

# Restrict Access for Internal Users

## Overview

Updated 04/19/2021

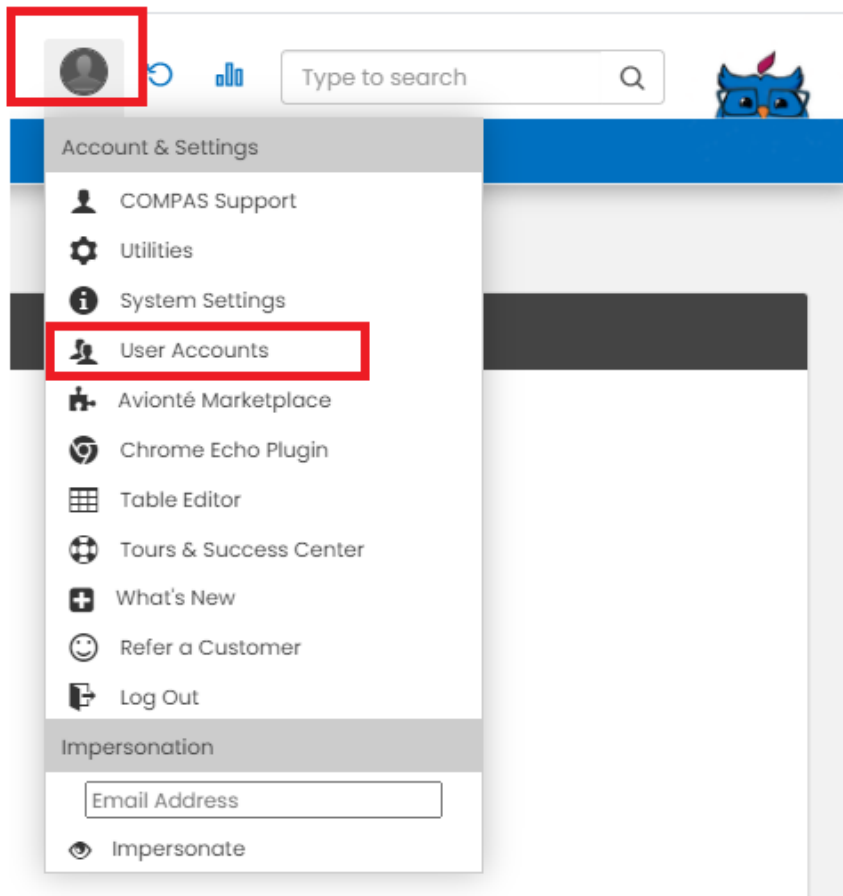
- Preventing Internal Users from seeing Internal salaries
- Examples of what Users see (or don't see) when restricted

*Verify that there is an Internal Office listed*

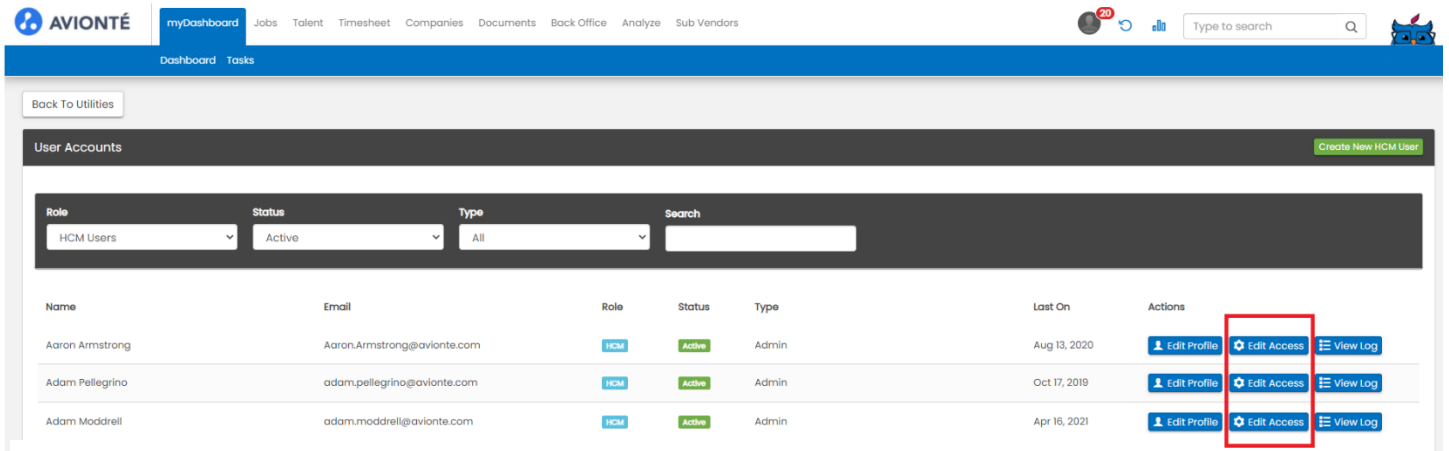
*If not, please reach out to your Account Manager*

## Restricting Access to Office(s) for a User

1. Go to Account & Settings
2. Click on 'User Accounts'

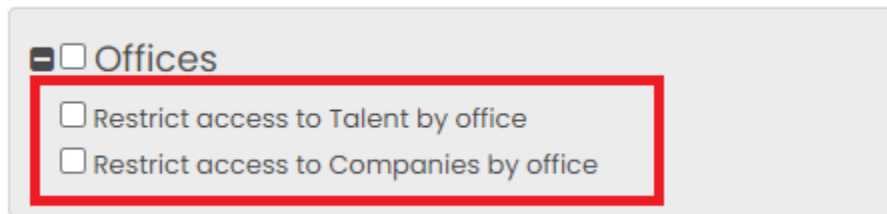


3. Click 'Edit Access' next to the User you want to update

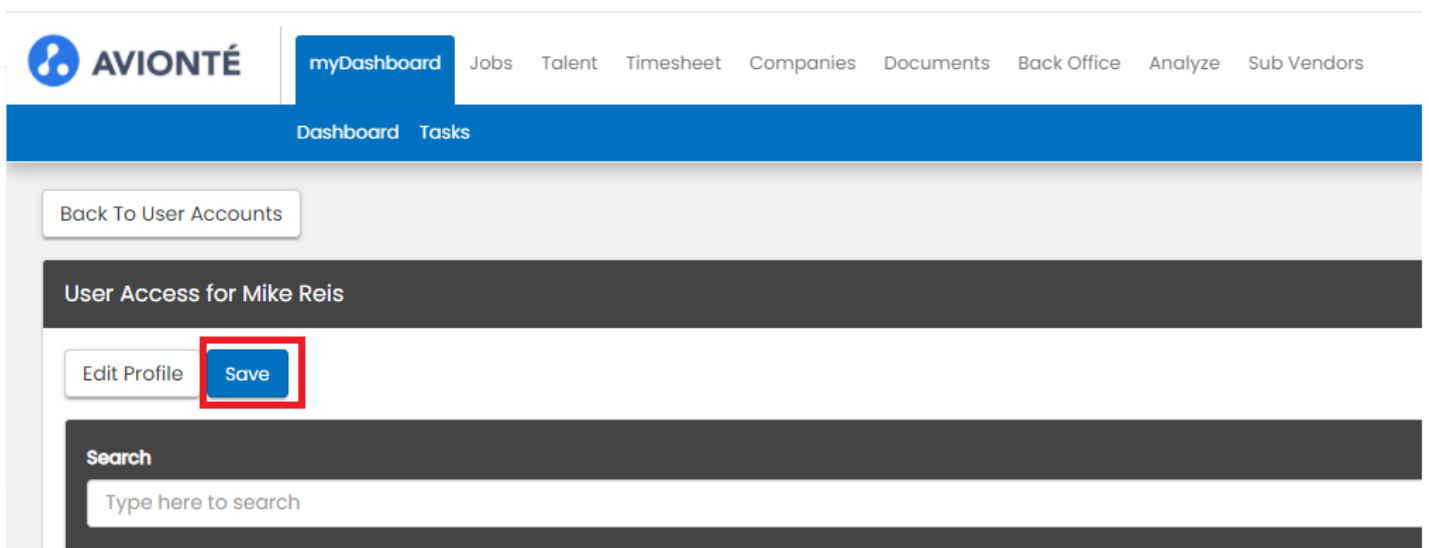


4. Go to the Offices section and choose one (or both) options:

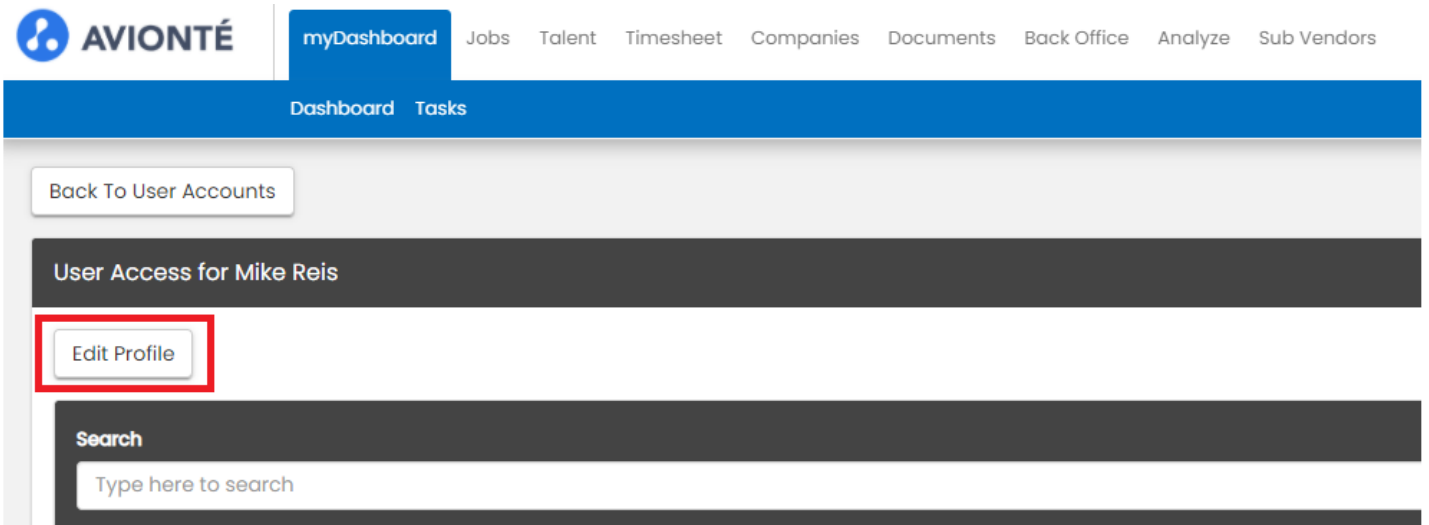
1. Restrict Access to Talent by office
  1. This option prevents Users from seeing Talent in Offices they don't have access to
2. Restrict Access to Companies by office
  1. This option prevents Users from seeing Companies in Offices they don't have access to



5. Click 'Save'

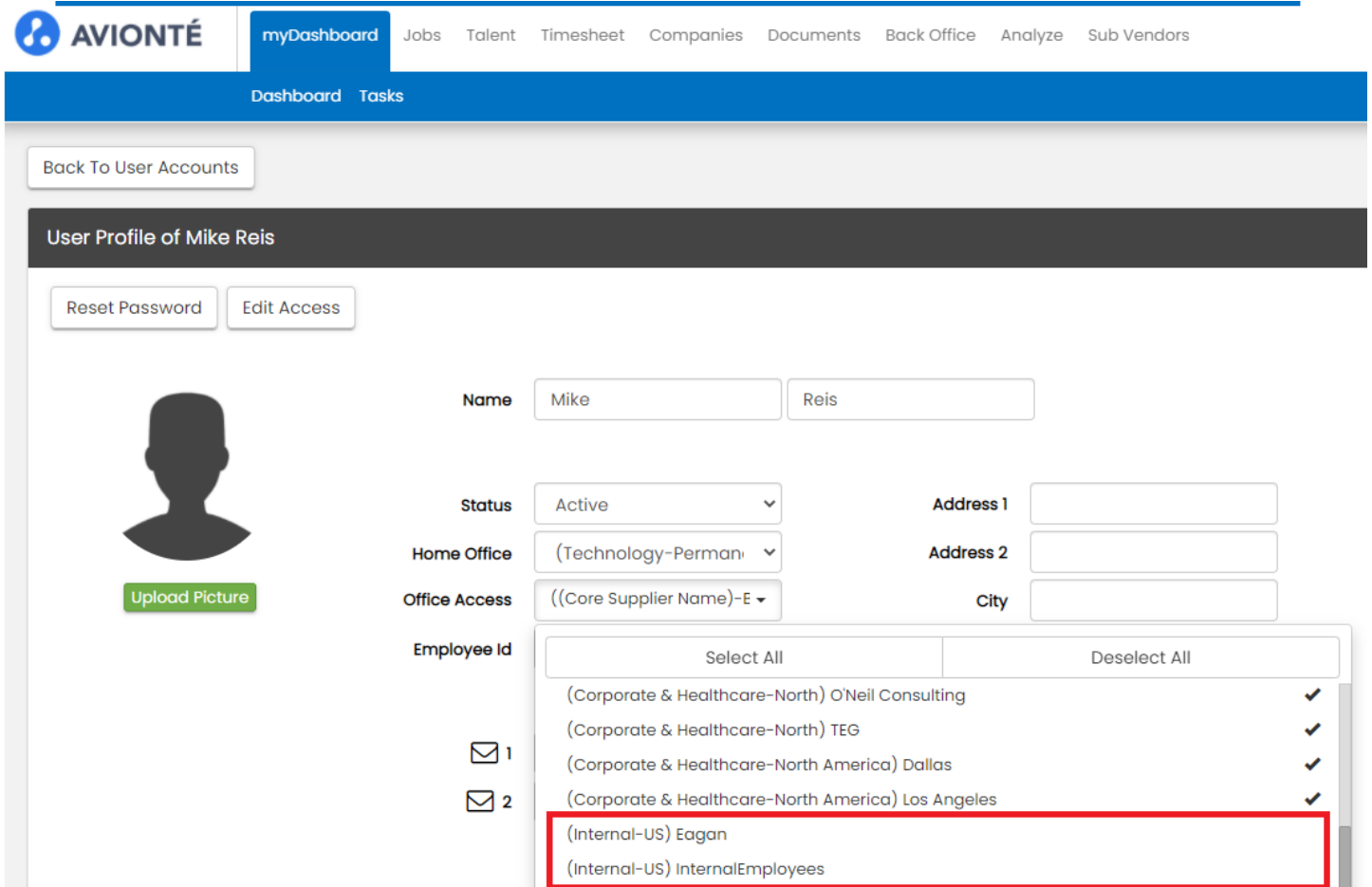


6. Click 'Edit Profile'

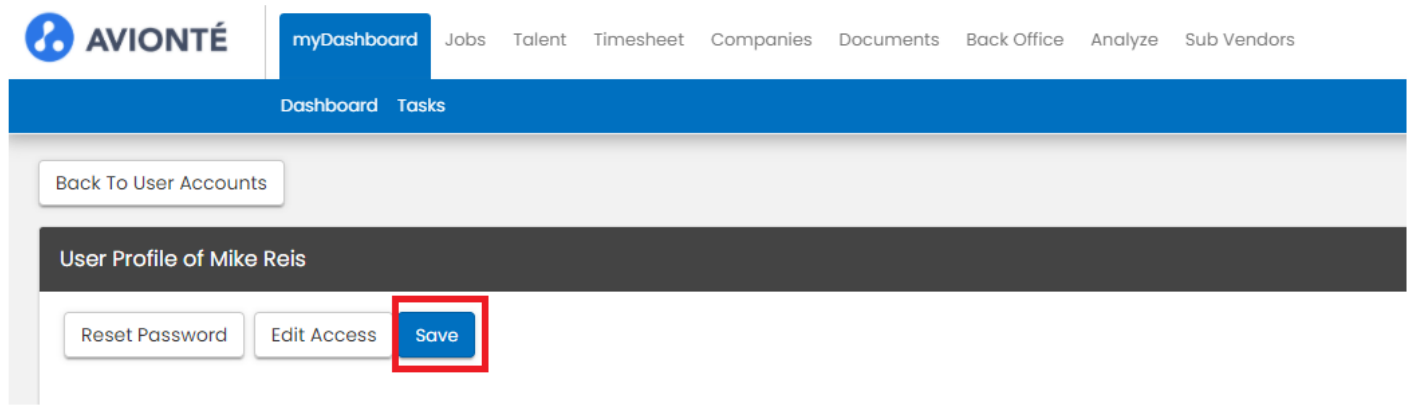


7. In the 'Office Access' section

1. Uncheck the Offices you do not want them to have access to



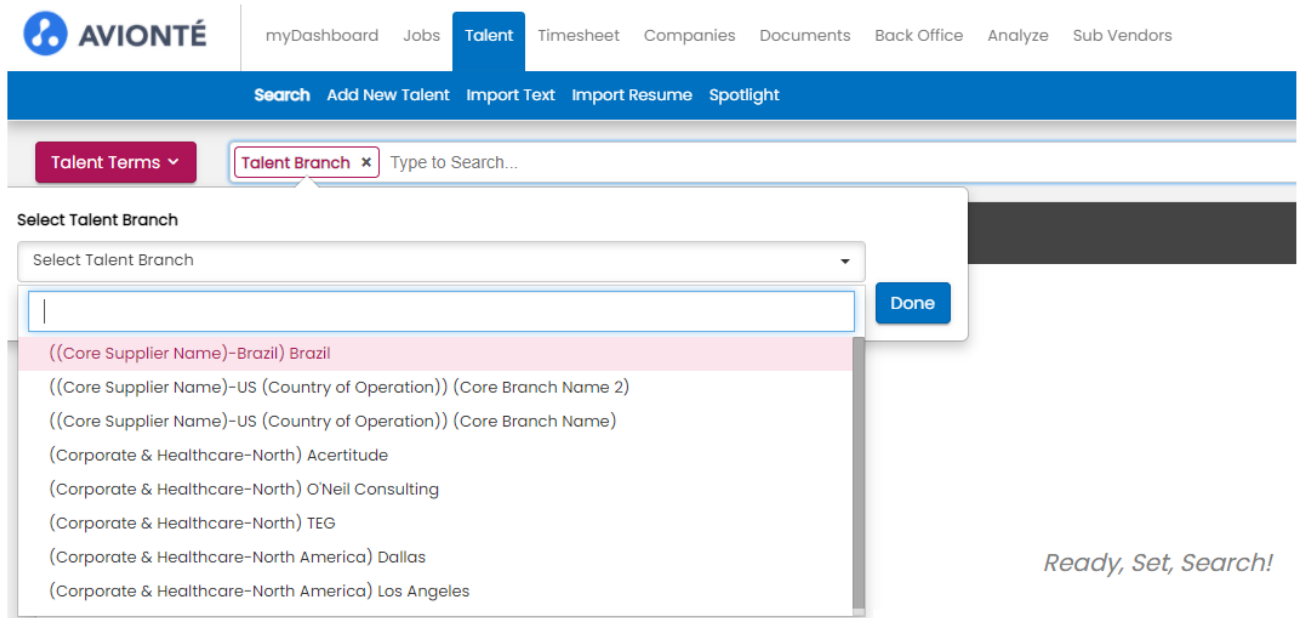
8. Click 'Save'



9. The User must log out and log back in for the permissions/changes to be applied

### Example of Offices not available

1. When the User goes to do a search
  1. In example above, the User doesn't have access to the 2 branches:
    1. (Internal-US) Eagan
    2. (Internal-US) InternalEmployees
2. Notice that those 2 Offices are missing



3. If you have a link, and try to view it
  1. When the Talent is in one of the Offices the User doesn't have access to

