1. Database Administration

Database administrator has the highest authority out of all ResearchLink roles. Admin can create, update, and delete a department. These are the following steps to make a new department.

1.1 Department Creation

Procedures to make a new department.

Step 1: Login as an admin on ResearchLink.

Step 2: After login as an admin on ResearchLink, click left menu bar on the icon **Database Administration**.
Step 3: Click on the **Departments**.

Step 4: Click on **Add New** to add new department name in the database.
Step 5: Write the department name on **Department name** text box by typing Computer Science, and click on **Submit** button.

After the creation of a department, a message will come up "Successfully created department!" as shown in the figure below.