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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.

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

- Click **Add New +** to open the **Department Details** window.

Field	Description
Department Name	Type the department's name.
Department Description	Type a description for the department.
Display Group	Type a group to which the department belongs.
Display Order	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.
- Cancel and return to the previous page.

Edit or delete departments

Field	Description
	Open the Department Details window.

- Click **Save Department** to save your changes.
- Cancel and return to the previous page.

Field	Description
	Delete a row. A confirmation message is displayed prompting you to continue.

- Cancel and return to the previous page.

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