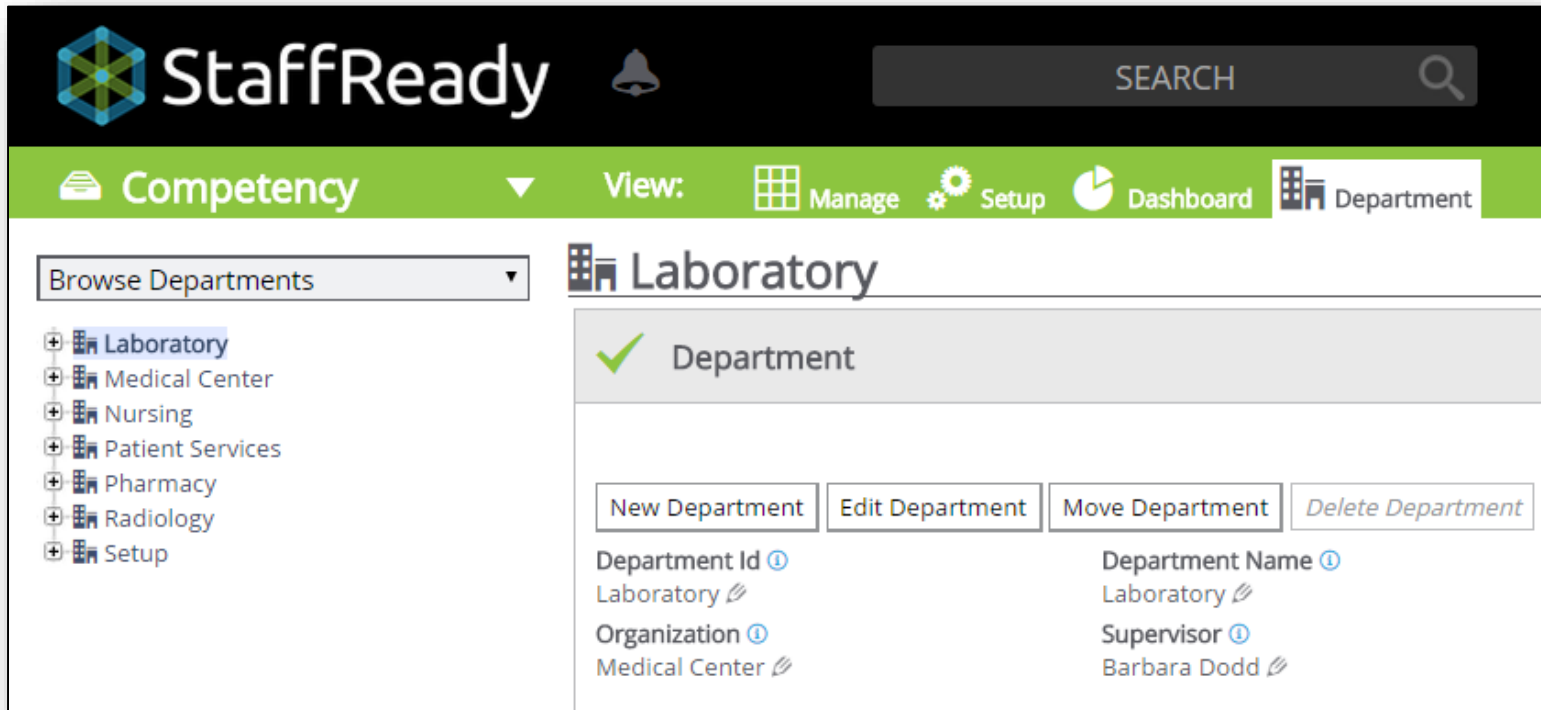


Department View

Department Colorbar

This reference guide provides an overview of the Department colorbar within StaffReady. The following process steps and instructional information are provided within this document:

- **Create Department**
- **Edit Department**
- **Move Department**



The screenshot displays the StaffReady interface for the Department View. At the top, the StaffReady logo and a search bar are visible. Below the logo, a green navigation bar contains the 'Competency' menu, a 'View:' dropdown, and icons for 'Manage', 'Setup', 'Dashboard', and 'Department'. The 'Department' icon is selected. On the left, a 'Browse Departments' dropdown menu is open, showing a list of departments: Laboratory, Medical Center, Nursing, Patient Services, Pharmacy, Radiology, and Setup. The 'Laboratory' department is selected and highlighted. The main content area is titled 'Laboratory' and features a green checkmark icon and the text 'Department'. Below this, there are four buttons: 'New Department', 'Edit Department', 'Move Department', and 'Delete Department'. The 'Delete Department' button is disabled. The interface also displays two columns of information for the selected department: 'Department Id' (Laboratory) and 'Organization' (Medical Center) on the left, and 'Department Name' (Laboratory) and 'Supervisor' (Barbara Dodd) on the right. Each item has a small edit icon next to it.

1 | Create Department

Create Department

- 1. Select **Department**.
- 2. Click **New Department**.

The screenshot shows the StaffReady web application interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Competency' dropdown menu. Below this, there are tabs for 'View: Manage', 'Setup', 'Dashboard', and 'Department'. The main content area is divided into two sections. On the left, a 'Browse Departments' dropdown menu is open, showing a list of departments: Laboratory, Medical Center, Nursing, Patient Services, Pharmacy, Radiology, and Setup. An orange arrow points to the 'Laboratory' option. On the right, the details for the 'Laboratory' department are displayed. At the top of this section is a green checkmark and the text 'Department'. Below this, there are four buttons: 'New Department', 'Edit Department', 'Move Department', and 'Delete Department'. An orange arrow points to the 'New Department' button. Below the buttons, the department's details are shown in a table-like format:

Department Id ⓘ	Department Name ⓘ
Laboratory ⓘ	Laboratory ⓘ
Organization ⓘ	Supervisor ⓘ
Medical Center ⓘ	Barbara Dodd ⓘ

3. Enter **Department Id.**

4. Enter **Department Name.**

5. Enter **Department Supervisor.**

6. Click **Save Changes.**

Note: Click [change](#) if the parent department for the newly created department needs to be changed.

The screenshot shows a 'Create Department' dialog box with the following fields and a button:

- Within** (dropdown menu): Set to 'Laboratory [change](#)'
- Department Id*** (text input): 'Core Lab' (indicated by an orange arrow)
- Department Name** (text input): 'Core Lab' (indicated by an orange arrow)
- Supervisor** (text input): 'Barbara Dodd' (indicated by an orange arrow)
- Save Changes** (button): (indicated by an orange arrow)

2 | Edit Department

Edit Department

- 1. Select **Department**.
- 2. Click **Edit Department**.

The screenshot shows the StaffReady interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Competency' dropdown menu. Below this, there are tabs for 'View: Manage', 'Setup', 'Dashboard', and 'Department'. The 'Department' tab is active, showing a 'Browse Departments' dropdown menu with a list of departments: Laboratory, Medical Center, Nursing, Patient Services, Pharmacy, Radiology, and Setup. An orange arrow points to the 'Laboratory' department in this list. To the right, the 'Laboratory' department details are displayed, including a 'Department' header with a green checkmark, and buttons for 'New D...', 'Edit Department', 'Move Department', and 'Delete Department'. An orange arrow points to the 'Edit Department' button. Below the buttons, the department details are shown in a table format:

Department Id	Department Name
Laboratory	Laboratory
Organization	Supervisor
Medical Center	Barbara Dodd

3. Edit **Department Id**.

4. Edit **Department Name**.

5. Edit **Department Supervisor**.

6. Click **Save Changes**.

Note: Click [change](#) if the parent department for the edited department needs to be changed.

The screenshot shows a modal window titled "Edit Department" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Within** (with an information icon): A dropdown menu showing "Departments (Root) [change](#)".
- Department Id*** (with an information icon): A text input field containing "Laboratory". An orange arrow points to this field.
- Department Name** (with an information icon): A text input field containing "Laboratory". An orange arrow points to this field.
- Supervisor** (with an information icon): A text input field containing "Barbara Dodd". An orange arrow points to this field.
- Save Changes**: A button at the bottom of the form. An orange arrow points to this button.

3 | Move Department

Move Department

- 1. Select **Department**.
- 2. Click **Move Department**.

The screenshot displays the StaffReady interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Competency' dropdown menu. Below this, there is a 'Browse Departments' list with the following items: Laboratory, Medical Center, Nursing, Patient Services, Pharmacy, Radiology, and Setup. The 'Laboratory' item is selected and highlighted. To the right of the list, the 'Laboratory' department details are shown, including a 'Move Department' button highlighted with an orange arrow. The details section includes a 'Department' header, a 'New Department' button, an 'Edit Department' button, and a 'Delete Department' button. Below these buttons, the department details are listed: Department Id (Laboratory), Department Name (Laboratory), Organization (Medical Center), and Supervisor (Barbara Dodd).

3. Click [Select Department](#) for where you would like to move the **Department**.

Move Department

Current Selection: Departments (Root) > Laboratory

Click a destination department

Departments (Root)	Select Department
Medical Center	Select Department
Imaging	Select Department
Cardiology	Select Department
CT	Select Department
Emergency	Select Department
Gastro	Select Department
Mammography	Select Department
MRI	Select Department
Nuclear Medicine	Select Department
Radiology RN	Select Department
Ultrasound	Select Department