

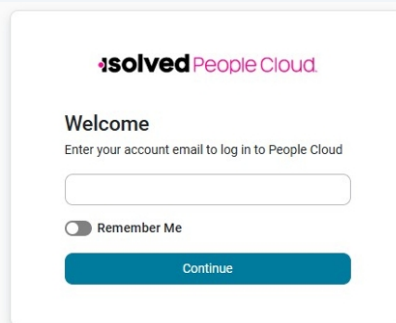
# Switching to Administrative View from Adaptive View



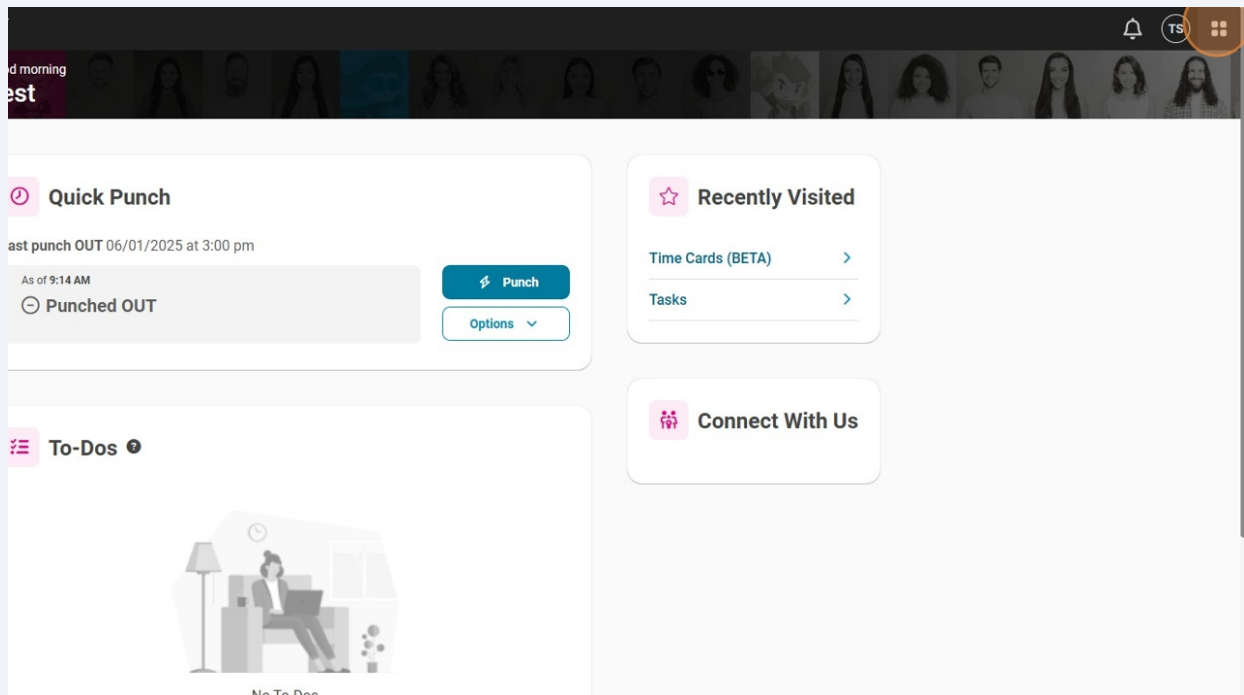
This guide walks through navigating to the administrative view from adaptive view on desktop

1

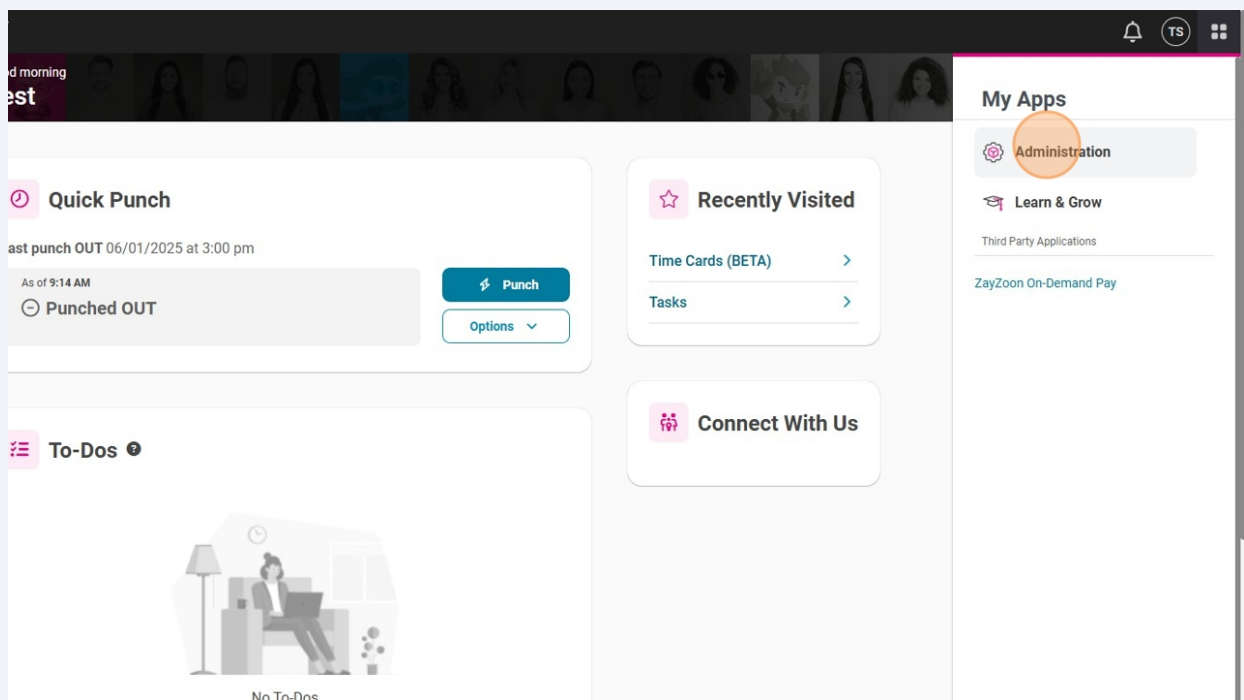
Navigate to <https://connect.threadhcm.com/cloudservice>

A screenshot of the 'isolved People Cloud' login interface. The header shows the 'isolved' logo in black and 'People Cloud' in pink. Below the header, the word 'Welcome' is displayed. A prompt asks the user to 'Enter your account email to log in to People Cloud'. There is a text input field for the email. Below the input field is a toggle switch labeled 'Remember Me'. At the bottom is a teal button with the text 'Continue'.

2 At the upper right corner, click the 4 square icon.



3 Click Administration. This will take the user to the classic view.



4

That will bring you to the classic view, now called the Administrative View

The screenshot displays the iSolved HR system interface. At the top, the iSolved logo is on the left, and "Delivered by thread" is on the right. Below the logo, there's a navigation bar with "Test Man..." and a home icon. The main header area contains the following information: "Test Manager" (Employee # 3, Salary: ####.##), "Pay Group: Bi-Weekly", "Hire Date: 3/24/2025", "Work Location: Salt Lake City, UT", "Division:", "Department: 2 - Dept 2", "Drivers Clearance:", and "Client: RP12345 - Russ Demo Company" (Company: Russ Demo Company (Active)).

On the left side, there's a sidebar menu with the following items: "Employee Self-Service", "Employee Welcome", "My Dashboard", "Pay History", "W2/ACA/1099 Forms", "Employee Profile", "Employee Messages", "Direct Deposits", "Human Resources", "Update Information", "ZayZoon On-Demand Pay", "Time", and "Turbo Tax".

The main content area is titled "Welcome back Test" and features a "Welcome back Test" message. Below this, there's a "MY PROFILE" section with a placeholder for a profile picture and the following details: "Test Manager", "Manager", "Length of Service: 2 Months", and "Anniversary: 3/24/2025".

To the right of the profile, there's a "MY PAY" section with a table showing pay information for two periods: 6/13/2025 and 5/30/2025. The table includes columns for "Check Number", "Gross Pay", "Net Pay", and "Direct Deposit". The values for the two periods are 35 and 31 respectively.

Below the "MY PAY" section, there's a "MY HUMAN RESOURCE CONTACTS" section and a "MY BENEFITS" section, both of which are currently empty.

The footer of the page shows the iSolved logo and the copyright notice "© 2025".