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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 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.
- Click **Cancel** to return to the previous screen.

Edit or delete departments

Field	Description
	Open the **Department Details** window.

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

Field	Description
	Delete a 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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