

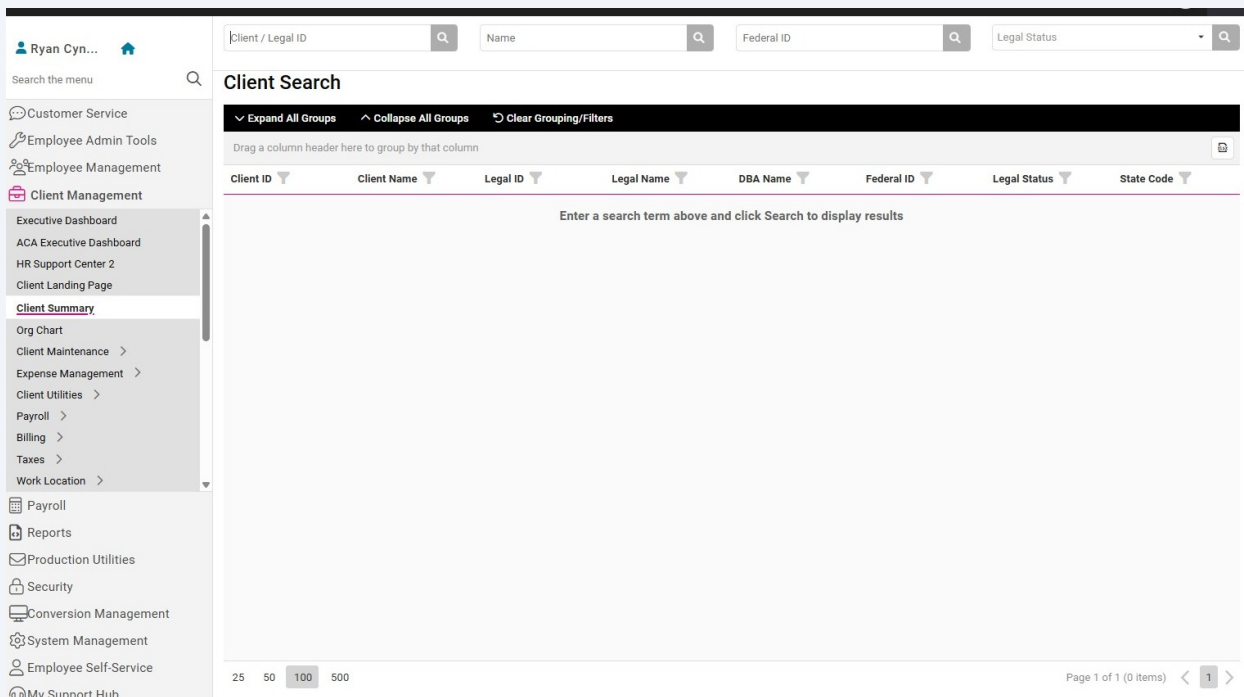
Add or Edit Users in ATS (Applicant Tracking/iHire)



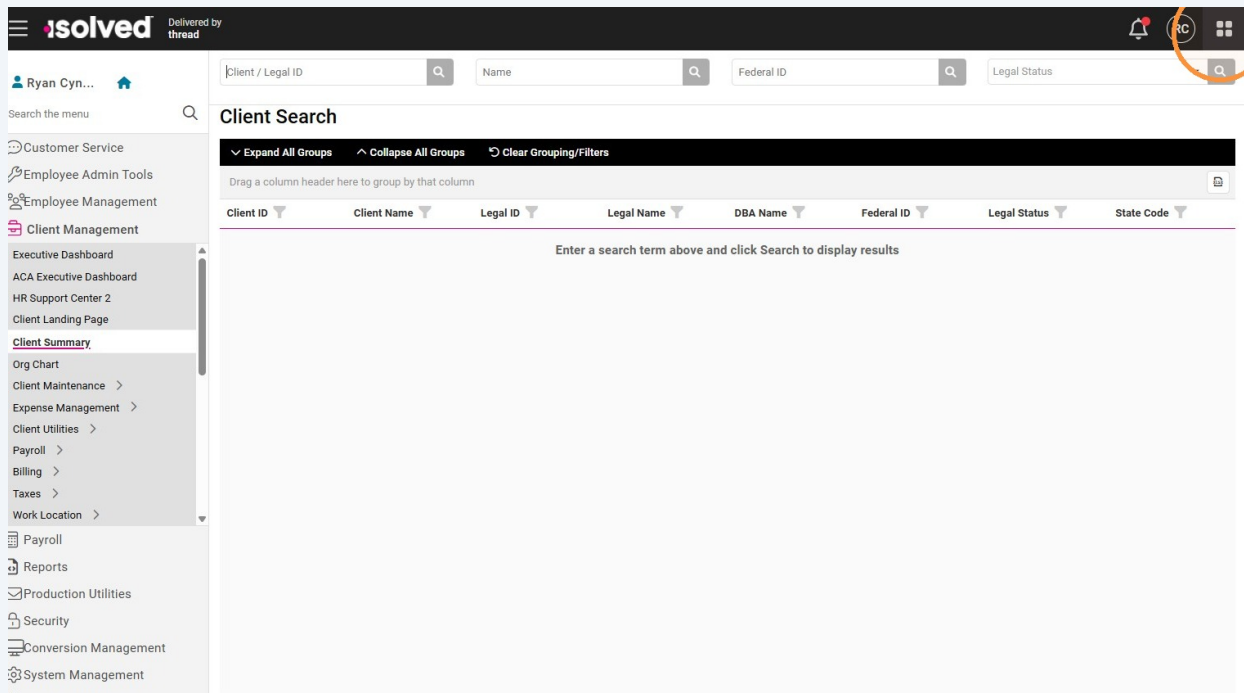
This guide provides step-by-step instructions for navigating the Thread HCM applicant tracking dashboard to manage user roles.

1

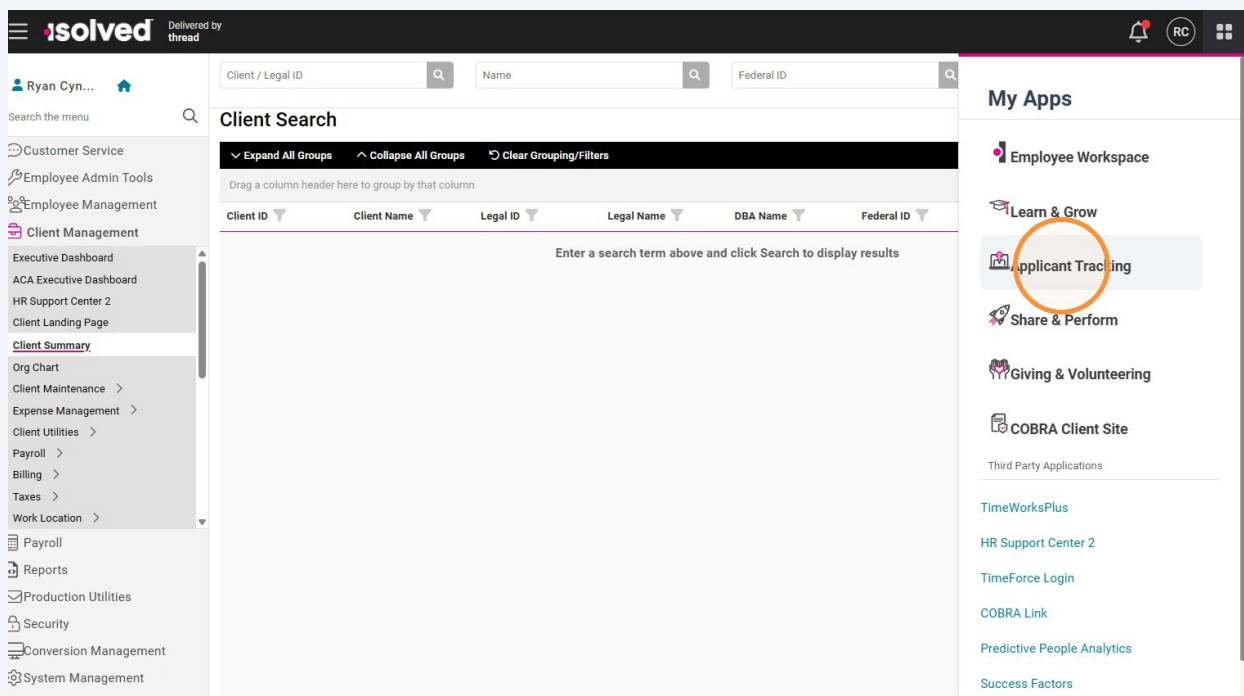
Navigate to <https://connect.threadhcm.com/default.aspx>



2 To get to Applicant Tracking, click on the four squares in the top right



3 Click "Applicant Tracking"



4

If there are multiple Sites you can see them here. From the drop down, you can go to one of the options, or straight to Users.

The screenshot shows the Thread HCM (DEMO) /Choice Payroll DEMO page. The left sidebar has 'Organizations' and 'Marketplace' sections. The top navigation bar includes 'Employee Account', 'Demo', 'Team - Choice Payroll Solutions/Thread HCM', 'HR Fuse', 'Tier3', and 'No Indeed'. The 'Career Sites' tab is selected. The table below shows two entries:

Name:	URL:	Indeed Organic Status:	Indeed Sponsorship Status
Action ▾	Thread HCM Demo	https://threadhcmdemo.isolvedhire.com	✗
Action ▾	Thread HCM Sandbox	https://threadsandbox.isolvedhire.com	✗

Date: 16-Jul-2026

The screenshot shows the same Thread HCM (DEMO) /Choice Payroll DEMO page, but with the 'Action' dropdown menu open. The menu options are:

- Dashboard
- Applicants
- Candidate Marketplace
- Jobs
- Reports
- Settings
- Users
- Go To Career Site

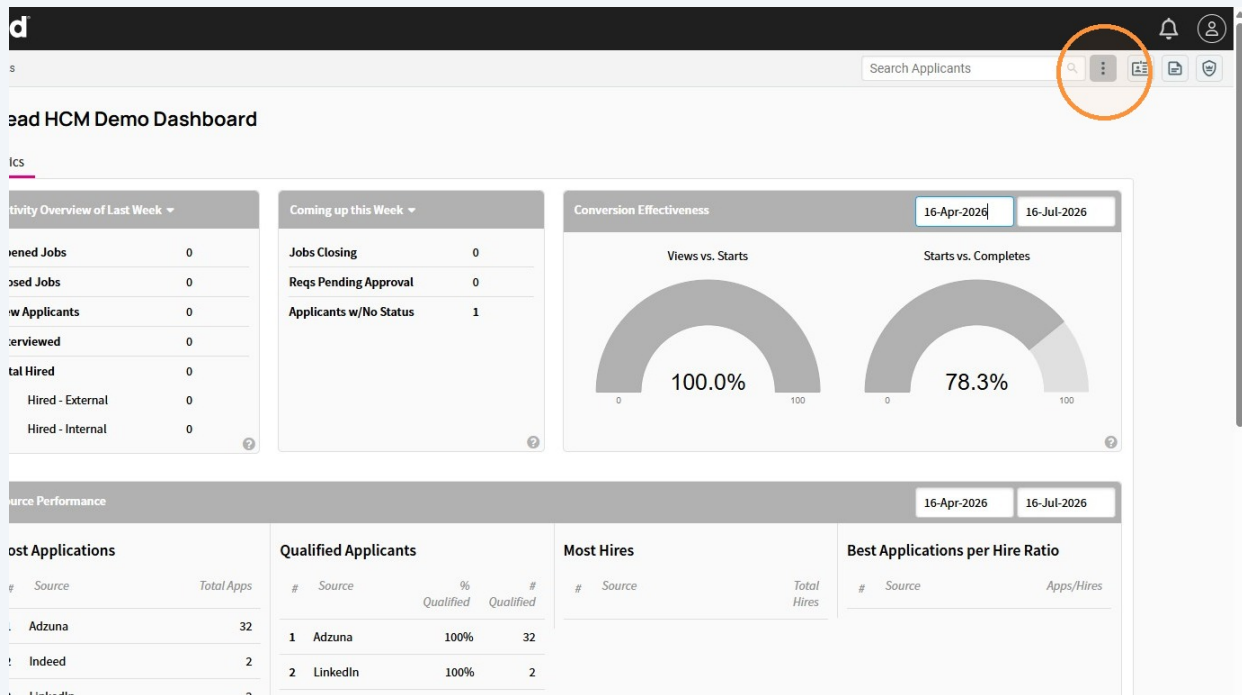
The table below shows two entries:

Name:	URL:	Indeed Organic Status:	Indeed Sponsorship Status
Action ▾	Thread HCM Demo	https://threadhcmdemo.isolvedhire.com	✗
Action ▾	Thread HCM Sandbox	https://threadsandbox.isolvedhire.com	✗

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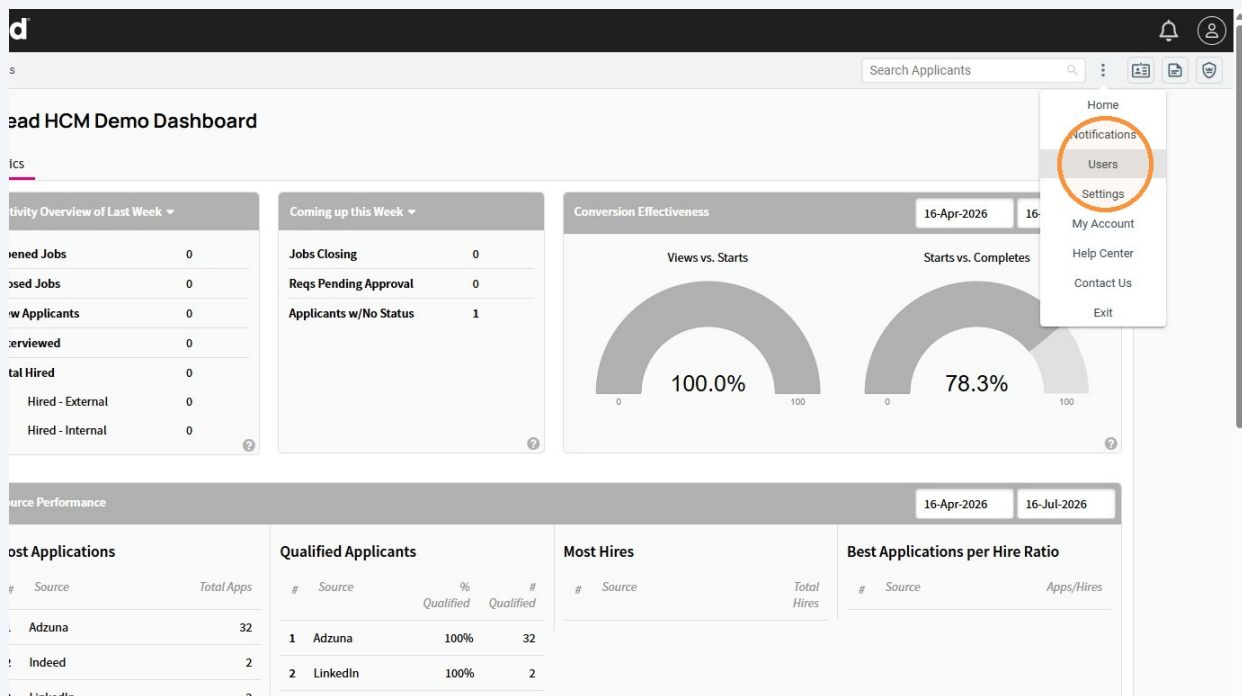
5

To find the rest of the settings and updating users, click on the 3 dots in the top right.



6

Click "Users"



7

Select "Edit" from "Action" dropdown for specific user to update their access. You'll also see different user types up top. This is only utilized for Administrators and Managers.

Dashboard
Applicants
Candidate Marketplace
Jobs
Reports
Inbox
Add
Marketplace

Thread HCM Demo Users

Administrators Managers Assigned Users Employees Req Mass Update Contacts

Administrator logins are the main login to your account. They have unlimited access to all jobs, applicants and settings in your account.

New Administrator

Show all users with access to:

All Career Sites

Filter

	Name	Email	Username	Phone	Role	Assigned Career Sites	Invite Status	Indeed Connection
Action	Bonds, Matt	mbonds@threadhcm.com	mbonds@threadhcm.com		Administrator	View Career Sites	Accepted	Not Connected
Action	Clark, Aaron	sales@threadhcm.com	sales@threadhcm.com		Administrator	View Career Sites	Accepted	Not Connected
Action	Fama, John	jfama@threadhcm.com	jfama@threadhcm.com		Administrator	View Career Sites	Accepted	Not Connected

Show Archived

Date: 16-Jul-2026

Dashboard
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Action	Bonds, Matt	mbonds@threadhcm.com	mbonds@threadhcm.com		Administrator	View Career Sites	Accepted	Not Connected
Action	Clark, Aaron	sales@threadhcm.com	sales@threadhcm.com		Administrator	View Career Sites	Accepted	Not Connected
Action	Fama, John	jfama@threadhcm.com	jfama@threadhcm.com		Administrator	View Career Sites	Accepted	Not Connected

Edit
Archive
Send Password Reset
Update Password

Date: 16-Jul-2026

8

If you need to add a new Admin user altogether, Click "New Administrator"

The screenshot shows the 'Thread HCM Demo Users' page. At the top, there's a navigation bar with 'Administrators' selected. Below it, a message states: 'Administrator logins are the main login to your account. They have unlimited access to all jobs, applicants and settings in your account.' A 'New Administrator' button is circled in orange. Below this, there's a section 'Show all users with access to:' with a dropdown menu set to 'All Career Sites' and a 'Filter' button. A table lists three administrators: Matt Bonds, Aaron Clark, and John Fama. The table has columns for Name, Email, Username, Phone, Role, Assigned Career Sites, Invite Status, and Indeed Connection. All three are Administrators with 'Accepted' invite status and 'Not Connected' Indeed connections. A 'Show Archived' button is at the bottom left. The date 'Date: 16-Jul-2026' is at the bottom center.

	Name	Email	Username	Phone	Role	Assigned Career Sites	Invite Status	Indeed Connection
Action	Bonds, Matt	mbonds@threadhcm.com	mbonds@threadhcm.com		Administrator	View Career Sites	Accepted	Not Connected
Action	Clark, Aaron	sales@threadhcm.com	sales@threadhcm.com		Administrator	View Career Sites	Accepted	Not Connected
Action	Fama, John	jfama@threadhcm.com	jfama@threadhcm.com		Administrator	View Career Sites	Accepted	Not Connected

9

Click "Access Level"

The screenshot shows the 'Send Invite to New Administrator' dialog box. It has an 'Email*' field with a red 'X' icon. Below it, text says: 'To add multiple users at once, separate email addresses by a comma. These users will have the same permissions.' The 'Access Level' field is circled in orange. Below it, there's a 'Select Career Sites To Grant Access*' dropdown menu and an 'Authorize By IP Address' field with a question mark icon. The 'Access Level' field is currently set to 'Job Ad AI Pro'. Below this, there are checkboxes for 'Can Set Default Company Tone', 'Enable Candidate Marketplace', 'Access to Requisition Tab', and 'eForm Permissions'. A red error message at the top right says: 'This does not seem to be a valid email address.'

10 Click "Add & Send Invite"

The screenshot shows a modal dialog box for adding and sending invites to new administrators. The dialog is titled 'Email*' and has a red 'X' icon in the top right corner. Below the title, there is a text input field for email addresses. A note below the input field states: 'To add multiple users at once, separate email addresses by a comma. These users will have the same permissions.' The dialog is divided into several sections with expandable/collapsible headers:

- Access Level**
 - Select Career Sites To Grant Access***: A dropdown menu with 'Select Here' as the current selection.
 - Authorize By IP Address**: A text input field with a help icon and the example text 'Ex. 1.23.45.67, 87.65.43.210'.
- Job Ad AI Pro**
 - ☐ Can Set Default Company Tone
- Candidate Marketplace**
 - ☐ Enable Candidate Marketplace
- Requisition Permissions**
 - ☐ Access to Requisition Tab
- eForm Permissions**
 - ☐ Enable eForm Reminders

At the bottom of the dialog, there are three buttons: 'Cancel', 'Add & Invite Later', and 'Add & Send Invite'. The 'Add & Send Invite' button is highlighted with an orange circle.

The background of the screenshot shows a sidebar with various navigation links and a main content area with a 'New Administrator' button and a list of administrators with 'Not Connected' status.