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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**.

Columns on the Users Groups Link page

Field	Description
User	The user's username.
Group	The name of the group to which the user is linked.
Description	A description of the row.

Link users to groups

Use the Create Links section to create links between users and groups.

Field	Description	
Users	Select a user to link a group to. Click the **X** to remove a selected job position. You can also press BACKSPACE.	
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.

View or search user and group links

Use the **Linked Values** section to view and search linked users and groups.

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

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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