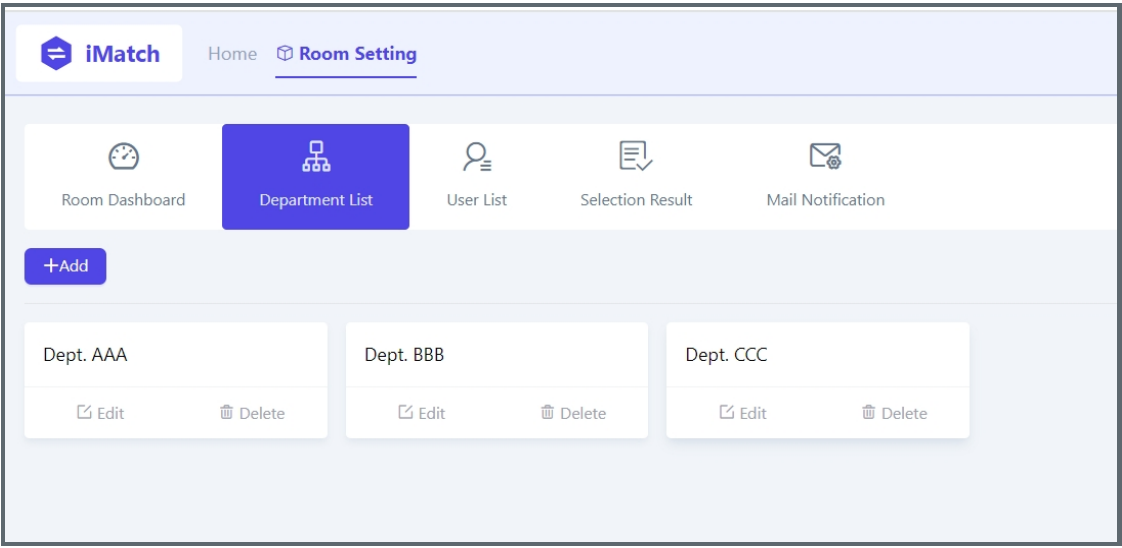# Phase 0-Admin Role-How to create department information

An example of departments information

Overview:

This guide will show you how to set up the department, which is a prerequisite for uploading user data.

What to know:

The department data is used to categorize teachers. This can refer to actual departments within a school or research areas for final year projects. It is important to have thorough communication within your school before the selection process. The department information will also be used to define the preferred fields that students need to choose during their selection window. Later, it will determine the areas for random allocation after each round of teacher selections.
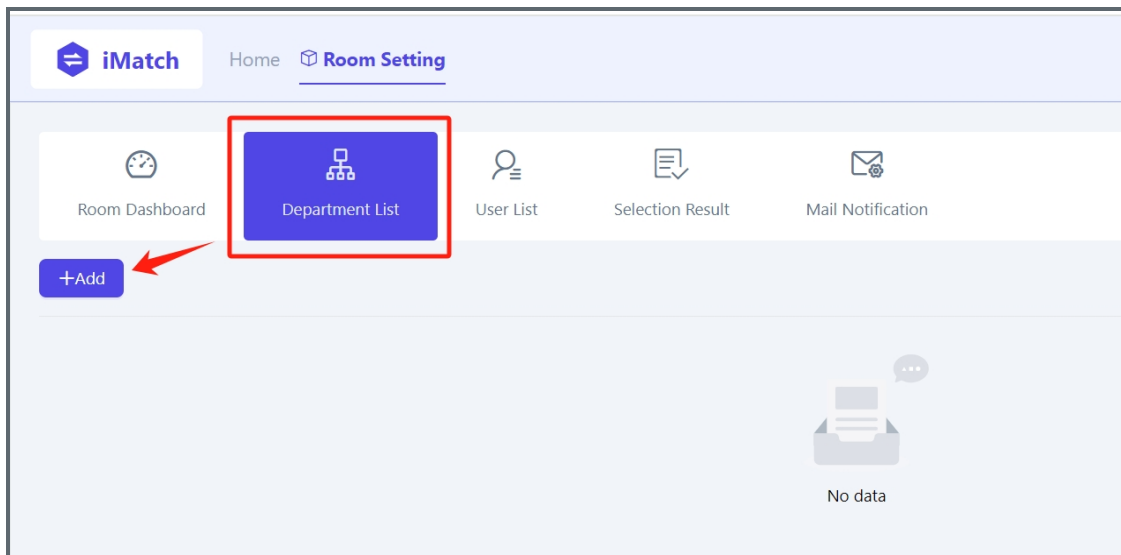
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Step 1: Locate the Room

Find the room/selection process and click on it to enter. In the Room Dashboard,' the basic information is displayed. This information will also be visible to students and teachers.
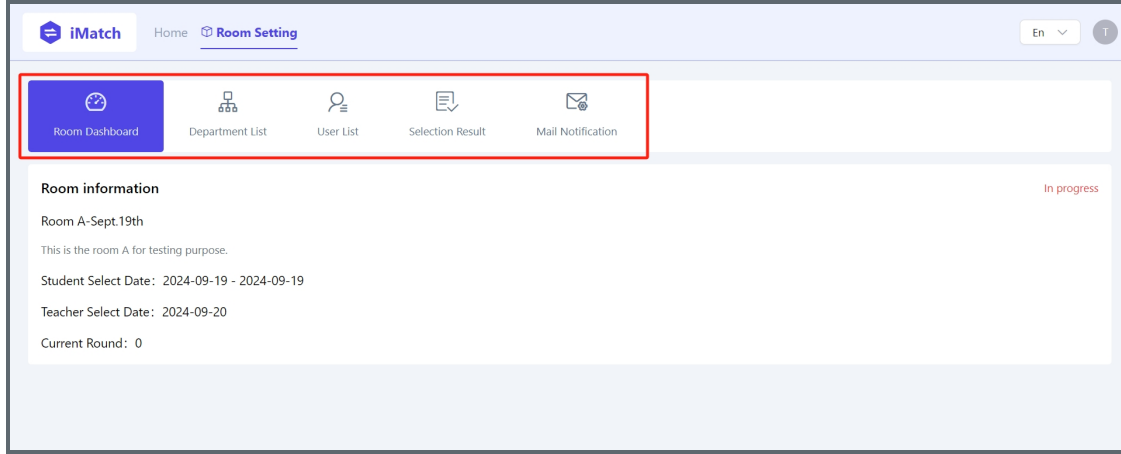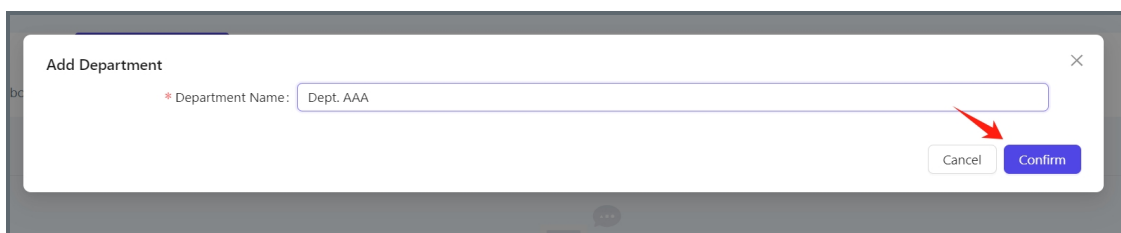

Step 2: Add a department

Click the ''Department List'' and press "Add" to create a department.
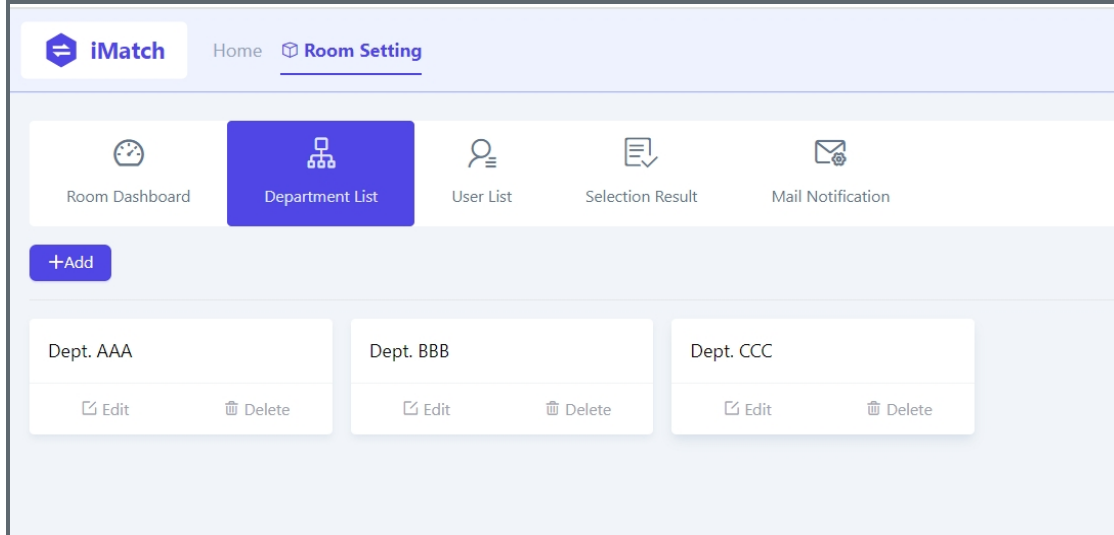

Step 3: Input department name

Give it a name and click ''Confirm''.

Step 4: Listed departments

All the departments will be listed here. Edits and deletion are allowed.

> **Tips:**
> Ensure the names of the departments match exactly with those in the user upload template. Otherwise, the user upload won't be successful.

> **Next steps:**
> Now that you have finished creating departments. You are ready to upload the user data. There are still several more steps before the selection process.
>
> 1. Phase 0-Admin Role-How to upload users
> 2. Phase 0-Admin Role-How to send email reminders