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| 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?rev=1488488551**

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