

# PCRecruiter Permissions

The Recruiter/Users area of PCRecruiter allows the administrator to limit the database access of PCRecruiter system users. To edit permissions, click to the right of the permission to be altered, then click the three-dotted button that appears. Use the chart below as a guide to alter the permissions as necessary. Save the user record when changes are complete.

<p><b>Administrator</b> This area designates user permissions for major system access. Setting this item to 1 ignores all permissions listed below.</p>	<p><b>0 - No Permission</b> - User has no administrative rights.  <b>1 - Entire System</b> - overrides all other permissions  <b>2 - User Records &amp; Data Locations</b> - User may edit only the User accounts and locations of databases  <b>3 - Data Locations</b> - User may administer database locations only  <b>4 - PCRecruiter ADMIN</b> - Normal non-administrative rights plus access to secured Details fields.</p>
<p><b>Companies</b> This area designates user access to Company Records</p>	<p><b>0 - Read Only</b> - User may view but not edit records  <b>1 - Add, Save, Delete</b> - full access to records  <b>2 - Add, Save</b> - User may create and edit but not remove records  <b>3 - Save</b> - User may only edit existing records</p>
<p><b>Company Attributes</b> This area designates user access to Company Notes/Keywords</p>	<p><b>0 - No Permission</b> - User cannot use this area  <b>1 - Add, Save</b> - User may create and edit Notes  <b>2 - Add</b> - User may create but not edit Notes  <b>3 - Read Only</b> - User may view but not edit Notes</p>
<p><b>Company Activities</b> This area designates user access to Company Activity Records</p>	<p><b>0 - No Permission</b> - User cannot use this area  <b>1 - Add, Save, Delete</b> - full access to this area  <b>2 - Add, Save</b> - User may create and edit but not remove activities  <b>3 - Save</b> - User may only edit existing activities  <b>4 - Read Only</b> - User may view but not edit activities</p>
<p><b>Company Text Search</b> This area designates user access to searching Company Notes/Keywords</p>	<p><b>0 - No Permission</b> - User cannot use Company Search on Search Tab  <b>1 - Full Permission</b> - User may use Company Search on Search Tab</p>
<p><b>Company List</b> This area designates user access to the Company List feature on the Search Tab</p>	<p><b>0 - No Permission</b> - User cannot use Company List on Search Tab  <b>1 - Full Permission</b> - User may use Company List on Search Tab</p>
<p><b>Change Company</b> This area designates the user's ability to alter a Name's company association</p>	<p><b>0 - No Permission</b> - User cannot move Names to a new Company.  <b>1 - Full Permission</b> - User may move Names to a new Company.</p>
<p><b>Names</b> This area designates user access to Name Records</p>	<p><b>0 - No Permission</b> - User cannot use this area  <b>1 - Add, Save, Delete</b> - full access to Names  <b>2 - Add, Save</b> - User may create and edit but not remove records  <b>3 - Save</b> - User may only edit existing Names  <b>4 - Read Only</b> - User may view but not edit Names</p>
<p><b>Names Attributes</b> This area designates user access to Name record Notes</p>	<p><b>0 - No Permission</b> - User cannot use this area  <b>1 - Add, Save</b> - User may create and edit Notes  <b>2 - Add</b> - User may create but not edit Notes  <b>3 - Read Only</b> - User may view but not edit Notes</p>
<p><b>Names Activities</b> This area designates user access to Name Activity Records</p>	<p><b>0 - No Permission</b> - User cannot use this area  <b>1 - Add, Save, Delete</b> - full access to this area  <b>2 - Add, Save</b> - User may create and edit but not remove activities  <b>3 - Save</b> - User may only edit existing activities  <b>4 - Read Only</b> - User may view but not edit activities</p>
<p><b>Names Text Search</b> This area designates user access to Resume/Notes/Summary searching</p>	<p><b>0 - No Permission</b> - User cannot use Names Search on Search Tab  <b>1 - Full Permission</b> - User may use Names Search on Search Tab</p>

<p><b>Names List</b> This area designates user access to the Name List feature on the Search Tab</p>	<p><b>0 – No Permission</b> – User cannot use Names List on Search Tab <b>1 – Full Permission</b> – User may use Names List on Search Tab</p>
<p><b>Resumes</b> This area designates user ability to edit and create resumes.</p>	<p><b>0 – No Permission</b> – User cannot use Resumes <b>1 – Full Permission</b> – User may use Resumes <b>2 – Read Only</b> – User may view but not edit resumes</p>
<p><b>Positions</b> This area designates user access to Job Order/Requisition records</p>	<p><b>0 – No Permission</b> – User cannot use this area <b>1 – Add, Save, Delete</b> – full access to Positions <b>2 – Add, Save</b> – User may create and edit but not remove Positions <b>3 – Save</b> – User may only edit existing Positions <b>4 – Read Only</b> – User may view but not edit Positions</p>
<p><b>Position Details</b> This area designates user access to Custom Fields for Job records</p>	<p><b>0 – No Permission</b> – User cannot use this area <b>1 – Add, Save</b> – User may create and edit Position Custom Fields <b>2 – Add</b> – User may create but not edit Position Custom Fields <b>3 – Read Only</b> – User may view but not edit Position Custom Fields</p>
<p><b>Position Activities</b> This area designates user access to Activity Records for Jobs</p>	<p><b>0 – No Permission</b> – User cannot use this area <b>1 – Add, Save, Delete</b> – full access to this area <b>2 – Add, Save</b> – User may create and edit but not remove activities <b>3 – Save</b> – User may only edit existing activities <b>4 – Read Only</b> – User may view but not edit activities</p>
<p><b>Position Text Search</b> This area designates user access to Job Order searching on the Search Tab</p>	<p><b>0 – No Permission</b> – User cannot use Names Search on Search Tab <b>1 – Full Permission</b> – User may use Names Search on Search Tab</p>
<p><b>Position List</b> This area designates user access to the Job List feature on the Search Tab</p>	<p><b>0 – No Permission</b> – User cannot use Position List on Search Tab <b>1 – Full Permission</b> – User may use Position List on Search Tab</p>
<p><b>Auto Matching</b> This area designates user access to the Auto Match feature</p>	<p><b>0 – No Permission</b> – User cannot use Auto Matching <b>1 – Full Permission</b> – User may use Auto Matching</p>
<p><b>Commissions</b> This area designates user access to the Commissions feature</p>	<p><b>0 – No Permission</b> – User cannot use Commissions area <b>1 – Full Permission</b> – User may use Commissions area <b>2 – Read Only</b> – User may view but not edit Commissions area</p>
<p><b>Share Schedule</b> This area designates whether the user's schedule is shared or private</p>	<p><b>0 – Do Not Share Schedule</b> <b>1 – Share Schedule</b></p>
<p><b>Scheduling</b> This area designates user access to the scheduling area. Activities may still be placed on schedule from the Activity area if enabled, but they are not viewable.</p>	<p><b>0 – No Permission</b> – User cannot use this area <b>1 – Add, Save, Delete</b> – full access to this area <b>2 – Add, Save</b> – User may create and edit but not remove scheduled items <b>3 – Save</b> – User may only edit existing scheduled items <b>4 – Read Only</b> – User may view but not edit scheduled items</p>
<p><b>Auditing Reports</b> This area designates user access to auditing reports.</p>	<p><b>0 – No Permission</b> – User cannot create Auditing Reports <b>1 – Full Permission</b> – User may create Auditing Reports</p>
<p><b>Rollup List</b> This area designates user access to Rollup/Hot Lists</p>	<p><b>0 – No Permission</b> – User cannot use Rollups <b>1 – Full Permission</b> – User may create Rollups <b>2 – Change Status, Move, Copy, Add Lists</b> – Full access to rollups except for deleting, printing and exporting items. <b>3 – Change Status</b> – User may only change status of rollup members, cannot delete, print or export. <b>4 – Read Only</b> – Users may read but not edit, print, delete or export from rollups.</p>

<p><b>Main Reports</b> This area designates user access to Database Reports</p>	<p><b>0 – No Permission</b> – User cannot create reports  <b>1 – Full Permission</b> – User may create reports  <b>2 – All Except Pocket Reports</b> – User may create all reports except pocket lists  <b>3 – Single Name or Company Only</b> – User may only print reports for one record at a time</p>
<p><b>Position Reports</b> This area designates user access to the Job report features</p>	<p><b>0 – No Permission</b> – User cannot create reports  <b>1 – Full Permission</b> – User may create reports  <b>2 – Single Order Only</b> – User may only print reports for one record at a time</p>
<p><b>Interviews</b> This area designates user access to the Sendouts/Interview records</p>	<p><b>0 – No Permission</b> – User cannot use this area  <b>1 – Add, Save, Delete</b> – full access to this area  <b>2 – Add, Save</b> – User may create and edit but not remove interviews/sendouts  <b>3 – Save</b> – User may only edit existing interviews/sendouts  <b>4 – Read Only</b> – User may view but not edit interviews/sendouts</p>
<p><b>Keyword Tables</b> This area designates user access to the tables used for the Keywords in Notes. These tables are handled on the System Tab</p>	<p><b>0 – No Permission</b> – User cannot use this area  <b>1 – Add, Save, Delete</b> – full access to this area  <b>2 – Add, Save</b> – User may create and edit but not remove items from keyword tables  <b>3 – Save</b> – User may only edit existing items in keyword tables  <b>4 – Read Only</b> – User may view but not edit items in keyword tables</p>
<p><b>SQL Workbench</b> This area designates user access to the SQL Workbench tool. This area should only be handled by qualified SQL users.</p>	<p><b>0 – No Permission</b> – User cannot use SQL workbench  <b>1 – Full Permission</b> – User may use SQL Workbench  <b>2 – Recordset Only</b> – User may view and edit data but not run delete, insert and other potentially destructive operations  <b>3 – Recordset Read Only</b> – User may view records but not edit or delete them.</p>
<p><b>Form Letters</b> This area designates user access to the mass mail/email features.</p>	<p><b>0 – No Permission</b> – User cannot use form letters  <b>1 – Full Permission</b> – User may use form letters  <b>2 – Single Order Only</b> – User may use existing form letters, but may not edit, delete or create them.</p>
<p><b>Custom Fields</b> This area designates user access to the custom fields used in the Details button areas.</p>	<p><b>0 – No Permission</b> – User cannot use Details/Custom Fields  <b>1 – Add, Save, Delete</b> – full access to Details/Custom Fields  <b>2 – Add, Save</b> – User may create and edit but not remove Details/Custom Field information  <b>3 – Save</b> – User may only edit existing Details/Custom Field information  <b>4 – Read Only</b> – User may view but not edit Details/Custom Field information</p>
<p><b>Synchronization</b> This area designates user access to the Synchronization features. This ability is only for Access databases and is not supported or guaranteed by Main Sequence Technologies.</p>	<p><b>0 – No Permission</b> – User may not import/export changes  <b>1 – Import/Export Changes</b> – User may fully utilize database synchronization  <b>2 - Export Changes Only</b> – User may mass export changes, but not mass import.  <b>3 - Import Changes Only</b> - User may mass import changes, but not mass export.</p>
<p><b>Data Transfer</b> This area designates user access to the Import/Export button of the System Tab.</p>	<p><b>0 – No Permission</b> – User may not import/export data  <b>1 – Import/Export Records</b> – User may fully utilize mass import and export features  <b>2 - Export Records Only</b> – User may mass export data, but not mass import.  <b>3 - Import Records Only</b> - User may mass import data, but not mass export.</p>
<p><b>Name Groups</b></p>	<p><i>FEATURE INOPERATIVE – IGNORE</i></p>
<p><b>Email Manager</b> This area designates user access to the Email Manager feature</p>	<p><b>0 – No Permission</b> – User may not use Email Manager  <b>1 – Full Permission</b> – User may use Email Manager  <b>2 – User Name Only</b> - User may use Email Manager in relation to emails associated with their login only</p>
<p><b>Revenue Boards</b> This area designates user access to the Revenue Boards area.</p>	<p><b>0 – No Permission</b> – User may not use Revenue Boards  <b>1 – Full Permission</b> – User may use Revenue Boards  <b>2 – User Name Only</b> - User may use Revenue Boards in relation to items associated with their login only</p>