

# Table of Contents

**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
<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.
Field	Description
<b>Link</b>	Link the job position(s) to the department(s).
<b>Clear All</b>	Simultaneously clear the Positions and Departments fields.
<b>Cancel</b>	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.

**Records** Click **Records** to select the number of records to display.

## 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=1488549938>

Last update: **2019/12/10 09:30**

