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# Users Group Link

The Users Groups Link page allows you to create and delete links between [users](#) and groups. A list of all linked users and groups is displayed in a grid on this page. See [Users](#) to add, edit, or delete users on this page. You are redirected to this page if you created and saved a new user on the [Users](#) page.

[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**.

## Link users to groups

Use the Create Links section to create links between users and groups. You can [sort](#), [filter](#), and [search](#) using a variety of methods.

| Field            | Description  |   |
|------------------|--|---|
| <b>Users</b>     | Select a user to link a group to.  |   |
| <b>Groups</b>    | Select a group to link a user to. Click the <b>X</b> to remove a selected group. You can also press BACKSPACE. |   |
|                  | <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 literally has access to everything.  |
|                  | <b>Developers</b>  | Highest level of access. Reserved for Developers only.  |
| <b>X</b>         | Remove a selected user or group. You can also press BACKSPACE.   |   |
| <b>Clear All</b> | Simultaneously clear the <b>Users</b> and <b>Groups</b> fields.  |   |

- Click **Link** to link a user to a group.
- Cancel and return to the previous page.

Click **Add User +** to add a new user using the Add/Edit Users page. See [Add/Edit Users](#) for more information.

## View or search user and group links

Use the **Linked Values** section to view and search linked [users](#) and [groups](#). You can [sort](#), [filter](#), and [search](#) using a variety of methods.

[Records](#) Click **Records** to select the number of records to display.

| Field             | Description   |
|-------------------|---|
| <b>User field</b> | Click <b>[vvv]</b> to select a user name. A list of users matching the typed data is displayed. |
| <b>Group</b>      | Click <b>[vvv]</b> to select a group. A list of users matching the selected group is displayed. |

## Delete user and group links

- Cancel and return to the previous page.

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