

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.

User Type

- Routings Only:** (most restrictive)
The user can only view applications that are explicitly provided to them through Routings, shared folders, or forwarded applications.
- Standard:**
The user can read any application accessible to them based on the contents of the "Application Permissions" tab.
- HR Admin:**
The user is the main administrator for a member organization within the consortium. They have access to the member-specific settings of Frontline Applicant Tracking and can be given control of user accounts.

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.

Main
Group Membership
Application Permissions
Employee Permissions
Form Permissions
System Permissions
Routings

Groups

Filter:

| | Group | Members Count |
|-------------------------------------|--------------------------|---------------|
| <input type="checkbox"/> | Elementary Principals | 6 |
| <input type="checkbox"/> | Middle School Principals | 3 |
| <input type="checkbox"/> | New Recruit Group | 0 |
| <input checked="" type="checkbox"/> | Standard Users | 15 |

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.”

Main
Group Membership
Application Permissions
Form Permissions
System Permissions
Routings

Application Groups

Which set of applicants may this user view?

- Pools**
Can View Pools of Applicants
- Vacancies**
Can View Vacancies' Applicants

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.

| | | | | | | |
|---|---------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <p>Form Permissions</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Can Create Personal Forms = Allows users to create and manage their own forms <input checked="" type="checkbox"/> Can Send Reference Surveys = Allows users to deliver forms, including reference surveys, to the applicant, other users, and other email addresses. <input checked="" type="checkbox"/> Can Use EForm Functionality = Allows users to be granted access to EForm functionality on the Applicant Profile. | | | | | | |
| Individual Forms | | Can start a new form. | Can send form to someone else. | Can view other people's forms. | Can edit other people's forms. | Can delete other people's forms. |
| | All Forms | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Absence Forms | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Form Fields | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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.

| | |
|---------------------------|---|
| System Permissions | <ul style="list-style-type: none"> <input type="checkbox"/> Can Use Tools Allows users to use system level Tools (everything in the Tools tab). <input type="checkbox"/> Can Use Setup Allows users to control system tables (everything in the Setup tab). <input type="checkbox"/> Can Control Users If selected, this user will have access to the Users tab and will be able to modify user passwords and permissions |
|---------------------------|---|

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.

| | |
|--|---|
| <p>Main Group Membership Application Permissions Employee Permissions Form Permissions System Permissions Routing</p> | |
| <p>Route Submitted Applications to tardis@gmail.com for the Following Vacancies and Positions</p> | |
| Routed Vacancies Only active vacancies may be routed Group By Location | <p>Filter: <input type="text" value="Filter Vacancies"/></p> |
| | <p><input type="checkbox"/> Administration Should Email?</p> |
| | <p><input type="checkbox"/> Job Code: 1272 - Assistant Principal - <input type="radio"/> Yes <input type="radio"/> No</p> |
| | <p><input type="checkbox"/> Job Code: 1170 - Middle School Principal - Norton Middle <input type="radio"/> Yes <input type="radio"/> No</p> |

