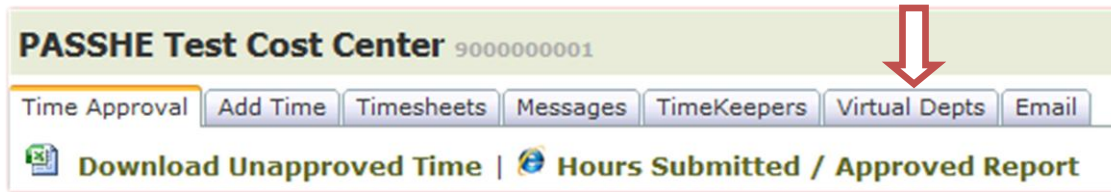# Virtual Departments

Overview

NOTE: Virtual Departments should only be used by departments with more than 30 students.

Virtual departments can be used to more easily manage large departments. Virtual departments are created by timekeepers in departments with more than 30 students. Timekeepers not only create the virtual departments but also add the students they want to see in their own virtual department. By splitting a large department into virtual departments the timekeepers can more easily manage their students.

Primary timekeepers will see all virtual departments on the main department screen. Secondary timekeeper's will only see virtual departments if they are assigned as timekeepers to that virtual department.

Students only see the primary departments. Students do not see virtual departments.

All timekeepers are first assigned to the primary dept and then to virtual departments. Timekeepers can approve student's time in either the primary dept or the virtual departments but once time is approved it will appear as approved in either department.

Summary:

1. In departments with more than 30 students, secondary timekeepers can create virtual departments.
2. Timekeepers create and maintain all virtual departments. Primary timekeepers see all virtual departments. Secondary TK only see the virtual departments they are assigned too.
3. Students and timekeepers can be in multiple virtual departments.
4. All virtual departments have the "main" department name as the prefix. This allows the virtual departments to be listed in alphabetic order after the main department.
5. When naming virtual departments, you can create any suffix to more easily identify your virtual department.
6. Virtual departments are created with two asterisks at the end of the virtual department name to help identify virtual departments.   (Library Main Circulation **)
7. All departments are listed in alphabetic order. Numeric characters and alpha characters are shown first. Example:

Creation of Virtual Depts.:

1. Select the main dept that you want to add a virtual department too. Then select the "Virtual Depts" tab.

2. Enter the name of the virtual department, then click save.

   You can ONLY add a unique name after the name of the main department. Two asterisks are automatically added to the end of all virtual departments.

3. The new virtual department will appear and the number of users (students and timekeepers) in the main department will appear.
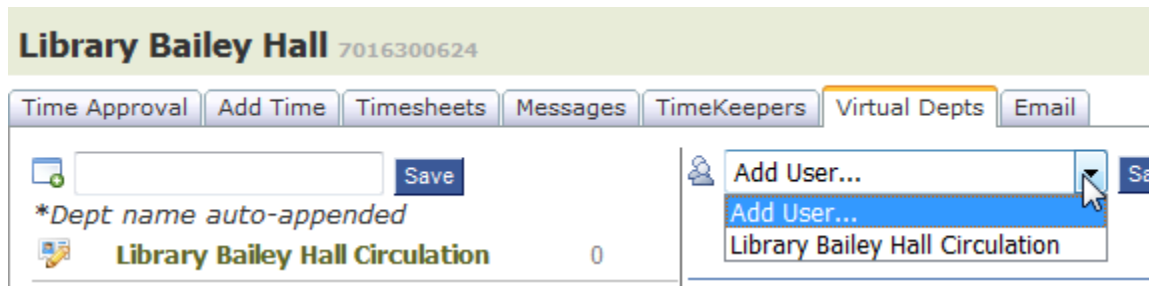
4. Select "Unassigned Users". Then you **MUST** select the department you want the "Unassigned Users" assigned to. If you do not select a virtual department the users will not be assigned.

5. Next place a check mark in box next to the timekeepers and students you want to assign to that virtual department. Then click the "Save" Button.

6. The number of users (students and timekeepers) that you assigned to that virtual department will be shown.
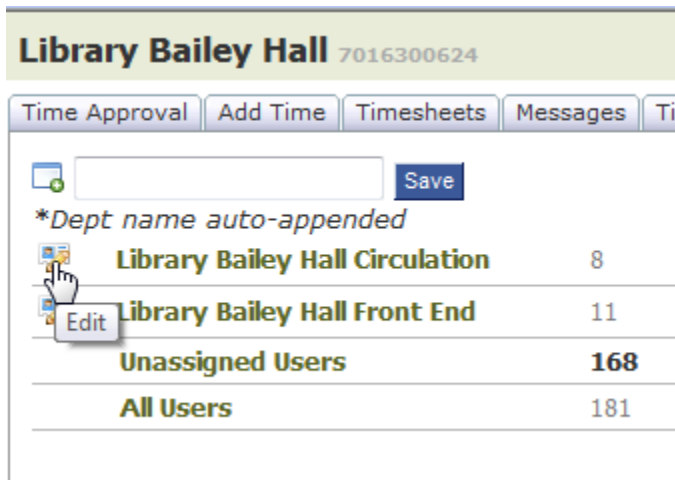

7. NOTE: The number of "Unassigned Users" reflects the total number of unassigned users for the main department. Once students are assigned to multiple virtual departments, the total of "Unassigned Users" and users assigned to individual virtual departments will not match the number shown for "All Users".

8. Students and timekeepers can be added to multiple virtual departments.

Removing students or timekeepers from Virtual Depts.:

1. Select the main dept of the virtual department too. Then select the "Virtual Depts." tab.
2. Select the virtual department where the students or timekeepers are assigned.
3. Place a check mark in the box.

4. Select "Remove Selected User(s)
5. The users will be removed and the number of Unassigned Users will change to reflect the changes.

Changing the name or removing Virtual Depts.:

1. Select Edit button next to Virtual department

2. Update the name of the Virtual department then select Save
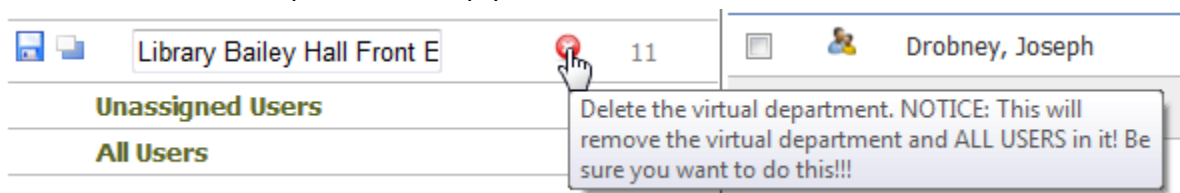
3. To remove a virtual department simply select edit then the red x