

# Table of Contents

**Departments** ..... 1



# 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
<b>Department Name</b>	Type the department's name.
<b>Department Description</b>	Type a description for the department.
<b>Display Group</b>	Type a group to which the department belongs.
<b>Display Order</b>	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 <b>Department Details</b> window.

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

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

From:  
<https://help.ascendertx.com/careerportal/> - CP

Permanent link:  
<https://help.ascendertx.com/careerportal/doku.php/departments?rev=1488484242>

Last update: **2019/12/10 09:30**

