

# Delete Existing Department

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The **Departments** menu allows the System Administrator to create departments within the Kerauno system. Departments are used to mimic a typical business structure, where a group of employees are considered a department and that department is assigned a manager.

On the **Department Information tab**, click the **Delete Department** button at the bottom of the page to remove the department. A confirmation message warning that the department will be deleted appears. Click **Confirm** to delete the department and return to the main **Departments** menu.

