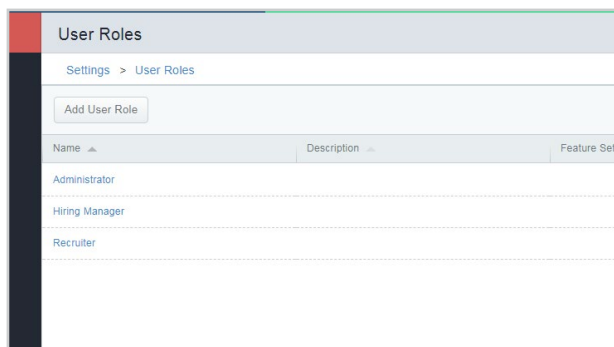


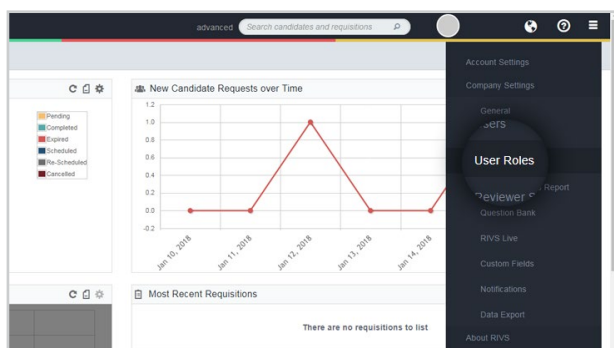
# USER ROLE GUIDE

This guide will cover the differences in user roles in your RIVS account. Please note, you must be an account administrator to make changes to your account's user roles.



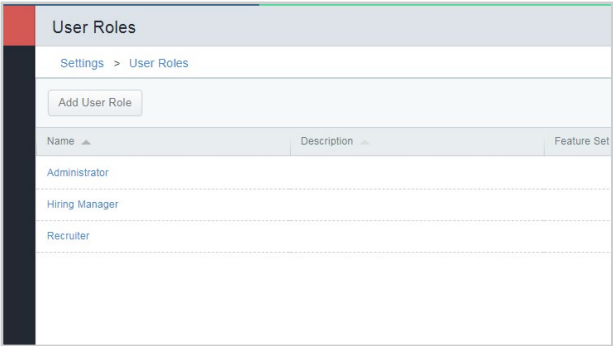
**1** When adding a new user to your RIVS account, you can select from, or create new user roles. Different user roles have different privileges or permissions that are granted to that role.

- **Administrator** – Highest Level Access
- **Recruiter** – Medium Access Level
- **Manager** – Lowest Access Level

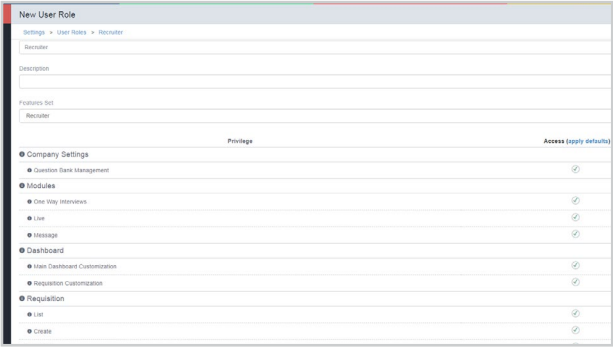


**2** To navigate to your user roles, select the menu icon in the top right corner, choose Company Settings, and click on the User Role option.

# User Role Guide



3 Click on each role (Administrator, Manager or Recruiter) to see what privileges or permissions are granted to that user role.



4 Deselect/select the checkbox next to each setting to disable/enable the permission for the selected role. To view a description of each permission, hover over the “i” icon next to each permission title.