Assigning Support Departments to an Admin
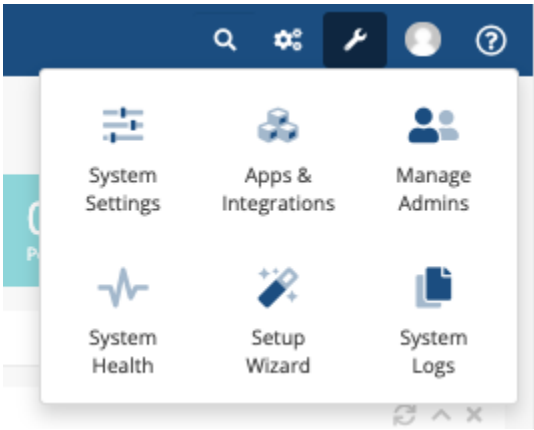
For an admin to view and reply to support tickets in a specific department, you must assign it to them.

> ℹ️ For more information, see [Administrators and Permissions](#) and [Support Tickets](#).

Assign Support Departments

To assign support departments to an admin:

1. Go to **Configuration > Manage Admins**:

3. Edit the desired admin. A list of support departments will display.

4. For **Assigned Departments**, check one or more support departments.

6. Click **Save Changes.**