



## Webrecruit ATS Feature Sheet

### Permission Profile Groups

Managing the permissions of a large number of users can be difficult and time consuming. To help make your lives easier, Webrecruit ATS is introducing Permission Profile Groups - allowing you to control the permissions of groups of users in one go, including the permissions a new user inherits when first set up.

The screenshot shows a list of Permission Profile Groups. Each group has a name, a description, and a 'Create New' button. The 'Hiring Manager' group is expanded to show two sub-groups: 'Hiring Manager - Interviewers' (Assigned to 2 Users) and 'Hiring Manager - Not Interviewers' (Assigned to 3 Users). Each sub-group has an 'Edit' button, a 'Delete' button, and a 'New User Default' radio button.

Group Name	Description	Assigned to	Actions
Employee			Create New
Hiring Manager			Create New
Hiring Manager - Interviewers	Hiring Managers who book their own interviews	Assigned to 2 Users	Edit, Delete, New User Default
Hiring Manager - Not Interviewers	Shortlisting panel members - no interview booking	Assigned to 3 Users	Edit, Delete, New User Default
HR User			Create New
Super User			Create New

Whilst users can still have their own unique set of permissions when required, setting a default for each user archetype will allow you to quickly add new users to Webrecruit ATS, preconfigured with your preferred set of permissions.

The screenshot shows the 'Access Settings' interface. It has tabs for 'Employee', 'Hiring Manager', 'HR User', and 'Super User'. The 'Hiring Manager' tab is selected. Below the tabs, there is a 'Permission Settings' section with a 'Set Permission Profile Group' dropdown menu set to 'Hiring Manager - Interviewers'. The settings are organized into three columns of toggle switches:

Setting	Status
Job Aggregator Posting	OFF
Report Scheduling	OFF
Talent Pool	OFF
Interview Scheduler	ON
All Score Visibility	OFF
Reporting and Analytics	OFF
Agency Portal	OFF
Onboarding	OFF
Candidate Profile	ON
Job Creation	OFF
Report Sharing	OFF
Webrecruit Account Manager Alert	OFF
View Prospects	ON
Submit Referrals	ON

At the bottom, there are 'Create User' and 'Cancel' buttons.

For existing users who are a member of a Permission Profile Group, permission updates can be applied to all by simply updating the permissions of the group. For example, if you are rolling out our popular Job Requisition module, you'll now be able to enable it for all members of a group at a single command.