

Catalog - Departments

Under Catalog - Catalog - Departments you can search for existing departments in your catalog.

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Catalog

▶ **Contacts** ?

▼ **Departments** ?

Name	Opening Hours	Address	Email	Fax	Telephone
519 - CCO: IT Operations					
UK: Operations					

You can search for match in all department fields (Name, Description, Manager and Services). If you have access to more than one Organisation, you can choose organisation in a dropdown list.

Department details

Click on a department name (in the Department search result) to see details for the department.

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Department Details – 519 - CCO: IT Operations

Name	519 - CCO: IT Operations		
Description			
Under	10001 » 10001 Intelcom NO » 519 - CCO: IT Operations		
Reception			
Manager			
Opening Hours			
Telephone Hours			
Services			
Invoice Node	450 iLo		
Contacts	Show contacts in this department	Export a list of all contacts in this department	
Edit Department			

From the Department Details page you can:

1. Click on **Show contacts in department** to see all contacts registered.

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List of Contacts in 519 - CCO: IT Operations ?

[Export a list of contacts](#)

Filter:

<input type="checkbox"/>	Name	Email	Phone	Mobile	Title
<input type="checkbox"/>	B. [redacted]	[redacted]	[redacted]	[redacted]	
<input type="checkbox"/>	E. [redacted]	[redacted]	[redacted]	[redacted]	IT & Security Manager
<input type="checkbox"/>	I. [redacted]	[redacted]	[redacted]	[redacted]	Systems Administrator
<input type="checkbox"/>	C. [redacted]	[redacted]	[redacted]	[redacted]	Systems Engineer
<input type="checkbox"/>	C. [redacted]	[redacted]	[redacted]	[redacted]	IT Operations Manager
<input type="checkbox"/>	Y. [redacted]	[redacted]	[redacted]	[redacted]	Network Engineer

In this List of contacts you can click on a contacts calendar icon to see the contacts calendar, or click on the contacts name to see the contacts details. If you want to export a selection of the contacts, select the relevant contacts and click Export a list of contacts.

- Click on **Export all contacts** in department.
- Click on **Edit department** to edit information about the department.

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Edit Department – 519 - CCO: IT Operations

Name

519 - CCO: IT Operations

Description

Under

[None]

Reception

Manager

Opening Hours

Telephone Hours

Services

Invoice Node

450 iLo

Contacts

[Show contacts in this department](#)
[Export a list of all contacts in this department](#)

Save Changes

Undo Changes

Delete Options

Only Name is required for a Department. If this department should be a sub-department under another department, please select which department this department should be *Under*.

Export contacts

If you want to export all contacts in a department, click Export a list of all contacts in this department on the Department

Details page.

If you want to export a selection of contacts within the chosen department, click Show contacts in this department, and then tick the checkbox next to the contacts you want to export from the list, and then click Export a list of contacts.

In the Export details window you can choose the format of your export (Excel or CSV) and which fields that should appear in the exported list.

Field	Column index
External catalog ID	1
Absence management	3
First name	4
Last name	5
Title	7
Email	8
Phone	9
Mobile phone	10
Fax	11
Description	12
Department	15
Alternative contact	22

Your solutions default export fields are shown in the Field column, but you can also load the last saved field setup (from one of your previous exports) if you prefer that. You can add a field to the export by clicking the + button at the bottom of the window, and you can delete one by clicking on the garbage bin icon. Please note that the default fields vary depending on how your catalog is configured.

In the Column Index column, you can configure in which order the fields should appear in the export. The value for the first column to appear is 1.

If you for want a space between columns, you can do so by skipping a column index number. In this example we have not defined a column index 6 for any field. This means that in your exported list there will be an empty column after the 5th column.

You can at any time store your current export setup in order to load it again at a later time. In this way you will next time have the choice to export with your solutions default setup or the setup you last saved.

Creating a new department

Name	Opening Hours	Address	Email	Fax	Telephone
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Click the Add Department button under accordion Departments to add a new department.

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Add department

Name	<input type="text"/>
Description	<input type="text"/>
Under	<div>10001 » 10001 Intelcom NO</div>
Opening Hours	<input type="text"/>
Telephone Hours	<input type="text"/>
Services	<input type="text"/>
Invoice Node	<input type="text"/>

The only mandatory field is Name.

If your catalog has more than one Organisation, you can choose Organisation in the Under field.

If you want to make this new Department a sub-department, you have to configure this afterwards by editing the department.