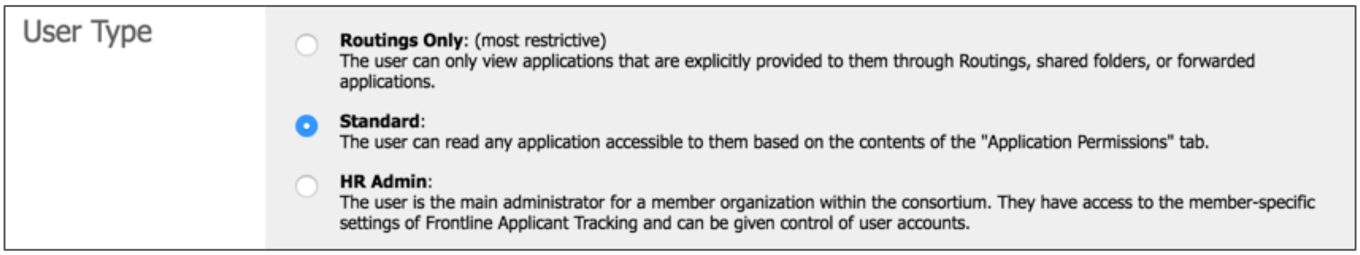
This QuickStart Guide explains how to create a user when assigned as an HR Admin. You can determine a user's setup by going to **Home** > **Users** > **Create a New User**.

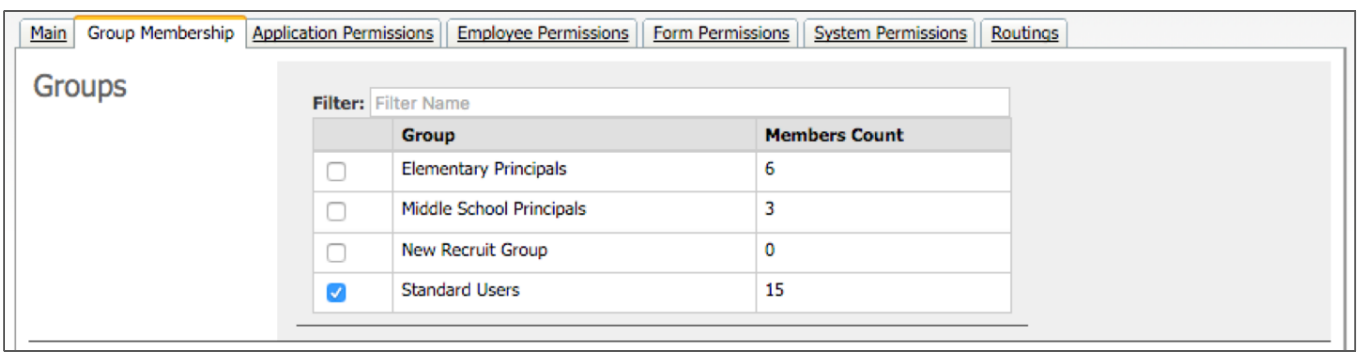
MAIN

Complete the sections for "Login Info," "User Type," and "Employee Information." Provide the person with an ID and password, assign them as a Routings Only, Standard, or HR Admin, and add additional details such as a name, email, and department.



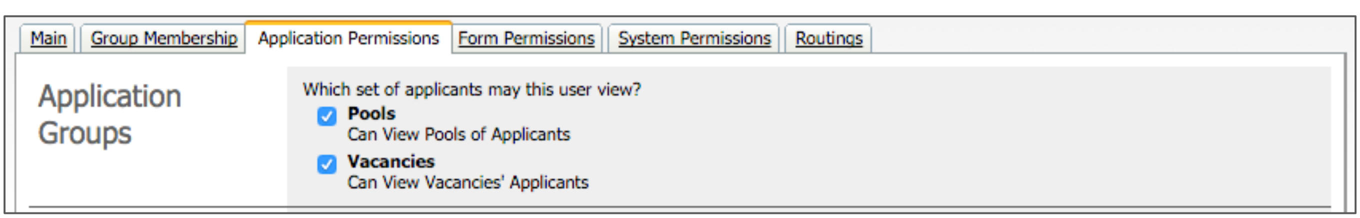
GROUP MEMBERSHIP

Use this section to control permissions for each user assigned to a group. You can create a group with a specific permission and assign any people which require those same permissions.



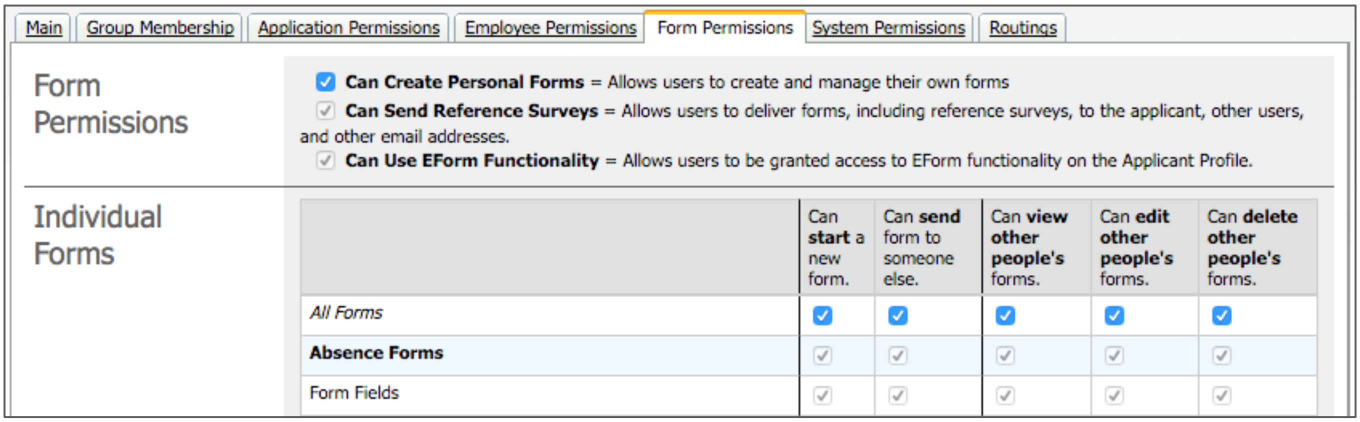
APPLICATION PERMISSIONS

Customize which applications a Standard user can view. Determine the visibility for "Application Groups," "Category Permissions," "Location Permissions," "Selection Pipeline Permissions," and "Custom Permissions."



FORM PERMISSIONS

Provide the person access to create personal forms, send reference surveys, and have EForm functionality. Then, choose which forms the user can access and specify how the user can take action.



SYSTEM PERMISSIONS

Assign permissions related to your system, applicant interviews, applicant materials, applicant tools, and requisitions. Take note, the options within this tab differ for user types.

ROUTINGS

You can route an application submitted to vacancies or position types to a designated user. Use this tab to determine these permissions and the assigned vacancy or position type(s). Take note, you can have the applicant tracking system email this user every time an applicant submits for a vacancy or position that is routed to them and you can send this person any files attached to the routing.