

Table of Contents

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.

- Click **Save Department** to save the department.
- Click **Cancel** to return to the previous screen.

From:
<https://help.ascendertx.com/careerportal/> - CP

Permanent link:
<https://help.ascendertx.com/careerportal/doku.php/general/departmentdetails>

Last update: **2022/02/07 15:30**

