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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.

Basic Navigation See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

| Field | Description |
|--------------------------|--|
| Add New + or Edit | Open the Department Details window. |
| Name | The department name. |
| Description | The department description. |
| Display Group | The department Display Group. WHAT IS THIS AND DOES IT SHOW UP ANYWHERE ELSE? |
| Delete | 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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