

## 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.

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## 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 '[Departments](#)' link.

The screenshot shows the NHS Business Services Authority Jobs Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. Below the header, there is a navigation bar with 'You're viewing' and a 'Change' link. The main content area is divided into several sections. On the left, there is a 'Dashboard' section with a dropdown menu for 'Showing tasks for' set to 'All users'. Below this, there is a list of task categories with counts and progress bars: Draft (4), Approvals (1), Published (0), Shortlisting (6), Interviews (2), Ready to offer (1), and Conditional offers (0). On the right, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with a list of links: Users, At risk applicants, Accredited logos, Key performance indicators (KPIs), Supporting documents, Contract templates, Offer letter templates, Approval settings, Departments, and Welsh listings. A yellow callout bubble with the number '1' is positioned over the 'Departments' link. At the bottom of the page, there is a footer with links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs, along with a copyright notice: © Crown copyright.

Task Category	Count
Draft	4
Approvals	1
Published	0
Shortlisting	6
Interviews	2
Ready to offer	1
Conditional offers	0

## 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.

You're viewing **NHS Training and Support** [Change](#)

**NHS** Jobs

Signed in as Liam M1 [Sign Out](#)

**BETA** Your [feedback](#) 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. [Read more about why we are doing this.](#)

[< Go back](#)

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.

1 [Add a new department](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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**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 [Save](#) button.

You're viewing [NHS Training and Support](#) [Change](#)

**NHS** Jobs Signed in as Liam M1 [Sign Out](#)

**BETA** Your [feedback](#) 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. [Read more about why we are doing this.](#)

[Go back](#)

Manage account

### What is the name of the department?

1

2 [Save](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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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.

You're viewing **NHS Training and Support** [Change](#)

**NHS** Jobs Signed in as Liam M1 [Sign Out](#)

**BETA** Your [feedback](#) 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. [Read more about why we are doing this.](#)

[< Go back](#)

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](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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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.

You're viewing NHS BSA Training

**NHS** Jobs

Signed in as  Sign Out

**BETA** Your [feedback](#) 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. [Read more about why we are doing this.](#)

[< Go back](#)

Manage account

### Who do you want to add to the NHS Jobs Training and Support department?

1  John Doe  
Administrator

▼ [The person I want is not on the list](#)

To get someone added to the list you need to contact a superuser for your organisation.

2

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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**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.

**Important:** 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).

The screenshot displays the 'Manage your departments' interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a blue box contains the text 'BETA Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a 'Go back' link and the title 'Manage your departments'. A sub-header reads: 'When you create a department, all users in it can view their own tasks and the tasks for the department.' Below this, a department entry is shown: 'NHS Jobs Training and Support' with a 'Change name' link. Underneath, a user 'Joe Bloggs' is listed with a '1 Remove' link. A link below says 'Add a user to the NHS Jobs Training and Support department'. At the bottom of the main content area, there are two buttons: '2 Add a new department' (green) and '3 Delete a department' (dark grey). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

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

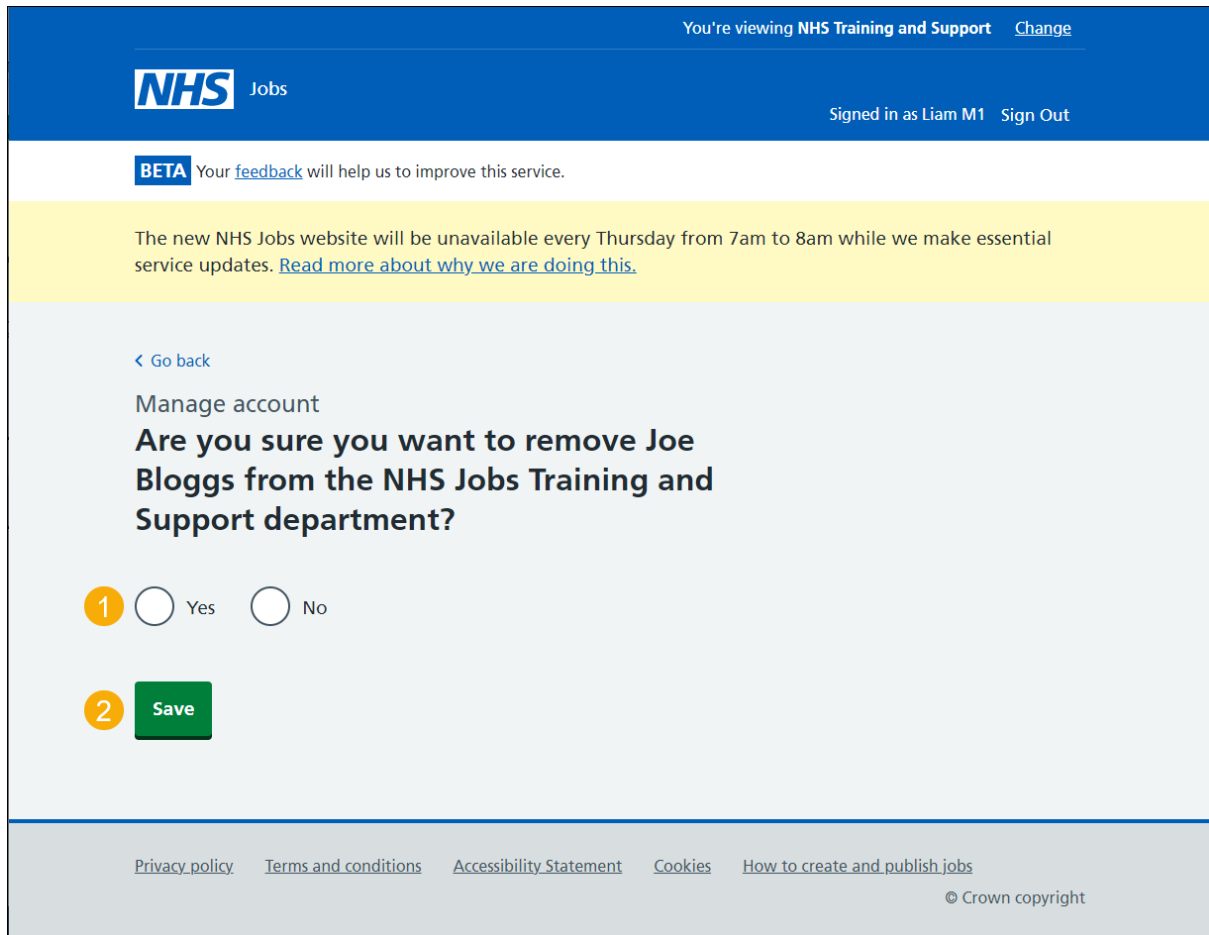


## Are you sure you want to remove the user?

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’](#)
  - [‘No’](#)
2. Select the ‘Save’ button.



The screenshot shows the NHS Jobs Training and Support interface. At the top, it says "You're viewing NHS Training and Support" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1 Sign Out" is on the right. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)" The main content area has a "Go back" link and "Manage account" text. The main heading is "Are you sure you want to remove Joe Bloggs from the NHS Jobs Training and Support department?". Below this are two radio buttons: "1 Yes" and "No". A green "2 Save" button is below the radio buttons. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© Crown copyright".

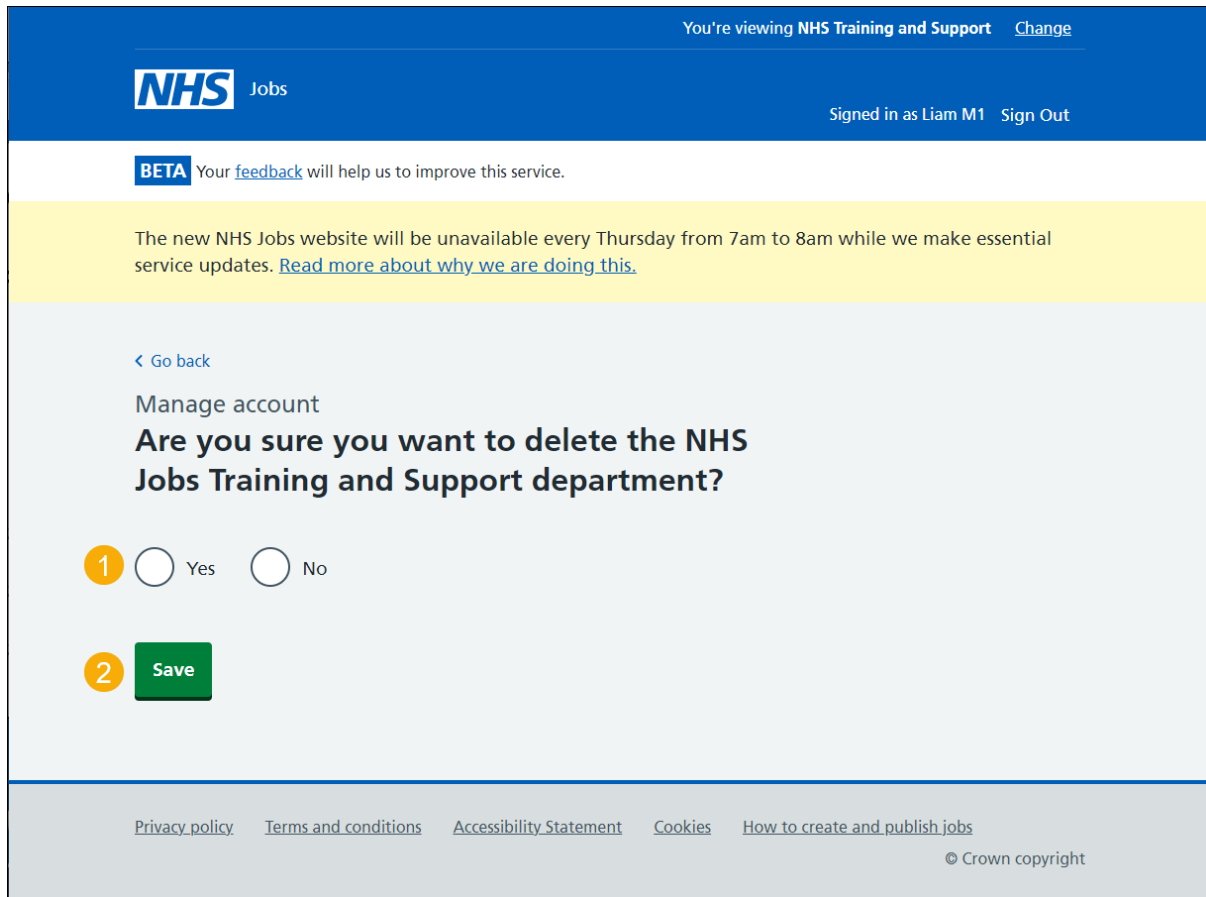
You've reached the end of this user guide as you've removed the user.

## 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.



The screenshot shows a web interface for deleting a department. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right of the header, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a '< Go back' link, 'Manage account' text, and the question 'Are you sure you want to delete the NHS Jobs Training and Support department?'. Below the question are two radio buttons: '1 Yes' and 'No'. A green '2 Save' button is positioned below the radio buttons. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

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