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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 or edit coop information

Adding a new coop or editing an existing one is facilitated using the **Add New District** window.

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

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

Delete district information

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

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Permanent link:
https://help.ascendertx.com/careerportal/doku.php/coop?rev=1488488326

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