

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>

Ryan Cyn...

Search the menu

Customer Service

Employee Admin Tools

Employee Management

Client Management

Executive Dashboard

ACA Executive Dashboard

HR Support Center 2

Client Landing Page

Client Summary

Org Chart

Client Maintenance

Expense Management

Client Utilities

Payroll

Billing

Taxes

Work Location

Payroll

Reports

Production Utilities

Security

Conversion Management

System Management

Employee Self-Service

My Support Hub

Client / Legal ID

Name

Federal ID

Legal Status

Client Search

Expand All Groups

Collapse All Groups

Clear Grouping/Filters

Drag a column header here to group by that column

Client ID

Client Name

Legal ID

Legal Name

DBA Name

Federal ID

Legal Status

State Code

Enter a search term above and click Search to display results

25

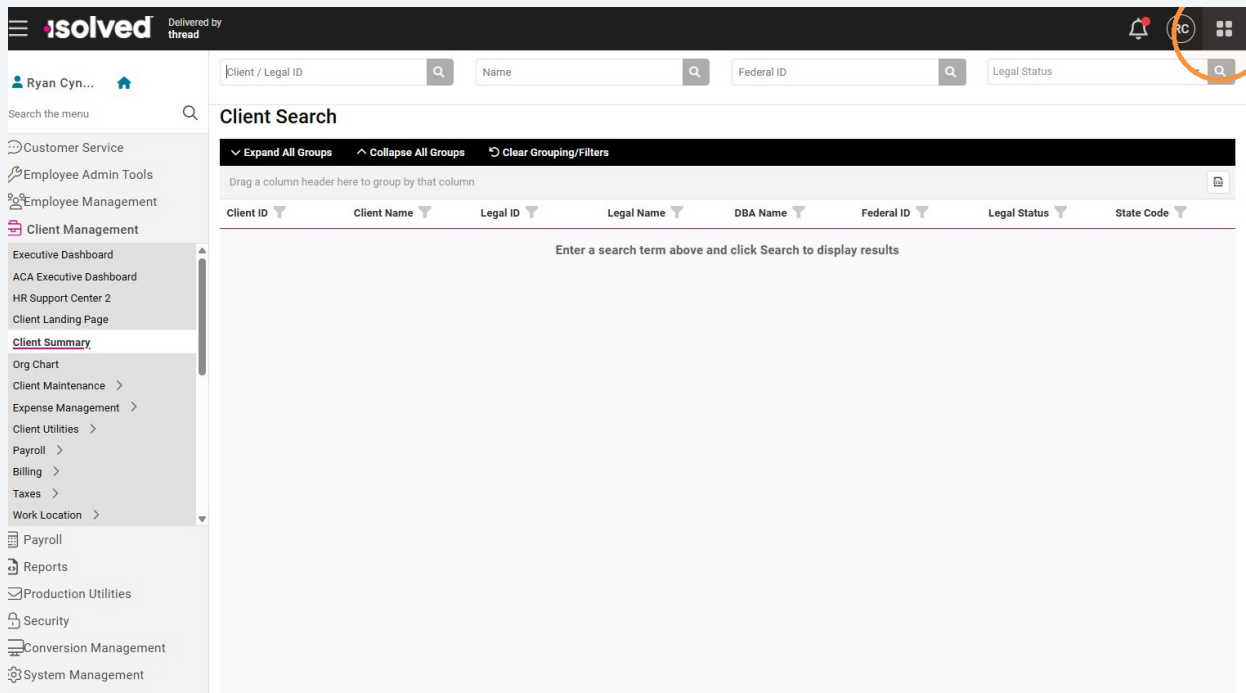
50

100

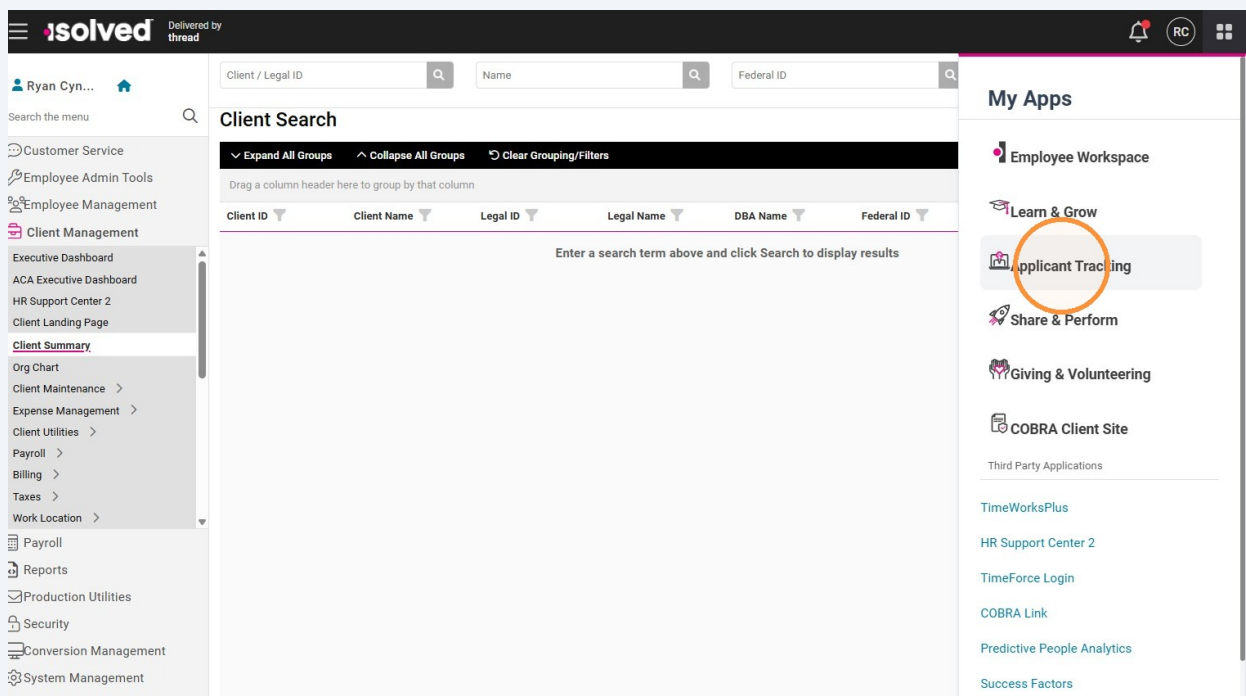
500

Page 1 of 1 (0 items)

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



3 Click "Applicant Tracking"



4

 Marketplace

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Thread HCM (DEMO)/Choice Payroll DEMO

Employee Account Demo Team - Choice Payroll Solutions/Thread HCM HR Fuse Tier3 No Indeed

Organization Info Career Sites Notes

Career Sites

Name:	URL:	Indeed Organic Status:	Indeed Sponsorship Status
Action	Thread HCM Demo	https://threadhcmdemo.isolvedhire.com	×
Dashboard	Thread HCM Sandbox	https://threadsandbox.isolvedhire.com	×
Applicants			×
Candidate Marketplace			
Jobs			
Reports			
Settings			
Users			
Go To Career Site			

Date: 16-Jul-2026

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

Thread HCM Demo Dashboard

Activity Overview of Last Week

Open Jobs	0
Closed Jobs	0
New Applicants	0
Reviewed	0
Total Hired	0
Hired - External	0
Hired - Internal	0

Coming up this Week

Jobs Closing	0
Reqs Pending Approval	0
Applicants w/No Status	1

Conversion Effectiveness

Views vs. Starts: 100.0%

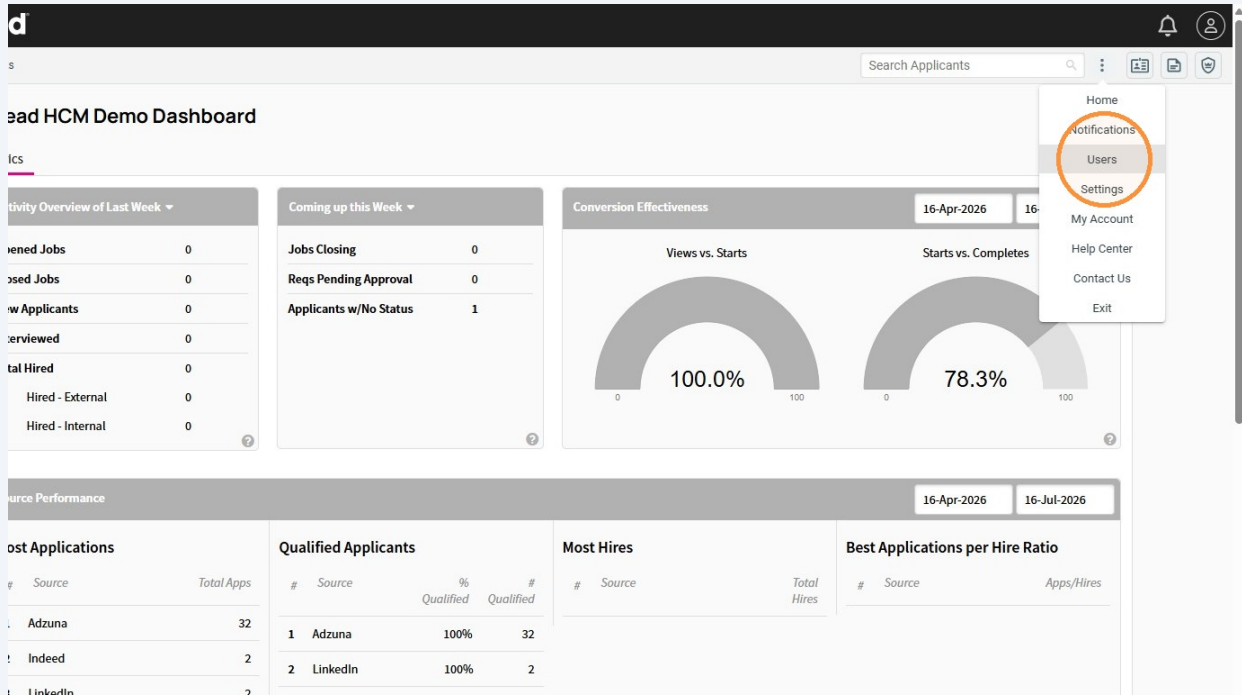
Starts vs. Completes: 78.3%

Source Performance

Most Applications			Qualified Applicants				Most Hires			Best Applications per Hire Ratio		
#	Source	Total Apps	#	Source	% Qualified	# Qualified	#	Source	Total Hires	#	Source	Apps/Hires
1	Adzuna	32	1	Adzuna	100%	32						
2	Indeed	2	2	LinkedIn	100%	2						
3	LinkedIn	2										

7

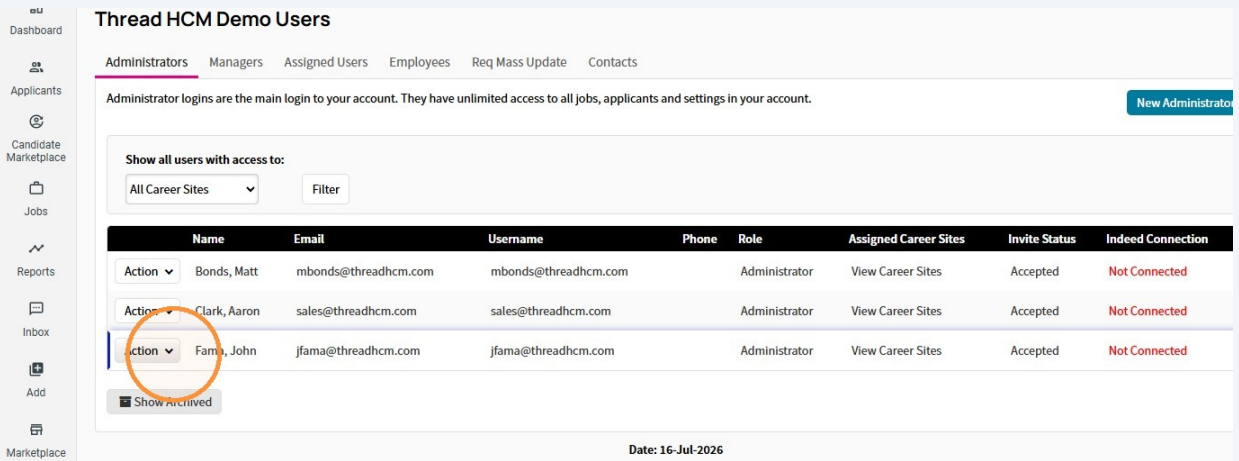
Click "Users"



The screenshot shows the Thread HCM Demo Dashboard. In the top right corner, a navigation menu is open, and the 'Users' option is highlighted with an orange circle. The dashboard includes sections for Activity Overview of Last Week, Coming up this Week, Conversion Effectiveness (Views vs. Starts at 100.0% and Starts vs. Completes at 78.3%), and Source Performance (Most Applications, Qualified Applicants, Most Hires, and Best Applications per Hire Ratio).

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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.



The screenshot shows the Thread HCM Demo Users page. The 'Administrators' tab is selected. 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.' Below this, there is a section 'Show all users with access to:' with a dropdown set to 'All Career Sites' and a 'Filter' button. A table lists three administrators: Bonds, Matt; Clark, Aaron; and Fama, John. The 'Action' dropdown for John Fama is highlighted with an orange circle, and the 'Edit' option is visible. A 'Show Archived' button is at the bottom left of the table. The date 'Date: 16-Jul-2026' is at the bottom right.

	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

Dashboard

Applicants

Candidate Marketplace

Jobs

Reports

Inbox

Add

Marketplace

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 SitesFilter

	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

EditArchiveSend Password ResetUpdate Password

Date: 16-Jul-2026

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

Search Applicants

Head HCM Demo Users

AdministratorsManagersAssigned UsersEmployeesReq Mass UpdateContacts

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 SitesFilter

	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

10 Click "Access Level"

Send Invite to New Administrator

Email*

To add multiple users at once, separate email addresses by a comma.
These users will have the same permissions.

Access Level

Select Career Sites To Grant Access*

Authorize By IP Address

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

Buttons: Cancel, Add & Invite Later, Add & Send Invite

Errors: i. This does not seem to be a valid email address.

11 Click "Add & Send Invite"

Send Invite to New Administrator

Email*

To add multiple users at once, separate email addresses by a comma.
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Access Level

Select Career Sites To Grant Access*

Authorize By IP Address

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Buttons: Cancel, Add & Invite Later, Add & Send Invite

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