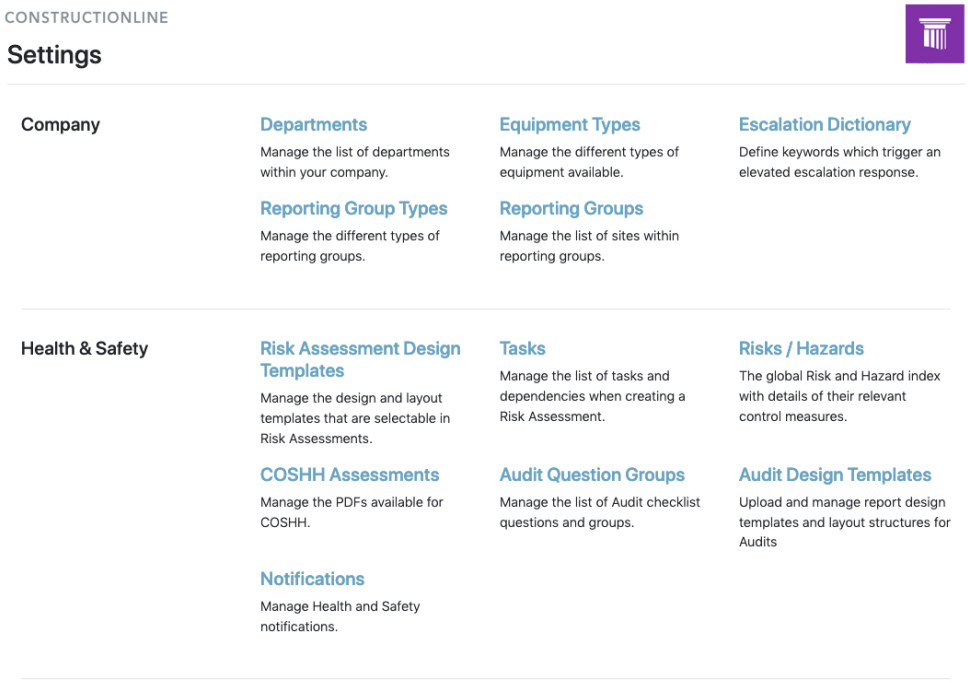
MyConstructionline Support Article

Managing Departments

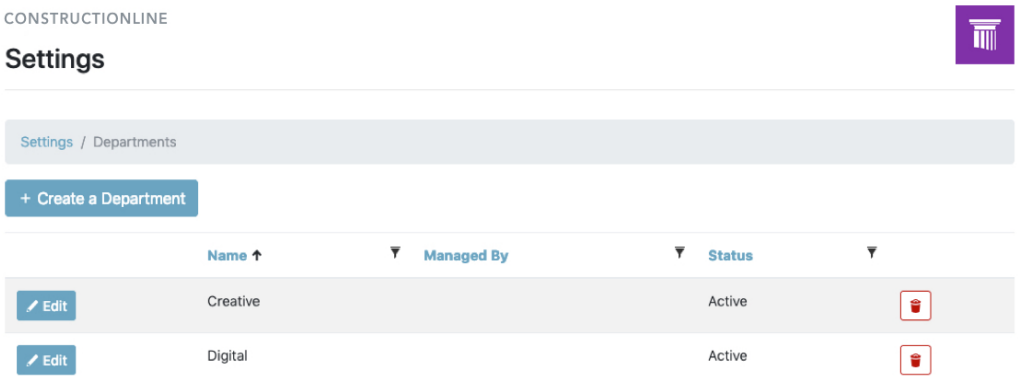
Within the MyConstructionline Portal users can be assigned to departments that are set and managed by your Toolbox administrators.

A department is a way of grouping users together for reporting or notifications. A user must belong to a department.

These departments can easily be created and managed from within the "settings" area of the portal, to access simply click on the "cog" icon within the navigation bar.

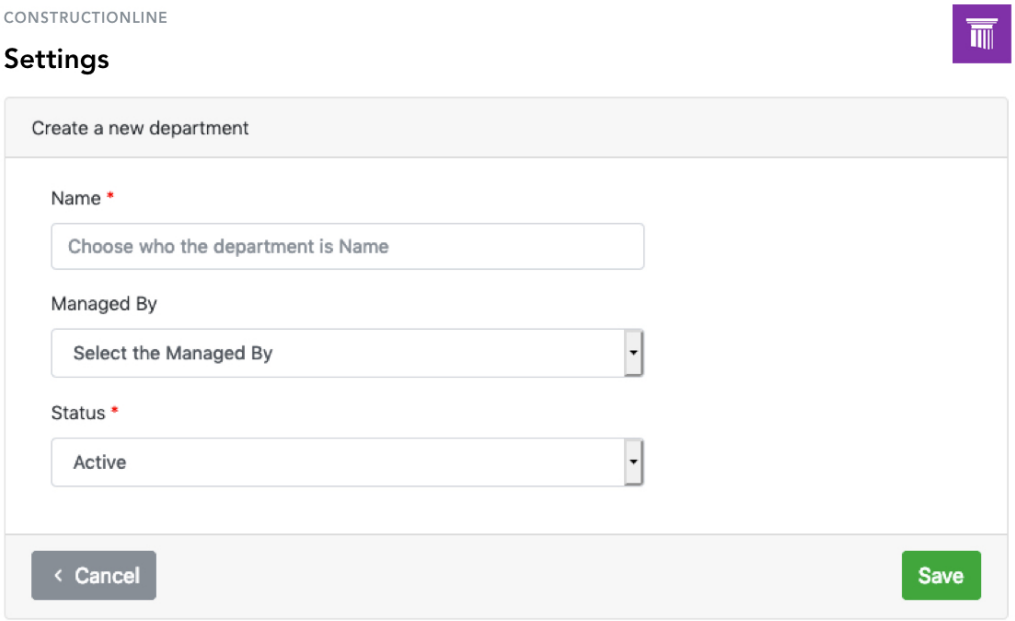


To manage your department settings, select the "Departments" option within the Company section of the menu.



From here you can create, edit or delete your Toolbox's departments.

When creating a department, you will be asked to provide a name, who it is managed by and its status.



Once you are happy with these you can click 'Save'. Departments with a status of "Active" will instantly be available when creating users.