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Position Department Link

The Position Department Link page allows you to create and delete links between job positions and departments. A list of all linked job positions and departments is displayed in a grid on this page. To add, edit, or delete job positions or departments on this grid, see [Job Positions](#) or [Departments](#), respectively.

Basic Navigation See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

Link jobs to departments

Use the **Create Links** section to create links between job positions and departments.

| Field | Description |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Positions | Select the job position to link a department to. Click the X to remove a selected job position. You can also press BACKSPACE. |
| Departments | Click [v] to select a department to link a job position to. Click the X to remove a selected department. You can also press BACKSPACE. |
| Field | Description |
| Link | Link the job position(s) to the department(s). |
| Clear All | Simultaneously clear the Positions and Departments fields. |
| Cancel | Return to the previous screen. |

View or search position and department links

Use the **Linked Values** section to view and search linked [job positions](#) and [departments](#).

Delete job and department links

| Field | Description |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delete | Delete the row. A confirmation message is displayed prompting you to continue. OK: Delete the row. Cancel: Cancel and return to the previous page. |

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