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| 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. |

- 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=1575988301>

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