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Position Form Link 1

Position Form Link

The Position Form Link page allows you to create and delete links between job positions and forms. A list of all linked forms and positions is displayed in a grid on this page. To add, edit, or delete job positions or forms on this grid, see Form Management or Job Positions, respectively.

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**.

Link job positions to forms

Use the Create Links section to create links between job positions and forms. You can sort, filter, and search using a variety of methods.

Field	Description
Positions	Select a job position to link a form to.
Forms	Select a form to link a job position to.
X	Remove a selected job position or form. You can also press BACKSPACE.

- Click **Link** to link the job position to the form.
- Click Clear All to simultaneously clear the Positions and Forms fields.
- Click **Cancel** to return to the previous screen.

View or search position and form links

Use the Linked Values section to view and search linked job positions and forms. You can sort, filter, and search using a variety of methods.

Field	Description
Position	Click **[vvv]** to select a position. A list of job positions matching the selected position is displayed.
Form field	Click **[vvv]** to select a form. A list of positions matching the selected form is displayed.

Delete position and form links

Field	Description
Delete	Delete the row. This deletes the link between the two columns for that row. **OK**: Delete the link. **Cancel**: Cancel and return to the previous page.

*Click **Delete** to delete the link between a job position and requirement. A confirmation message is displayed prompting you to continue.

- Click **OK** to delete the row.
- Click **Cancel** to return to the previous screen.

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