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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**.

## Columns on the Position Department Link page

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

## Link jobs to departments

Use the **Create Links** section to create links between job positions and departments.


Field	Description
<b>Positions</b>	Select the job position to link a department to. Click the <b>X</b> to remove a selected job position. You can also press BACKSPACE.
<b>Departments</b>	Click [ <b>v</b> ] to select a department to link a job position to. Click the <b>X</b> to remove a selected department. You can also press BACKSPACE.
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](#).

[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.

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