Understanding Private Labels

Private labels are always tied to a Corporation (your sandbox) and control the user interface. A company with multiple divisions and/or locations, each with significantly different workflows (such as staffing for both technology and healthcare), may greatly benefit from the use of multiple Private Labels.

> **Note**: Private labels do not restrict a user's access to data, but their interaction or workflow with that data may be different than that of other users.

For example, if a company has locations in North America and Europe, currencies can show under the North America Private Label as Dollars ($) whereas the Europe Private Label can be configured to display currencies in Euros (€). Similarly, a customText field can be configured under one Private Label for Healthcare to track a Hospital status, or under a Technology Private Label to track a specific certification.

Understanding Departments

Departments help to divide your organization's data to determine which users can access which records (e.g. candidates, contacts, jobs, etc.), and view activity related to those records (e.g., the User Activity Report). For example, a user in the Development department would only have access to records created by anyone else in that department, preventing the recruiter from viewing any contacts created in the Sales department. Three of the most common ways to setup departments are:

- **By Region** – Your data is segmented by geographic region. For example Boston, New York, San Francisco, San Diego, North East and West Coast. With this setup users can have access to a specific city and to an entire set of cities in a region.
- **By Roles** – Your data is segmented by department or high-level roles. For example, Sales, Recruiting, HR, Customer Service, and IT. This setup, typical when there is one office, allows each user to belong to a single department with which their role is associated.
- **By Region and Roles** – Your data is segmented by a mix of geographic location and role. For example Sales, Recruiting, New York Sales, New York Recruiting, Chicago Sales, Chicago Recruiting, New York, and Chicago. This setup is designed for more granularities for reporting purposes. For example, regional and national managers could report more accurately on sales and recruiting activity in their respective regions.

You can provide users access to multiple departments by assigning them both primary and secondary departments. For instructions on changing a user's department, please view the Changing a User's Departments article.

*If you are a **Marketplace Partner**, to request Department Segregation in your Sandbox, please email marketplacesupport@bullhorn.com requesting Department Segregation, quoting Ticket Number 03669665 and a Marketplace Analyst will be happy to assist. If you're a **Developer Partner**, please reach out to your Partner Manager to create a ticket on your behalf.*