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Coop Settings 1

Coop Settings



This page's title and its tiled link on the Admin Tools page will dynamically change to the value typed in the CoopLabel field located on the Configuration Settings page.

The Coop Settings page allows you to manage multiple coops. A list of current districts is displayed in a grid on this page. Columns can be sorted at any time by clicking on a column's heading. You can also search for a district using the Search field.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Add a new coop information

Adding a new coop is facilitated using the **Add New District** window.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Add New + or Edit</td><td>Open Add New District window
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Name</td><td>Type the district's name.</td></tr>
<tr><td>Active</td><td>Indicate whether the district is active.</td></tr>
<tr><td>Email Domains</td><td>Type the email domains that are associated with this district (co-op) in a comma-separated list.</td></tr>
<tr><td>Save or Update</td><td>Save or update your work.</td></tr>
<tr><td>Cancel</td><td>Cancel and return to the previous page.</td></tr>
</table></td></tr>
</table>

- Click **Save** to save your work.
- Click **Cancel** to return to the previous screen.

Edit or delete district information

- Click **Edit** to open the **Add New District** window.
  - Click **Save** to save your work.
  - Click **Cancel** to return to the previous screen.
- Click **Delete** to delete the row. A confirmation message is displayed prompting you to continue.
  - Click **OK** to delete the row.
  - Click **Cancel** to return to the previous screen.

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https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
https://help.ascendertx.com/careerportal/doku.php/coop?rev=1488488220

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