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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**.

## Columns on the Users Groups Link page

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

## Link users to groups

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

Field	Description												
<b>Users</b>	Select a user to link a group to. Click the <b>X</b> to remove a selected job position. You can also press BACKSPACE.												
<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.												
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Field	Description												
<b>Clear All</b>	Simultaneously clear the <b>Users</b> and <b>Groups</b> fields.												
<b>Link</b>	Link a user to a group.												
<b>Cancel</b>	Return to the previous screen.												
<b>Add User +</b>	Add a new user using the Add/Edit Users page. See <a href="#">Add/Edit Users</a> 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
<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

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