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Departments

The Departments page allows you to add, edit, and delete department information in your organization. A list of existing departments is displayed in a grid on this page. When you post a job or when you link a job position to a department, you will select a department created using this page.

Sort

Sort columns at any time by clicking on a column's heading. Click the heading once to sort the grid information in ascending order. Click the heading again to sort the grid information in descending order.

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**.

Add departments

New departments are added using the Department Details window. All fields are required when adding a department. Click Records to select the number of departments to display. To add a department:

Click Add New +. The Department Details window will open.

In the Department Name field, type the department's name.

In the Department Description field, type a description for the department.

In the Display Group field, type a group to which the department belongs.

In the Display Order field, type the order that the department should be listed in drop-down menus throughout the application. This field allows you to override the application's default alphabetical ordering.

Click Save Department to save the department.

Click Cancel to cancel.

Edit or delete departments

Click to open the Department Details window.

Click Save Department to save your changes.

Click Cancel to cancel the edit and return the row to its saved status.

Click to delete a row. A confirmation message is displayed prompting you to continue.

Click OK to delete the department.

Click Cancel to return to the Departments page.

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