Reschedge Support

Managing Users and Teams in Reschedge

Last Modified on 02/26/2019 10:21 am EST

Reschedge allows your entire team to operate under one centralized Reschedge account. Reschedge allows you to model your HR departments as teams of recruiters, enabling a layer of access control over the Interviews each Team member has access to, and which Templates they can use.

User roles

Users in Reschedge can have one of three roles: Account Admins, Members, and Non-scheduling Users. These three different roles have different privileges in the system. Learn more about the difference between Account Admins vs. Members vs. Non-scheduling Users

Managing Users and Teams

As an Account Admin, you can easily:

- Add new Users: Account Admins can add new Users to join their organization's Reschedge account . New Users will receive an email invitation to join Reschedge. New Users can be Account Admins, Members, or Non-scheduling Users .

- Edit existing Users: Account Admins can edit User roles and activate/deactivate Users. Learn more about Editing existing Users

- Created and Edit new Teams: Account Admins can form multiple Teams, so Interviews would be visible and accessible to Team members only. Learn more about Creating and editing Teams