

# TS-1026: How Do I Add A Department To The Department Pull Down?

Comm One LLC - Technical Support Documentation

[Support Documentation Index](#)

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2:15 AM

*The information in this article applies to:*

All Versions of Call Accounting

## ANSWER

The Department pull down menu is built under the EDIT menu. Here are the steps to maintain the Department pull down.

1. Start Call Accounting
2. At the main screen, select the EDIT menu.
3. Select the DEPARTMENT FILE MAINTENANCE option.
4. On this screen you can ADD, DELETE or MODIFY department names. Any changes made will show up in the Department pull down on the main screen. If you delete a department, you will need to run the REINDEX from the TOOLS menu in order for the department to be removed.

The screenshot displays the 'Department File Maintenance' window within the 'Comm One Call Accounting 2010' application. The window title is 'File Maintenance' and the main heading is 'Department File Maintenance'. The interface includes a menu bar (File, Edit, Report, Tools, Help, Exit) and a toolbar with icons for file operations. On the left, there is a 'Directory' pane with a tree view containing fields like Name, Extension, Record ID, Port, Set Type, and Employee. The main area contains a form with the following fields: 'Dept Name' (Administration), 'Dept Code' (A-2604), 'Status' (Active), 'LD Carrier' (AT&T), 'Division' (dropdown), 'Address', 'City', 'State', 'Zip Code', and 'Phone'. At the bottom of the form, there are navigation buttons: Top, Back, Next, End, Find, Add, Delete, Print, Help, and Exit. The status bar at the bottom shows 'Dept (z:\dev\ca\v10\ca10\dept.dbf)', 'Record: 7/9', 'Exclusive', and 'NUM'.

## See Also:

[TS-1026: How do I add a department to the department pull down?](#)

[TS-1027: How do I add a site to the site pull down?](#)

[TS-1028: How do I add a division to the division pull down?](#)

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