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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 or edit departments

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

Field	Description										
Add New + or 	Open the Department Details window .										
	<table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <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> </tbody> </table>	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.
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<ul style="list-style-type: none"> Click Save Department to save the department. 											
Click Cancel to return to the previous screen.											

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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