# 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 | |
|---|---|---|
| **Add New + or Edit** | Open the Requirement Details window | |
| | **Fields** | **Description** |
| | **Requirement Name** | Type the job requirement's name. |
| | **Description** | Type a description for the job requirement. |
| | **Save Requirement** | Save the job requirement. |
| | **Cancel** | Cancel and return to the previous page. |

## Edit or delete requirements

| Field | Description |
|---|---|
|  | Open the **@TITLE@ Details** window.<br>•<br>Click **Save @TITLE@** to save your changes.<br>•<br>Click **Cancel** to return to the previous screen. |

| Field | Description |
| --- | --- |
|  | Delete the row. A confirmation message is displayed prompting you to continue.<br>**OK**: Delete the row.<br>**Cancel**: 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**