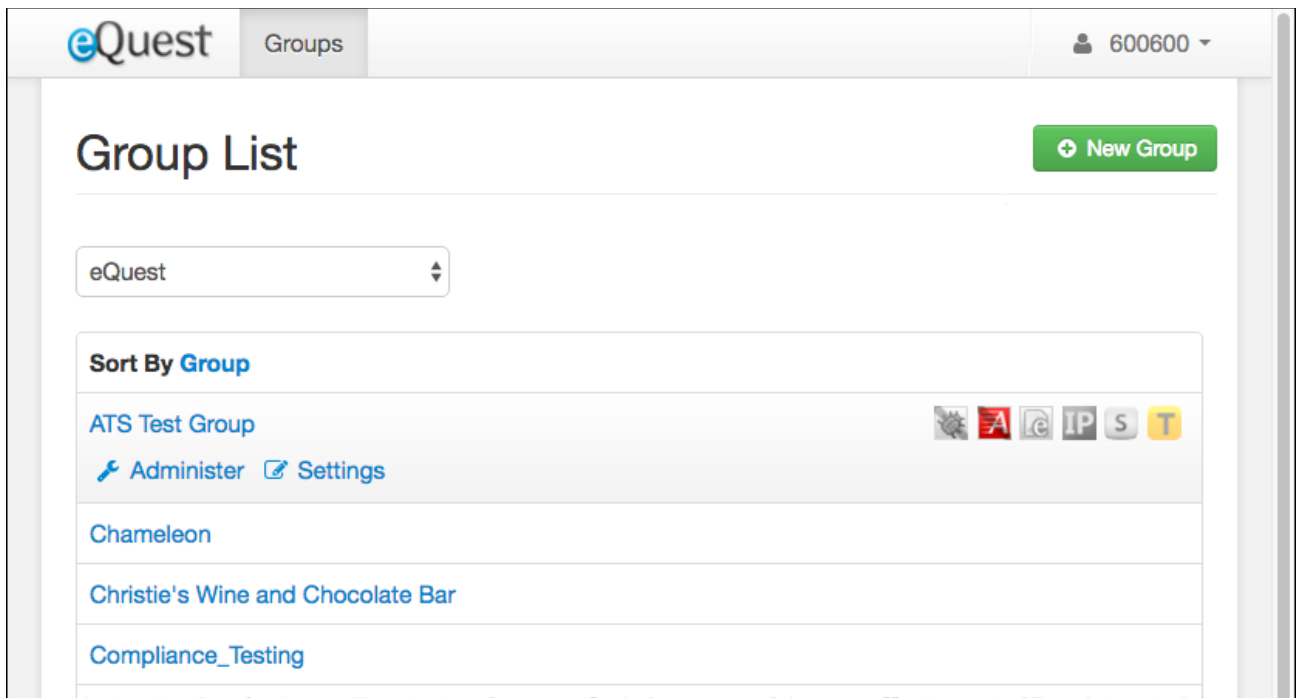




ATS Admin Permissions Overview

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

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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.

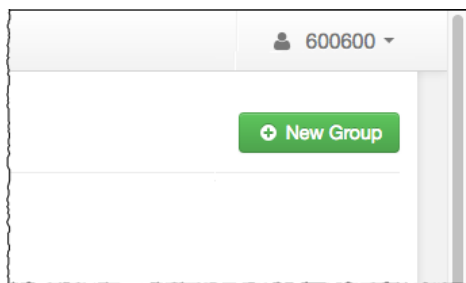
The screenshot displays the eQuest Admin interface. The top navigation bar includes the eQuest logo, a 'Groups' tab, and a user profile icon with the ID '600600'. The breadcrumb trail reads: Home > Groups > eQuest > ATS Test Group > Administer >. The left sidebar contains a menu with the following items: Account Summary (selected), Boards, Posting Accounts, Permissions, Advanced Settings (with a '1' notification badge), Reporting (with a '3' notification badge), Training & Support (with a '2' notification badge), and Admin User Guide (with a link icon). The main content area is titled 'Account Summary' and contains three sections: 'Job Board Alerts', 'Posting Alerts' (with the value 'none'), and 'Exhausted Inventory and Locked Accounts' (with the value 'none'). Below these is the 'eQuest Contracts' section, which features a table with the following data:

Contract Name	Status	Usage	Limit	Balance	Start Date	End Date
Posting Contract	Active	3		N/A		

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

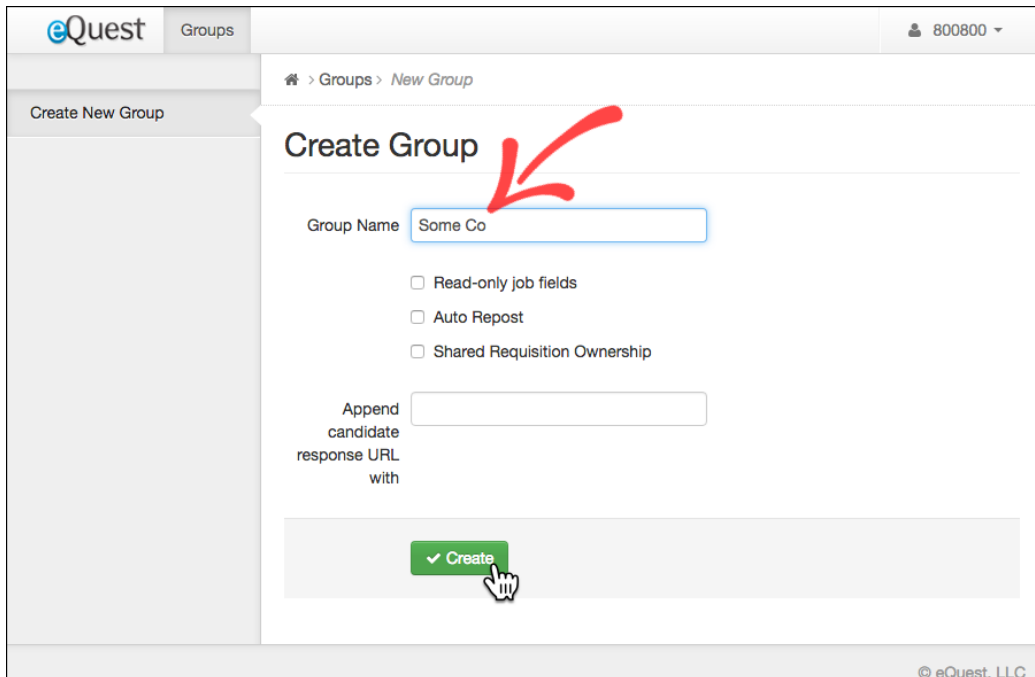
Creating New Client Accounts

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.



The screenshot shows the 'Create Group' interface in the eQuest system. The breadcrumb trail is 'Groups > New Group'. The 'Group Name' field contains 'Some Co'. Below it are three checkboxes: 'Read-only job fields', 'Auto Repost', and 'Shared Requisition Ownership'. There is also a text input field for 'Append candidate response URL with'. A green 'Create' button is located at the bottom of the form. A red arrow points to the 'Group Name' field.

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

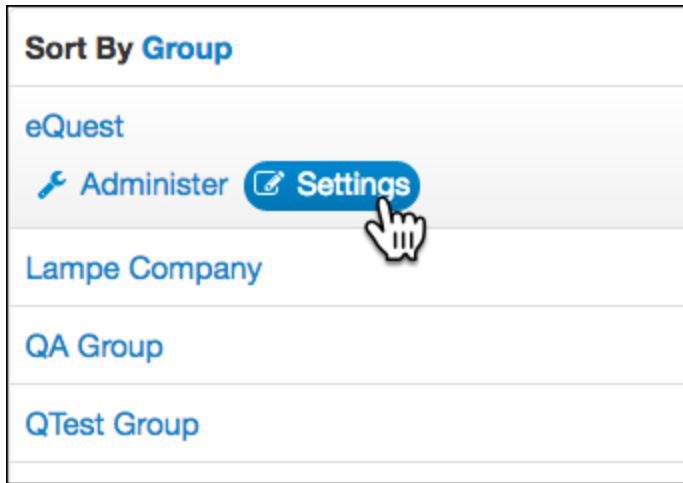
Allows users within that client group/zone to take action on jobs created by other Posting Accounts.

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-Post <https://support.equest.com/index.php?pg=kb.page&id=3896>

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