

# Table of Contents

**Job Positions** ..... 1



# Job Positions

The Job Positions page allows you to create, edit, and delete job positions for your organization. A list of existing job positions 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 position that is created using this page.

[The Position Name column can be sorted](#)

Sort columns at any time by clicking on a column's heading. Click the heading once to sort the grid information in ascending order. Click the heading again to sort the grid information in descending order.

[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**.

[Records](#) Click **Records** to select the number of records to display.

## Add or edit job positions

Job positions are added or edited using the **Add New Position** window.

Field	Description										
<b>Add New + or Edit</b>	Open the <a href="#">Add New Position window</a> .										
	<b>Add a new position</b>										
	Add pertinent information for the position.										
	<table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>Position Title</b></td> <td>Type the new job position's name.</td> </tr> <tr> <td><b>Position Description</b></td> <td>Type a description for the new job position.</td> </tr> <tr> <td><b>Add Position</b></td> <td>Save the new job position.</td> </tr> <tr> <td><b>Cancel</b></td> <td>Cancel and return to the previous page.</td> </tr> </tbody> </table>	Field	Description	<b>Position Title</b>	Type the new job position's name.	<b>Position Description</b>	Type a description for the new job position.	<b>Add Position</b>	Save the new job position.	<b>Cancel</b>	Cancel and return to the previous page.
	Field	Description									
	<b>Position Title</b>	Type the new job position's name.									
<b>Position Description</b>	Type a description for the new job position.										
<b>Add Position</b>	Save the new job position.										
<b>Cancel</b>	Cancel and return to the previous page.										

## Edit or delete job positions

- Click **Edit** to edit a row. The row will enter edit mode where all editable fields are underlined.
- Click on the field that you want to edit. An editor will open to make your edits.
  - Click **✓** to exit the editor with your edits.
  - Click **X** to exit the editor without your edits.
  - Click **Save** to save your work.

- Click **Cancel** to return to the previous screen.
- Click **Delete** to delete the row. A confirmation message is displayed prompting you to continue.
  - Click **OK** to delete the row.
  - Click **Cancel** to return to the previous screen.

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

Permanent link:  
<https://help.ascendertx.com/careerportal/doku.php/jobpositions?rev=1488488792>

Last update: **2019/12/10 09:31**

