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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.
- 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.

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

Field	Description
<b>Delete</b>	Delete the row. This deletes the link between the two columns for that row. <b>OK:</b> Delete the link. <b>Cancel:</b> Cancel and return to the previous page.

From:

<https://help.ascendertx.com/careerportal/> - CP



Permanent link:

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