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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**.

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

Add departments

New departments are added using the **Department Details** window. All fields are required when adding a department.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Add New
+ or
</td><td>Open the **Department Details** window.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Department Name</td><td>Type the department's name.</td></tr>
<tr><td>Department Description</td><td>Type a description for the department.</td></tr>
<tr><td>Display Group</td><td>Type a group to which the department belongs.</td></tr>
<tr><td>Display Order</td><td>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.</td></tr>
</table>
• Click Save Department to save the department.
•
Click Cancel to return to the previous screen.</td></tr>
</table>

Edit or delete departments

Field	Description
	Open the **@TITLE@ Details** window. • Click **Save @TITLE@** 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. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

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