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# Groups

Create, edit, and delete groups of users.

Field	Description
<b>Add New+ or Edit</b>	Open the <a href="#">Add/Edit Groups</a> page.
<b>Group Name</b>	The group's name.
<b>Description</b>	The group's description.
<b>Default</b>	<b>HOW CAN THERE BE MULTIPLE DEFAULTS??</b>
<b>Delete</b>	Delete the group.

The following groups are available:

Group	Description
<b>Applicant</b>	End User. Anyone who uses the application to search and apply for jobs as well as maintain a personal profile.
<b>Job Poster</b>	This group gives members the ability to post new jobs. Members of this group should also be members of the Managers Group.
<b>Managers</b>	Anyone involved in the hiring process. Posts can be shared with these users, such that they can review applicants that have applied for positions which have been shared with them.
<b>Administrators</b>	Has the same access as a Manager, plus access to some of the Admin Tools.
<b>Super Admin</b>	This group has access to everything.
<b>Developers</b>	Highest level of access. Reserved for Developers only.

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Permanent link:

<https://help.ascendertx.com/careerportal/doku.php/groups?rev=1575565541>

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