

Table of Contents

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. | |
| Field | Description | |
| Clear All | Simultaneously clear the Users and Groups fields. | |
| Link | Link a user to a group. | |
| Cancel | Return to the previous screen. | |
| Add User + | Add a new user using the Add/Edit Users page. See Add/Edit Users for more information. | |

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 |
|-------------------|---|
| 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

| Field | Description |
|---------------|--|
| Delete | Delete the row. This deletes the link between the two columns for that row. OK: Delete the link. Cancel: Cancel and return to the previous page. |

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