

## How to manage moving applicants to other accounts in NHS Jobs

This guide gives you instructions for how to manage moving applicants to other accounts in NHS Jobs.

You can choose to allow the movement of applicants to other organisation accounts.

In your organisations account, you can choose one of the following options:

- yes
- no

The default setting is 'No'. If you change this setting, it only applies to your new job listings.

If you've selected 'Yes', this will allow the movement of applicants to other organisation accounts.

If you've selected 'No', this won't allow the movement of applicants to other organisation accounts.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

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## Moving applicants to other accounts

This page gives you instructions for how to manage moving applicants to other accounts in your organisations account.

**Important:** The employer dashboard is shown. You'll only see the 'Moving applicants to other accounts' link if you are an NHS Jobs 'Super user' for your organisations account.

To manage moving applicants in your organisations account, complete the following step:

1. Select the '[Moving applicants to other accounts](#)' link.

The screenshot shows the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that user feedback will help improve the service.

The main content area is titled 'NHS BSA Training Dashboard'. It has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard displays a list of task categories with their counts and progress bars:

Category	Count	On Track	Overdue
<a href="#">Draft</a>	79	6	73
<a href="#">Approvals</a>	3	2	1
<a href="#">Published</a>	5	3	2
<a href="#">Shortlisting</a>	57	19	38
<a href="#">Interviews</a>	23	12	11

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', 'Criminal convictions and cautions', 'Welsh listings', and 'Moving applicants to other accounts'. The 'Moving applicants to other accounts' link is highlighted with a yellow circle containing the number '1'.

## Do you want to allow applicants to be moved to listings in other accounts?

This page gives you instructions for how to confirm if you want to allow applicants to be moved to listings in other accounts.

**Important:** The default setting for your organisations account is, 'No'. If you change this setting, it only applies to your new job listings.

To confirm if you want to allow applicants to be moved to listings in other accounts, complete the following steps:

1. Select an answer.
2. Select the '[Save changes](#)' button.

The screenshot shows the NHS Jobs 'Manage account' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Manage account' and contains the question 'Do you want to allow applicants to be moved to listings in other accounts?'. Below the question, there are two radio buttons: 'Yes' (unselected) and 'No' (selected). A green 'Save changes' button is positioned below the radio buttons. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer text reads '© Crown copyright'.

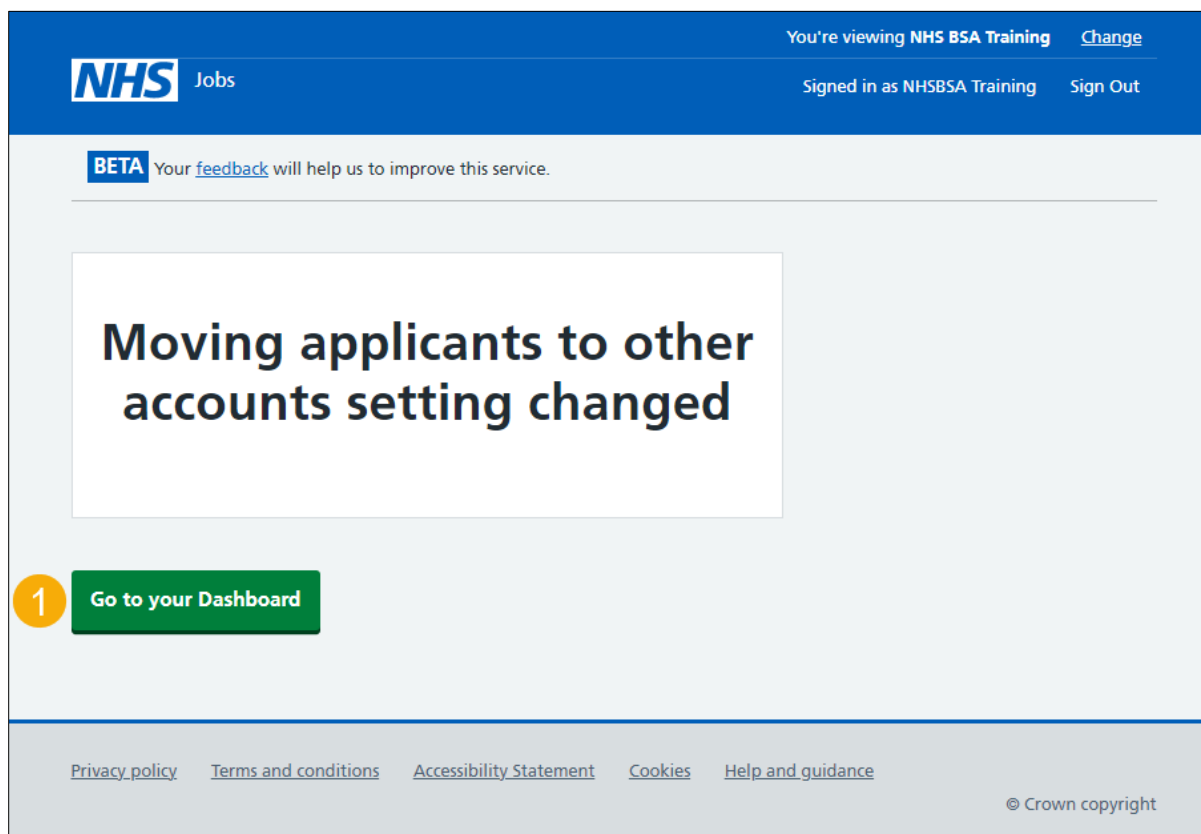
## Moving applicants to other accounts setting changed

This page shows confirmation you've changed the moving applicants to other accounts setting.

**Important:** If you've selected 'Yes', this will allow the movement of applicants to other organisation accounts. If you've selected 'No', this won't allow the movement of applicants to other organisation accounts.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information on the right: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header is a grey bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Moving applicants to other accounts setting changed'. Below this box is a green button with a yellow circle containing the number '1' and the text 'Go to your Dashboard'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

You've changed the moving applicants to other accounts setting and reached the end of this user guide.