

# Table of Contents

**Requirements** ..... 1



# Requirements

The Requirements page allows you to create, delete, and edit job requirements associated with specific job positions. A list of existing requirements is displayed in the grid on this page. When you post a job or when you link a job requirement to a job position, you will select a job requirement created using this page.

## Sort columns

Sort columns at any time by clicking on a column's heading. Click the heading once to sort the grid information in ascending order. Click the heading again to sort the grid information in descending order.

**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**.


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


## Add or edit job requirements

Job requirements are added or edited using the **Requirement Details** window. All fields are required when adding a job requirement.

Field	Description	
<b>Add New + or Edit</b>	Open the <a href="#">Requirement Details window</a>	
	<b>Fields</b>	<b>Description</b>
	<b>Requirement Name</b>	Type the job requirement's name.
	<b>Description</b>	Type a description for the job requirement.
	<b>Save Requirement</b>	Save the job requirement.
	<b>Cancel</b>	Cancel and return to the previous page.

## Edit or delete requirements

Field	Description
	Open the <b>@TITLE@ Details</b> window. <ul style="list-style-type: none"> <li>Click <b>Save @TITLE@</b> to save your changes.</li> <li>Click <b>Cancel</b> to return to the previous screen.</li> </ul>

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/requirements?rev=1488489135>

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

