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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.

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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