

Site - Departments

Overview

Clicking on a department name from the application navigation menu will take you to the department page. This page provides a centralized view of all active applications deployed under that department, giving administrators a quick summary of activity and easy access to manage each application.

Application List

All active applications belonging to the selected department are displayed in a table with the following columns:

Application

The name of the deployed application.

Records

A count of the total number of submissions received for that application. This gives administrators a quick at a glance view of activity without having to open the administration panel.

Deployed

The date the application was originally deployed.

Application Options

Each application row has a set of action buttons on the right side:

Open

Takes you directly to the front facing submission form for that application — the same page users see when filling out and submitting the form.

Admin

Takes you to the administration panel for that application where you can view the intake table, calendar, and individual submission records.

Settings

Takes you directly to the settings page for that application where you can update the application name, department, notification preferences, approval process, public facing status, notes, and custom list options.

Deactivate

Deactivates the application immediately after confirming your decision through a confirmation prompt. See the **Deactivation** section of the Settings documentation for more details on what happens when an application is deactivated.

Notes

- Only applications with an active status are displayed on the department page
 - If no applications have been deployed under a department the page will display an empty table
 - The record count reflects all submissions regardless of their current status
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