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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**.

Columns on the Position Department Link page

Field	Description
Position	The name of the position.
Department	The name of the department to which the position is linked.
Description	A description of the row.

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 job position. 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.

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. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

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