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# Coop Settings

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.

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.

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

Return to Admin Tools You can return to the Admin Tools page at any time by clicking **Admin Tools**.

Records Click **Records** to select the number of records to display.

## 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. |

## Delete district information

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

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

Permanent link:
**https://help.ascendertx.com/careerportal/doku.php/coop?rev=1488831842**

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