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Users Group Link 1

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	
Users	Select a user to link a group to.	
Groups	Select a group to link a user to. Click the **X** to remove a selected group. You can also press BACKSPACE.	
	Applicant	End User. Anyone who uses the application to search and apply for jobs as well as maintain a personal profile.
	Job Poster	This group gives members the ability to post new jobs. Members of this group should also be members of the Managers Group.
	Managers	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.
	Administrators	Has the same access as a Manager, plus access to some of the Admin Tools.
	Super Admin	This group literally has access to everything.
	Developers	Highest level of access. Reserved for Developers only.
X	Remove a selected user or group. You can also press BACKSPACE.	
Clear All	Simultaneously clear the **Users** and **Groups** fields.	

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

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

Field	Description
User field	Click **[vvv]** to select a user name. A list of users matching the typed data is displayed.
Group	Click **[vvv]** to select a group. A list of users matching the selected group is displayed.

Delete user and group links

- Click **Delete** to delete the row. A confirmation message is displayed prompting you to continue.
  - Click **OK** to delete the row.
  - Click **Cancel** to return to the previous screen.

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
https://help.ascendertx.com/careerportal/doku.php/usersgroupslink?rev=1488476626

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