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Departments

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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**.


**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										
<b>Add New</b> <b>+ or</b> 	Open the <a href="#">Department Details window</a> .										
	<table><tr><th>Field</th><th>Description</th></tr><tr><td><b>Department Name</b></td><td>Type the department's name.</td></tr><tr><td><b>Department Description</b></td><td>Type a description for the department.</td></tr><tr><td><b>Display Group</b></td><td>Type a group to which the department belongs.</td></tr><tr><td><b>Display Order</b></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>	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.
	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.									
<ul style="list-style-type: none"><li>• Click <b>Save Department</b> to save the department.</li><li>•</li></ul>											
Click <b>Cancel</b> to return to the previous screen.											

## Delete departments

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.

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