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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
<b>Positions</b>	Select the job position to link a department to.
<b>Departments</b>	Click <b>[vvv]</b> to select a department to link a job position to.
<b>X</b>	Remove a selected job position or department. You can also press BACKSPACE.
<b>Link</b>	Link the job position to the department.
<b>Clear All</b>	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
<b>Positions</b>	Click <b>[vvv]</b> to select a position. A list of job positions matching the selected position is displayed.
<b>Department</b>	Click <b>[vvv]</b> to select a department. A list of job positions matching the selected department is displayed.

## Delete job and department links

Field	Description
	Delete the row. A confirmation message is displayed prompting you to continue. <b>OK:</b> Delete the row. <b>Cancel:</b> Cancel and return to the previous page.

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

Permanent link: <https://help.ascendertx.com/careerportal/doku.php/positiondepartmentlink?rev=1488484492>

Last update: 2019/12/10 09:30

