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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 |
|---|--|
|  | |
|  | Delete the row. A confirmation message is displayed prompting you to continue. OK: Delete the row. Cancel: Cancel and return to the previous page. |

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