Managing Users & Locations



What are the various User roles and permissions?

Company Owner

Position: Only Franchise Owner - could potentially service as front line support for staff

Permissions: User has access to manage all user profiles & roles, system features, and settings for this company

Responsibility: Managing users, jobs, application, onboarding, and scheduling details

Hiring Manager

Position: Salon Managers and/or anyone who takes initial interviews

Permissions / Responsibilities: Review incoming candidates, take interviews, schedule second

interviews, send offers

Full Users

Position: Employees like an Accounting Office or Operations Leader that need to see candidates, or act as an alternate interviewer

Permissions: Review incoming candidates, take interviews, schedule second interviews, send offers

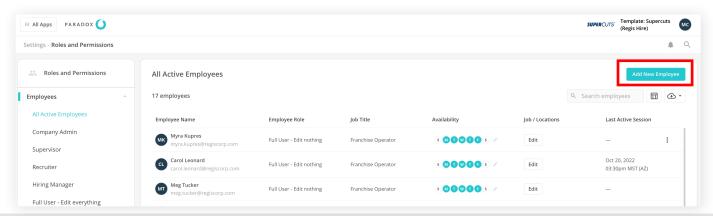
How do I manage Users?

How do I add Users?

- 1. Navigate to All Apps > Settings > Roles and Permissions
- 2. Click "Add New Employee"
- 3. Fill out user information
- 4. Save

How do I remove Users?

- 1. All Apps > Settings > Roles and Permissions
- 2. Click ellipses to the right of user's name
- 3. Deactivate user



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How do I manage locations?

Adding a User to a Location

After a user is added, a company admins should assign the user to the location(s) they need to view candidates for. Users can only view candidates that have applied for locations they're assigned too.

- All Apps > Settings > Location Management
- Add users to the folders or locations they manage
 - Please note: Adding a user to a folder will provide that user access to all locations in the folder

