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Position Department Link 1

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.

[Return to Admin Tools](#) You can return to the [Admin Tools](#) page at any time by clicking **Admin Tools**.

Link jobs to departments

Use the **Create Links** section to create links between job positions and departments. You can click in each field and search the drop-down menu for job positions and departments, or you can begin typing in the auto-suggest field to dynamically search for a job position or department.

Field	Description
Positions	Select the job position to link a department to.
Departments	Click [vvv] to select a department to link a job position to.
X	Remove a selected job position or department. You can also press BACKSPACE.
Link	Link the job position to the department.
Clear All	Simultaneously clear the Positions and Departments fields.


- Click **Cancel** to 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. Columns can be [sorted](#) at any time by clicking on a column's heading. You can view and [search](#) linked positions and departments using the Search field or by using the [search boxes](#) and [drop-down menus](#) located within each column. Click **Records** to select the number of records to display.

Field	Description
Positions	Click [vvv] to select a position. A list of job positions matching the selected position is displayed.
Department	Click [vvv] to select a department. A list of job positions matching the selected department is displayed.

Delete job and department links

Field	Description
	Delete the link between a job position and department. A confirmation message is displayed prompting you to continue.

- Click **OK** to delete the row.
- Click **Cancel** to return to the previous screen.

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