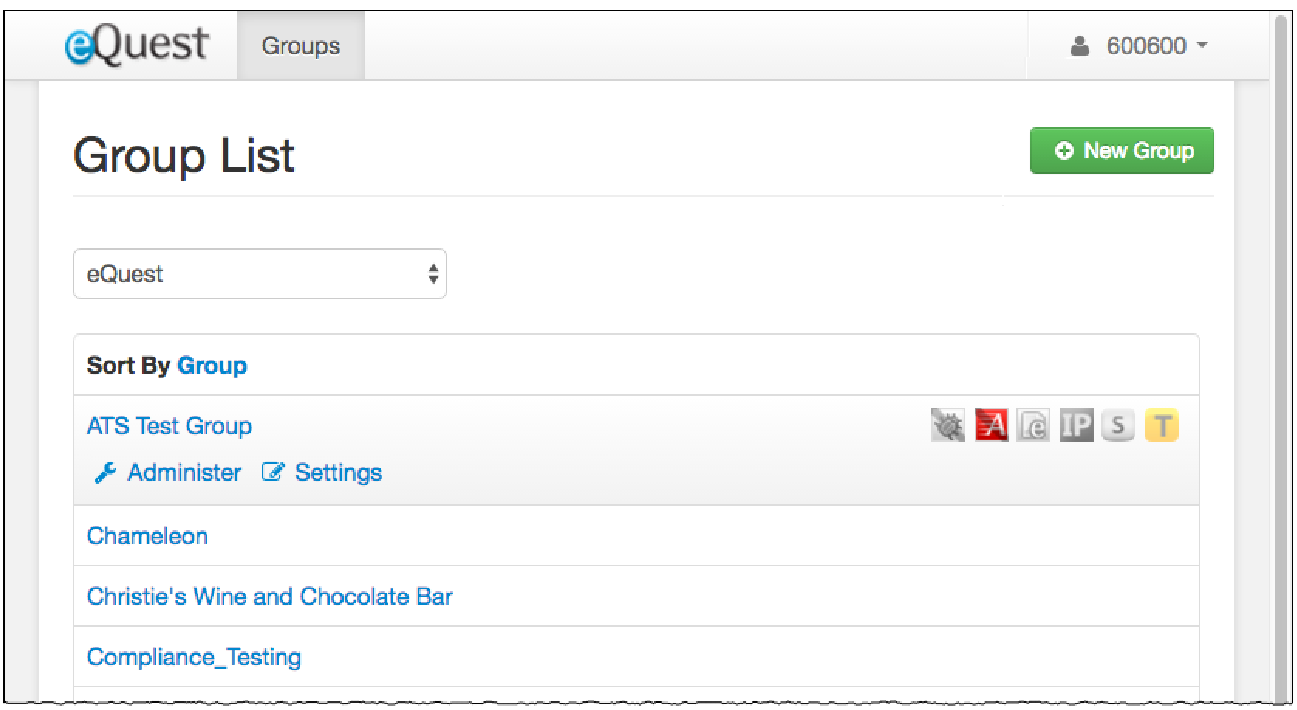
eQuest

ATS Admin Permissions Overview

The ATS Admin Permissions gives select ATS partners access to client eQuest zones via a single login.



Initial page when logged in with ATS Admin Permissions

How It Works - Who Gets Access

After getting approval to allow this elevated permission level to an ATS, eQuest support will establish ATS Admin permission-level accounts. eQuest must have a formal approval on file before access can be granted to any ATS partner.

ATS Admins will be able to take the following actions on behalf of their customers:

- Establish Posting Accounts
- Configure Allowed Job Boards (boards must be allowed by eQuest)
- Configure Job Board Permissions for Posting Accounts
- Manage Job Board Inventory Thresholds
- Generate Activity Reports
- Run real-time Job Queries
- Establish Admin Accounts for clients
- View Contracts/Usage
- Manage Posting Alerts
- Manager the Auto-Repost Queue

Limitations

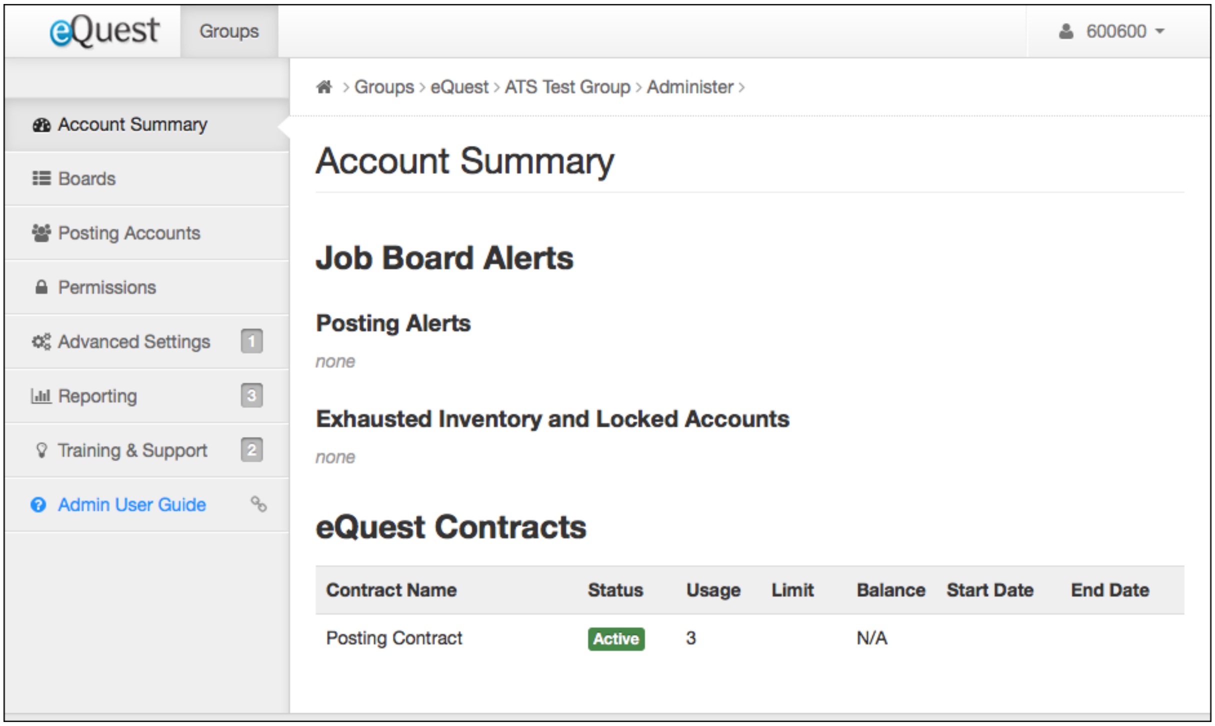
- Not all partners can be granted this permission level
- Cannot allow job boards to a client account
- Cannot create/manage client job posting contracts
- Cannot create ATS-Admin accounts

Accessing the Admin Tool

To access the ATS Administration tool:

1. eQuest must establish an ATS Admin account per ATS user
2. eQuest will send a request to establish your account password using username & email
3. Reset here https://admin.equest.com/v3/users/resetting/request
4. Next, log in at: https://admin.equest.com
5. Select the company you would like to access (click a Company name > select “Administer”)

Once within a client account, everything is nearly identical to the Admin permissions.



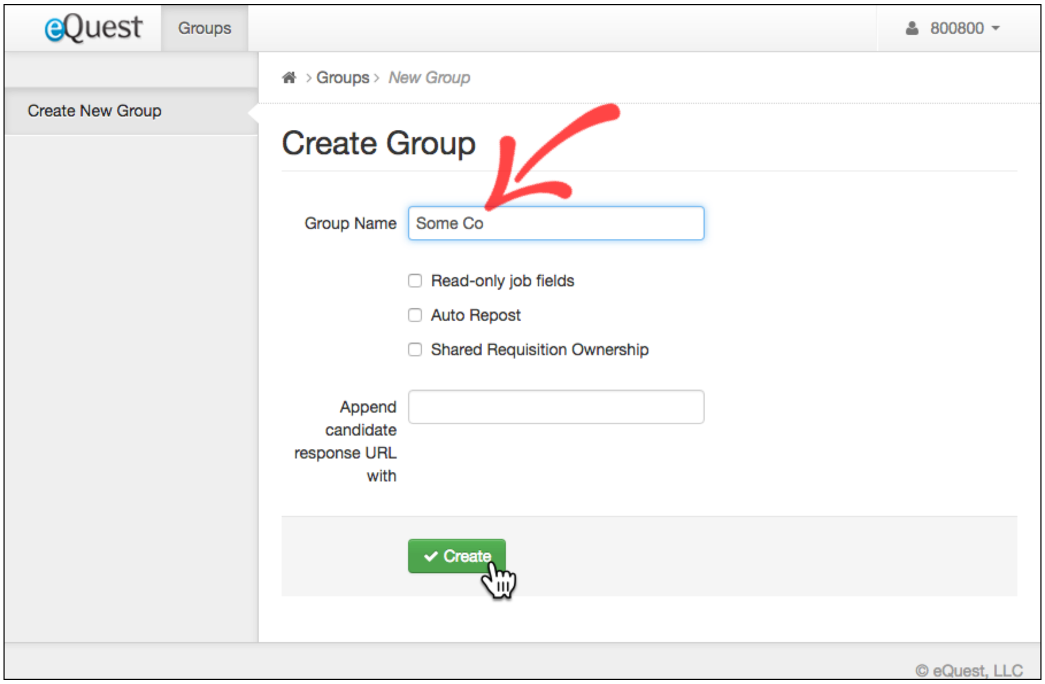
Admin User Guide: https://support.equest.com/index.php?pg=kb.book&id=24

Creating New Client Accounts

From the main page, select the "New Group" option.

NOTE: “Group” is eQuest terminology for a unique company zone.

On the subsequent screen, name the group (this should be the client's official name). This is how we locate the customer for troubleshooting, reporting, etc.



Group Settings

Note the four other options on this page:

Read-only job fields

When selected this locks down job fields so they cannot be edited by users.

Auto Repost

Allows the admin for that client zone to provide the Auto-Repost option to users.

Shared Requisition Ownership

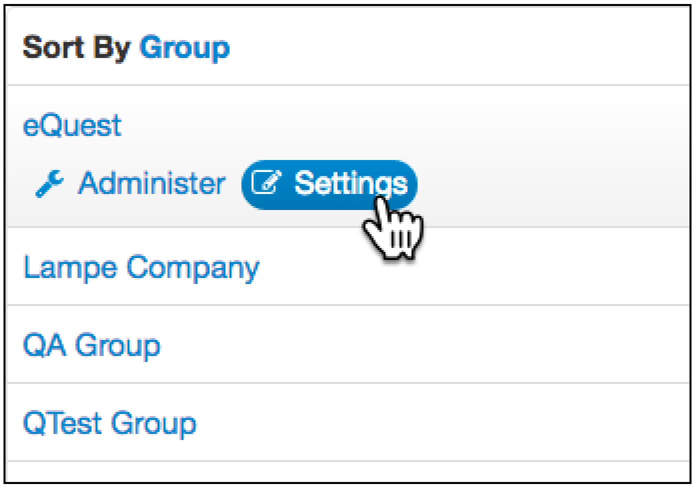
Allows users within that client group/zone to take action on jobs created by other Posting Accounts.

Append candidate response URL with

Used primarily to append a sourcing token when necessary.

Modifying Group Settings

You can view or modify the group settings in the future via the Settings link from the main admin page.



Contact eQuest Support with any questions about ATS Admin Permissions.

Related Articles

Admin Portal Overview https://support.equest.com/index.php?pg=kb.page&id=3764

Resetting Admin Password https://support.equest.com/index.php?pg=kb.page&id=3895

Auto-Repost https://support.equest.com/index.php?pg=kb.page&id=3896

Candidate Sourcing: https://support.equest.com/index.php?pg=kb.page&id=234