Organize employees into departments

Create departments, move employees between them, and use them for filtering and reports.

For: Administrators, Managers · Updated November 21, 2026 ·
https://hipaacertify.com/index.php/support/article/departments

Departments group your employees. You can use them to filter the Employees list, assign training to a whole team, and compare compliance on your dashboard.

Create a department

1. Click **Departments** in the sidebar.
2. Click **Add Department**.
3. Enter a **Department Name** and optional **Description**, then click **Create Department**.

Departments are also created automatically when you import a CSV with a department name that doesn't exist yet.

Put employees in a department

- **One person:** **Edit** the employee and choose a **Department**.
- **Many people:** on **Employees**, check the boxes, click **Set Department**, pick the department and click **Move Employees**.

Rename or remove a department

On **Departments**, click **Edit** to rename it. Click **Remove** to delete it. Its employees become **Unassigned**. Their accounts and training records aren't affected.

Where departments show up

- **Employees** list filter, and the **Unassigned** option
- **Dashboard → Department Compliance** table
- **Reports** filter
- Grouping on the **Assign Training** page

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