

Add New Users in Predictive People Analytics (PPA)



Follow this guide to easily navigate the user management interface in Thread HCM. Learn the exact sequence of steps required to create a new user profile and prepare it for email access.

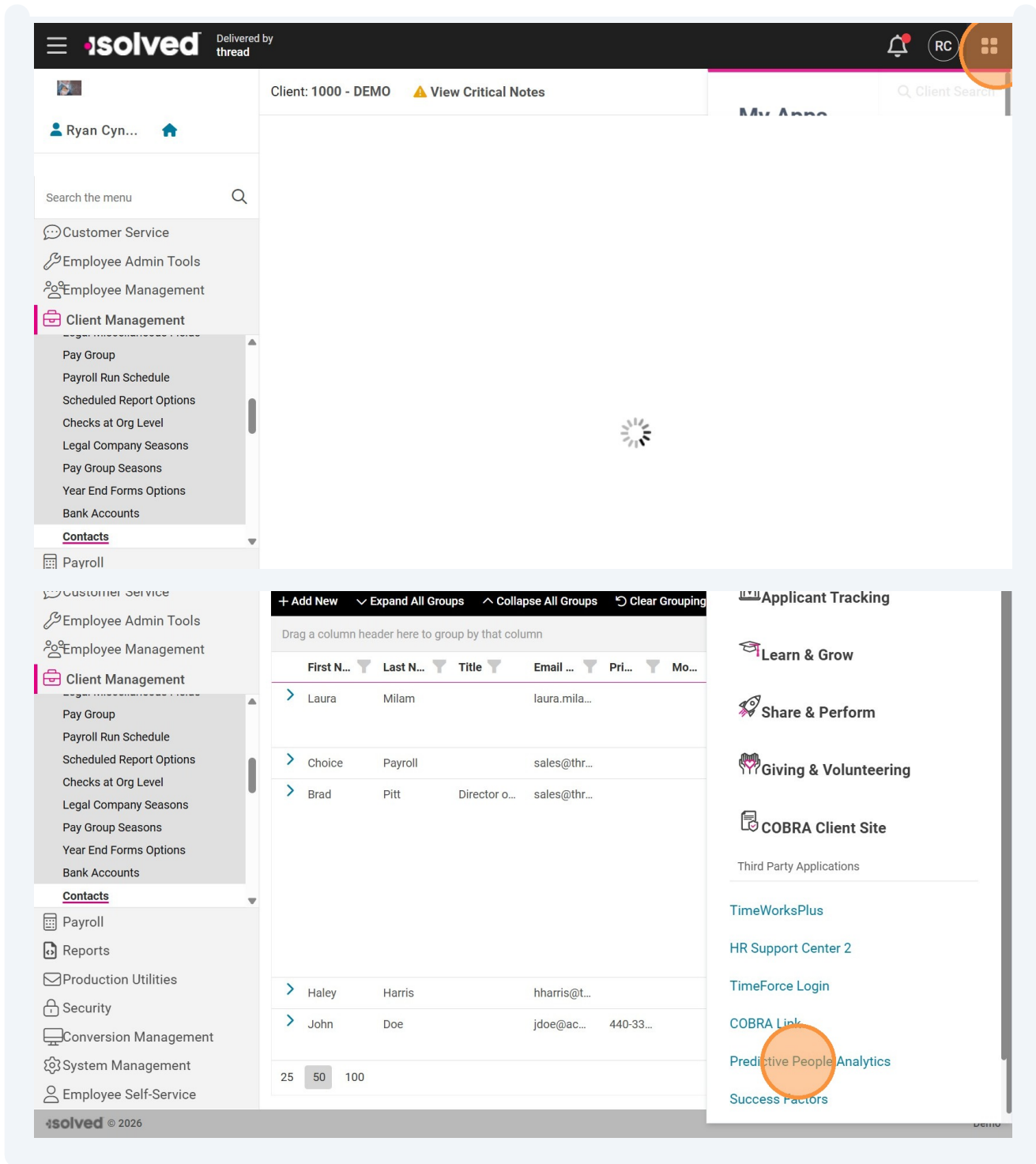
1 Navigate to <https://connect.threadhcm.com/default.aspx>

The screenshot shows the 'Client Summary' page for 'World Domination, Inc.' in the Thread HCM system. The page is titled 'Client Summary' and indicates 'Client Total Active EE's: 131 (As of last payroll process)'. The client is identified as 'isolved University'. The page is divided into several sections:

- Client Information:** FEIN: 12-3456789, Address: 1234 Main Street, Fairview Park, OH 44126.
- Contacts:** A table listing contacts with their names and phone numbers.

Name	Phone
George Clooney	-
John Doe	440-333-8000 x220
Laura Milam	-
Brad Pitt	-
Keanu Reeves	-
John Zoola	303-232-2133
- Processing Information:** Pay Group: Bi-weekly, Frequency: Bi-Weekly, Active EE: 8.
- Affiliate:** MultiClient.
- Account Representatives:** Account Rep Type: Account Manager, Payroll Processor.
- Other Services:** A list of services including 1099 Electronic Filing, 1099 Print/ESS Display, ACA Electronic File, ACA Forms Print, Adaptive, Advanced Accruals, Applicant Tracking, Applicant Tracking Data Beacon, Base Payroll Package, Base Reports - Copy Print.

2 Select "Predictive People Analytics" from the App Launcher menu.

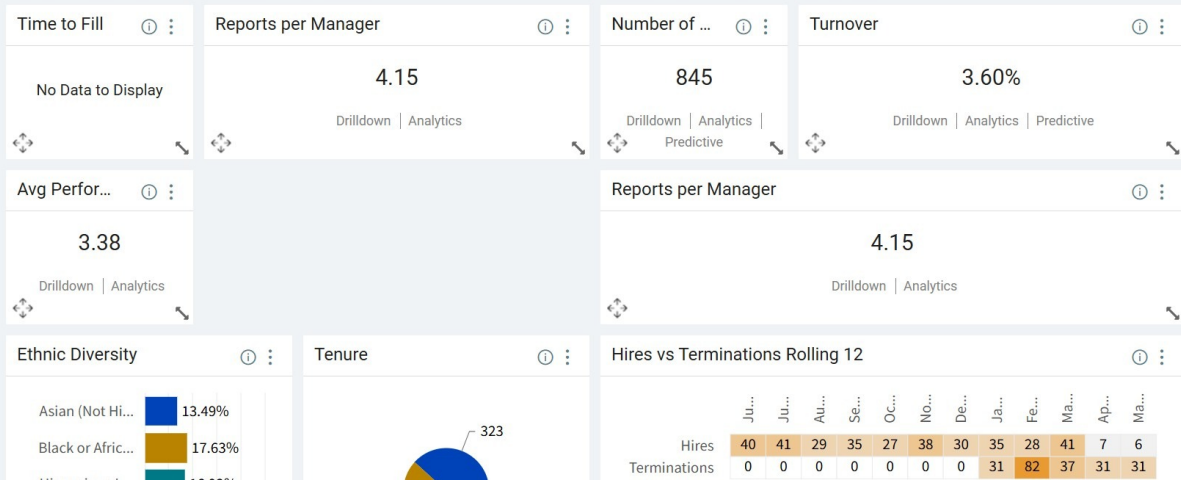


3

Select "Manage Users" from the Administrator Settings menu.

Dashboard

Last Data Import: June 3, 2026

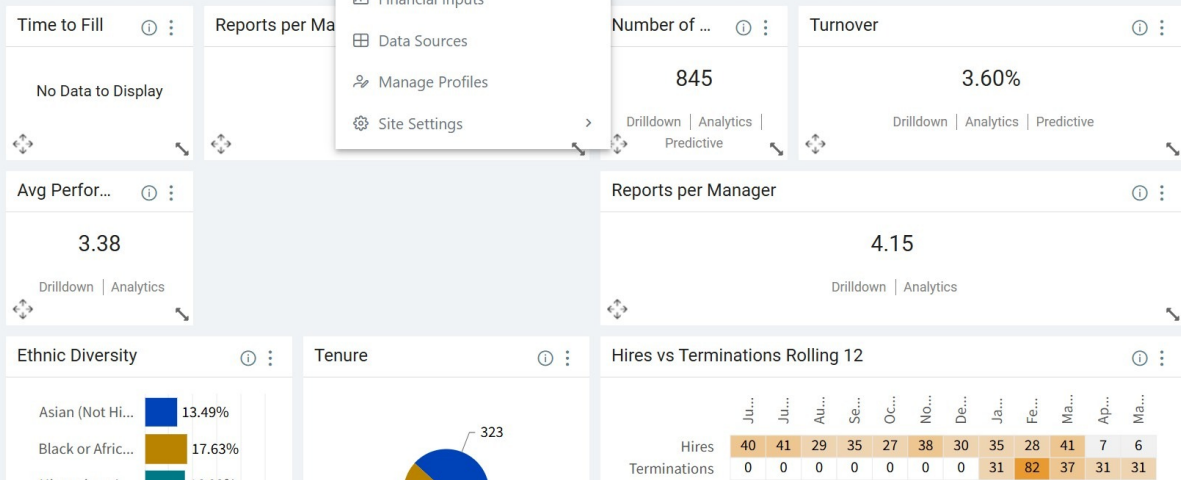


Dashboard

Last Data Import: June 3, 2026



- Manage Users
- Alerts
- Financial Inputs
- Data Sources
- Manage Profiles
- Site Settings



4 Click "New User"

The screenshot shows the 'isolved' dashboard with the 'Users List' section. The 'New User' button is circled in orange. The table below lists existing users with their details and actions.

<input type="checkbox"/>	Full Name	Account Type	Profiles	Email	Actions
<input type="checkbox"/>	PPA Demo User	Pre-Hire: Administrator Post-Hire: Business Admin	Pre Hire: NA Post Hire: Demo User	syoung@dominionpayroll.com	
<input type="checkbox"/>	Lauren Richmond	Pre-Hire: Administrator Post-Hire: Business Admin	Pre Hire: NA Post Hire: Demo User	lrichmond@dominionpayroll.com	
<input type="checkbox"/>	Abbey Andrews	Pre-Hire: Administrator Post-Hire: Business Admin	Pre Hire: NA Post Hire: Demo User	aandrews@dominionpayroll.com	
<input type="checkbox"/>	Jay Fitch	Pre-Hire: Administrator Post-Hire: Business Admin	Pre Hire: NA Post Hire: Demo User	jfitch@dominionpayroll.com	

5 Click "Email"

The screenshot shows the 'Add User' modal form. The 'Email' field is circled in orange. The form contains the following fields:

- First Name:
- Last Name:
- Email:
- Account Type Pre-Hire:
- Account Type Post-Hire:
- Profile:

Buttons: Cancel, Save