

# Portal

## Release Update v4.30.58– April 8, 2025

### New + Improved

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#### **New Item – Add New Departments**

We're happy to announce that while adding a new item in your online account, you can now add a new department. The option to search through and add a new department has never been easier.

The department dropdown will now contain a search field, which will display any existing department that contains what was entered in the search field. If no department contains what was searched for, then you'll be alerted and given the option to add a new department. Selecting the "Add Department" button will display the Add Department popup with option to modify it before adding it.

Once the department is added, it will automatically display as the selected department for the item.

If you already know the department is new and don't need to search through the existing ones to see if it exists, simply select the "+" icon next to the department dropdown field. This will prompt the Add Department popup to display to quickly add the new department.

