

A Simpler, Connected Arcoro

Unified Menu, Employee Management, and Permissions

Arcoro is bringing the products you use every day into one connected experience. Instead of moving between separate places to find a feature, add a person, or grant access, your administrators will work from one navigation and one person record.

This guide explains exactly what is changing, what is staying the same, and what your team should do to be ready. Share it with everyone at your company who administers Arcoro.

The three changes

Change	What it means for admins	How it turns on
Unified Menu	One left side navigation across every Arcoro product you subscribe to, filtered to what each user is permitted to see.	Appears automatically on your enablement date. No setup required.
Employee Management	One person record in the platform with a tab for each product you subscribe to, so you manage a person in one place.	Enabled by Arcoro for your company. Nothing for you to configure.
Permissions	Access and permissions for each product are managed from that same person record, plus one shared Account tab for login, password, MFA, and SSO.	Enabled at the same time, for every product you subscribe to.

The short version for your team

- No reconfiguration is required. The new experience reads the roles and permissions you already have.
- Your existing links and bookmarks keep working.
- Your employees are not affected. This changes the administrator's experience, not the employee experience.
- Every setting you have today is preserved. This is a consolidation of screens, not a redesign of permissions.

How the rollout works

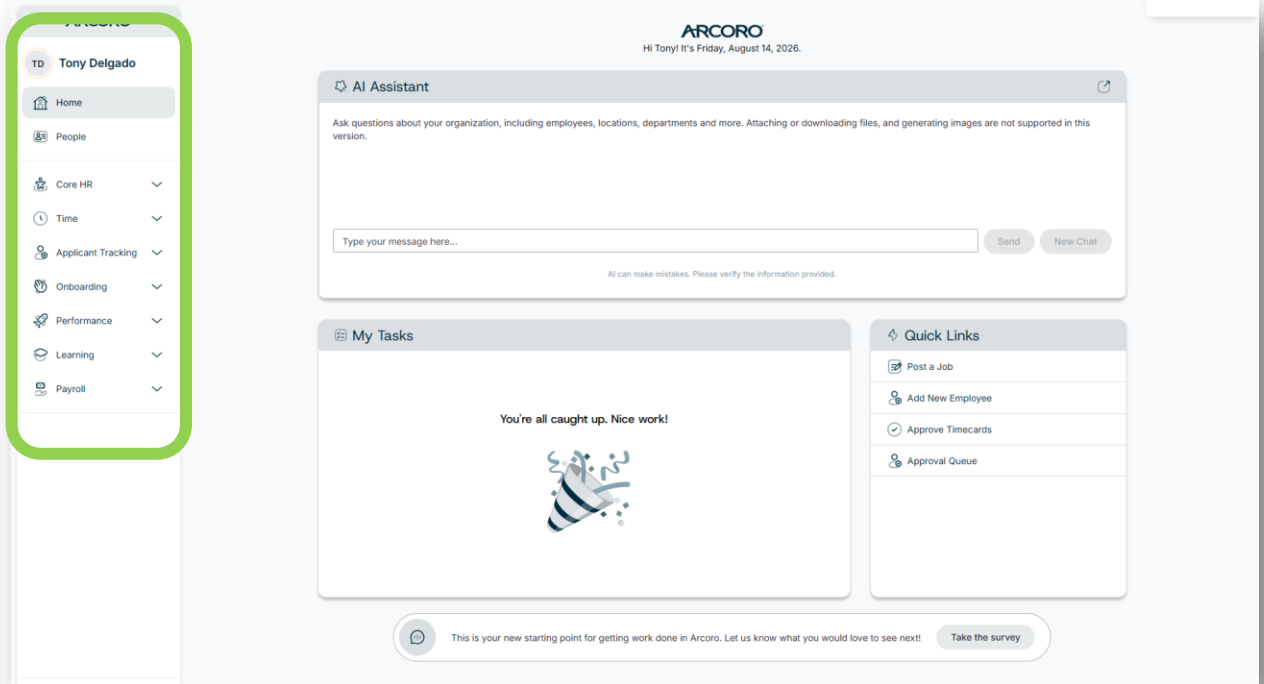
All three changes go live together, in a single release, across every Arcoro product. There is no phased sequence to track and nothing to opt into. On your enablement date your administrators sign in and see the new navigation and the new person record for every product your company subscribes to.

	What to expect
Products covered	Every Arcoro product you subscribe to: Core HR, Payroll, Arcoro Time, Applicant Tracking, Onboarding, Learning, Performance, Succession, Integrations, and Advanced Analytics.
Target date	[Insert release date] Arcoro will confirm your date in advance. Your administrators will see the change on their next sign-in after that date.
How it turns on	Arcoro enables it for your company. No configuration, no migration, and no action is required from you beforehand.
What you will notice	A single left side navigation in place of the separate product navigations, and a single person record with a tab for each product you subscribe to. The existing employee and permission administration screens for each product are now managed in the unified platform.

1. The Unified Menu

Today, each Arcoro product has its own navigation. Administrators who work across Core HR, Arcoro Time, Applicant Tracking, and Talent move between separate entry points and often rely on bookmarks. The Unified Menu replaces that with one navigation that shows every product your company subscribes to and every feature the signed in user is permitted to reach, in two clicks or fewer.

What is changing	What is staying the same
One left side navigation across the platform, with a collapsible section for each product your company subscribes to.	Every existing product page works exactly as it does today. Selecting an item from the new menu takes you to the same screen you use now.
Sections appear only for products your company holds.	All existing menus remain in place and remain accessible.
Within a product, only the features the signed in user is permitted to open are listed.	Your bookmarks and saved links continue to work. No page addresses change for existing pages.
The menu item named Employee is now named People. Breadcrumbs and page addresses use People as well.	The mobile experience is unchanged. This release applies to the web experience.



Who will see the Unified Menu

A user sees the new menu when their company is enabled for the unified platform, and they meet the access criteria for at least one qualifying product below. Advanced Analytics and Payroll do not grant access on their own; they count only in combination with one of the other products.

Product	Who qualifies
Core HR	Anyone with an administrator role. Limited administrator roles, such as restricted roles created for managers, are respected and those users see only what their role permits.
Arcoro Time	Anyone whose Arcoro Time permission for Time Summary, Timecard, and Time Sheets is set to Access All, Edit, or View.
Applicant Tracking	Anyone with a user role. Contact only roles do not qualify.
Onboarding	Anyone with an Admin, Admin and Manager, or Manager role. Kiosk only roles do not qualify.
Talent	Anyone holding one or more of these built-in roles: Manager, Training Admin, 360 Manager, 360 Admin, Evaluation Manager, Evaluation Admin, LMS Administrator.
Integrations	Anyone granted Administrator rights. Read only, Sync admin, and User admin do not qualify.
Advanced Analytics	Administrators, in combination with one of the qualifying products above.
Payroll	Admin, Controller, and Manager, in combination with one of the qualifying products above. The Employee role does not qualify.

2. Employee Management

Today, adding a person and setting up their record means visiting a different administrative screen for each Arcoro product, and often re-entering the same name and email more than once. Employee Management brings all of it onto one person record in the platform, with a tab for each product your company subscribes to.

What is changing	What is staying the same
• A single People directory listing everyone at your company, searchable and filterable, with a Features count showing at a glance how many products each person can reach.	• The people in the directory are the people you have today. Nothing is created, merged, or removed.
• One person record with a tab for each product your company subscribes to. You will not see tabs for products you do not have.	• Nothing is migrated. All data remains in the same systems of record it lives in today.
• Adding a person and granting them access to a product happens in a single save. Their record, launcher entry, and entitlements are created for you.	• Every field and setting available in the existing administration screens is preserved. No capability is lost.
• Adding a person asks whether they are an employee or a contractor, and creates their records accordingly, so a contractor is never set up in products they do not belong in.	• Imports, integrations, and bulk update utilities are unaffected and continue to run exactly as they do now.
• Name and email are read from the person record rather than re-entered, which removes duplicate user records across products.	• Employees are not affected. What they see and can do inside each product is unchanged.
• Changes take effect immediately in the underlying product. There is no waiting for a sync.	• How each product enforces its own rules at run time is unchanged.
• Once your company is enabled, the existing employee administration screens in each product redirect to the platform or become view only.	• For employees synced from Core HR, Core HR remains the system of record. Those fields display with a Managed via Core HR note and stay read only.
• Employee profile photos appear on the person record, so you can confirm you are looking at the right person.	• Returning your company to the previous screens is safe at any point, with no loss of configuration.

What appears on General and Employment depends on you

- The two shared tabs are assembled from the products your company subscribes to. A company with Payroll sees a Payroll Information section; a company without it never does.
- Within that, only the fields that apply to a given person are shown. Options your company has not set up stay hidden rather than sitting there empty, so admins are not asked to fill in things that do not apply to your business.
- Where a list exists but has nothing in it yet, the field tells you so directly. In the example above, Labor Class reports that no labor classes are available, which points you at the setup that is missing instead of leaving you guessing.
- This is why two companies on the same release can see a different set of fields, and why two people at the same company can too. It is working as intended.

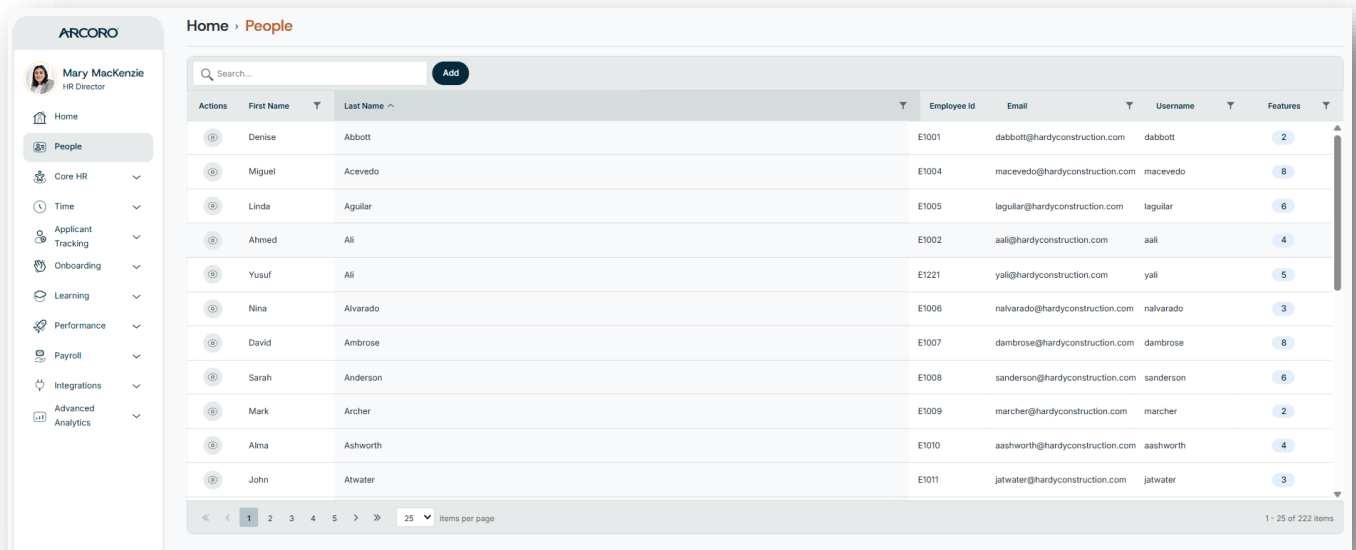
Worth flagging

- For Talent, bulk import of people stays in the existing Learning application for now. The existing People page keeps Import and loses Add a Person once you are enabled.
- For Talent, the Roles tab is hidden from users who do not have permission to set permissions.
- Some tabs appear only when the related capability is enabled for your company, for example Evaluations, Goals, Succession Plans, Business Units, and Knowledge Base history.
- For Arcoro Time, an administrator cannot deactivate their own Arcoro Time access, and remaining license counts are shown and enforced when you grant access.
- Existing side effects are preserved. Changing a job code still reassigns learning plans, and changing a manager still transfers in progress evaluations.
- Any administrator can search and find anyone at your company in People, including people outside the products they manage. This is what allows a single administrator to set someone up end to end, and it does not change what they are permitted to see or edit on that person's record.
- Person type is set when someone is added. Employee creates their record in Core HR, Arcoro Time, and Talent; Contractor creates the person record only, and you grant products from there.

The People Directory

People is where you start. It lists everyone at your company in one searchable, filterable, sortable directory, no matter which Arcoro products they use. Add is right there at the top, so creating a person no longer starts inside a particular product.

The search box matches on first name, last name, employee ID, email address, and username, so you can find someone with whichever detail you happen to have in front of you. Every column also has its own filter, and any column can be sorted.



Actions	First Name	Last Name	Employee ID	Email	Username	Features
	Denise	Abbott	E1001	dabbott@hardyconstruction.com	dabbott	2
	Miguel	Acevedo	E1004	macevedo@hardyconstruction.com	macevedo	8
	Linda	Aguilar	E1005	lagular@hardyconstruction.com	lagular	6
	Ahmed	Ali	E1002	aali@hardyconstruction.com	aali	4
	Yusuf	Ali	E1221	yali@hardyconstruction.com	yali	5
	Nina	Alvarado	E1006	nalvarado@hardyconstruction.com	nalvarado	3
	David	Ambrose	E1007	dambrose@hardyconstruction.com	dambrose	8
	Sarah	Anderson	E1008	sanderson@hardyconstruction.com	sanderson	6
	Mark	Archer	E1009	marcher@hardyconstruction.com	marcher	2
	Alma	Ashworth	E1010	aashworth@hardyconstruction.com	aashworth	4
	John	Atwater	E1011	jatwater@hardyconstruction.com	jatwater	3

Each row shows the details you need to identify someone:

- First name and last name
- Employee ID
- Email address
- Username
- Features: A count of how many Arcoro products that person has access to. Hover over the number and a tooltip lists exactly which ones, so you can see someone's full access without opening their record.
- The eye icon in the Actions column opens the person's record.

The directory covers everyone at your company. Any administrator who can open People can find any person, whichever products that administrator manages, which is what lets one person set a new starter up from beginning to end. What they can then see and change on that record still depends on the permissions they hold in each product.

Adding a person

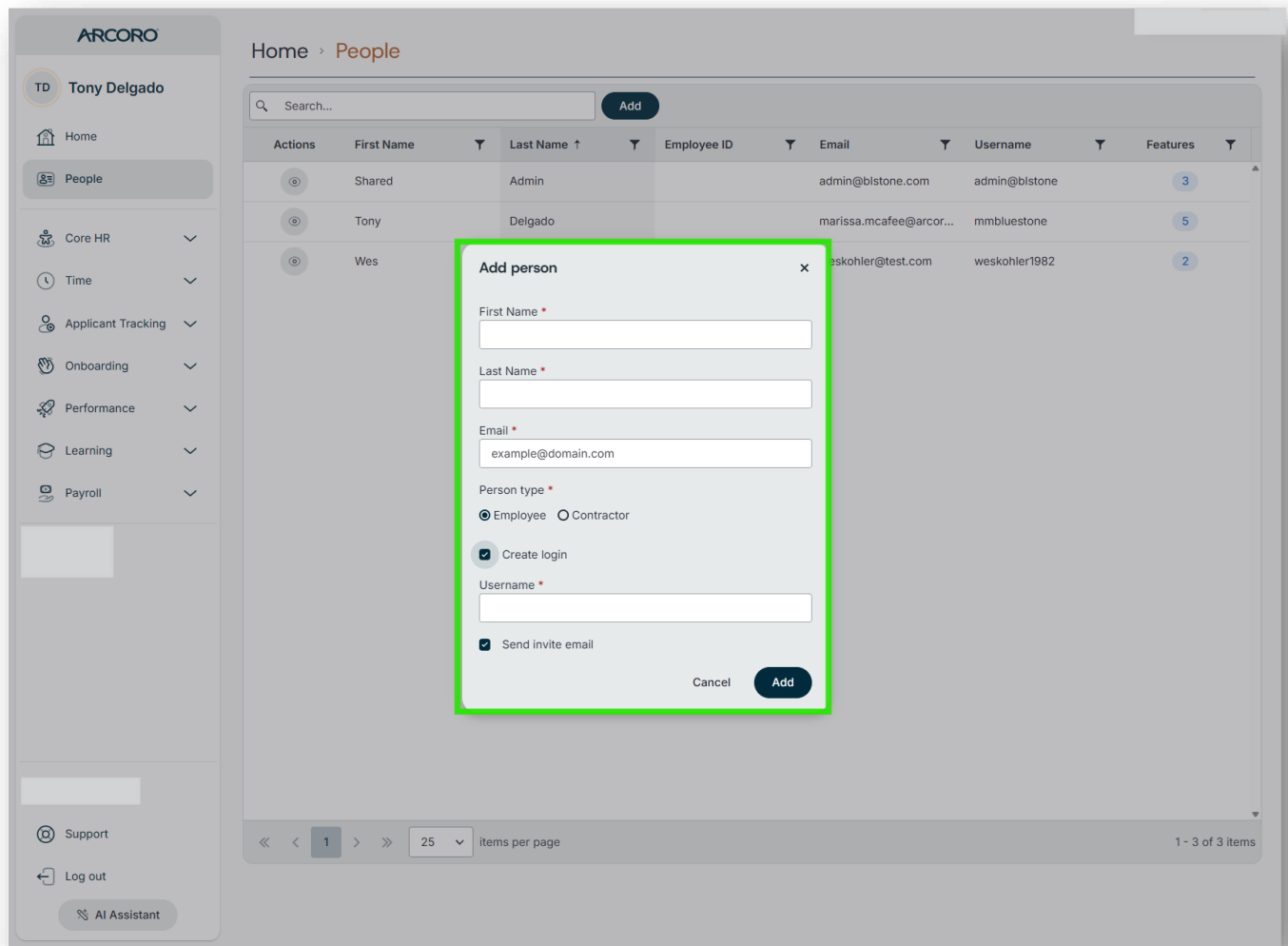
Add sits at the top of the directory. It asks for the few details needed to create the person, and everything else is filled in afterwards on their record. This keeps adding someone quick, and it means you are never held up at the point of creation by a field you do not have to hand yet.

The dialog asks for first name, last name, and email address, and then three decisions:

- Person type. Employee or Contractor. This is the one that matters most, and it is explained below.
- Create login. On by default, and it asks for a username. Switch it off to create the person without a login for now.
- Send invite email. Also on by default. Switch it off to create the login now and send the invitation when you are ready, for example on someone's first day rather than the week before.

The screenshot shows the ARCORO People management interface. On the left is a sidebar with the user profile 'TD Tony Delgado' and a list of navigation items: Home, People (selected), Core HR, Time, Applicant Tracking, Onboarding, Performance, Learning, Payroll, Support, Log out, and AI Assistant. The main content area is titled 'Home > People' and features a search bar and an 'Add' button (highlighted with a green circle and a green arrow). Below the search bar is a table with columns: Actions, First Name, Last Name, Employee ID, Email, Username, and Features. The table contains three rows of data. At the bottom, there is a pagination bar showing '1' of 3 items, '25' items per page, and '1 - 3 of 3 items'.

Actions	First Name	Last Name	Employee ID	Email	Username	Features
	Shared	Admin		admin@blstone.com	admin@blstone	3
	Tony	Delgado		marissa.mcafee@arcor...	mmbuestone	5
	Wes	Kohler	1582	weskohler@test.com	weskohler1982	2



Add person. Name

Employee or Contractor

This choice tells Arcoro what kind of person you are adding, and it decides where their record is created for you.

Person type	Where the record is created	What you do next
Employee	Created for you in Core HR, Arcoro Time, and Talent straight away, because those products expect every employee to have a record. Each one applies its own default access. This is how it functions today.	Open Access and permissions and adjust the role or access for anything the defaults do not cover.
Contractor	Created in the person record only. Nothing is created in Core HR, Arcoro Time, Talent, or any other product until you say so.	Open Access and permissions and add only the products that person needs, for example Talent on its own, or a contact only role in Applicant Tracking.

Choosing the right person type

- Contractor means anyone who is not an employee of your company. A safety trainer who only needs Learning, a hiring manager from a partner firm who reviews resumes, a temporary superintendent on one job. Most Arcoro products have their own version of this, so a contractor can be given exactly the access they need and nothing more.
- Core HR has no place to hold a contractor, which is why choosing Contractor does not create a record there. That is by design, not an error.
- If you add someone as a Contractor and later realize they should have been an Employee, you do not need to add them again. Open Access and permissions and grant them the products they need.

The person record

Opening someone from the directory gives you their full record, given you have permission.

The panel across the top stays visible whichever tab you are on, so an admin always knows who they are looking at. It holds:

- The profile photo, or initials where there is no photo.
- Name, job title, and location.
- Employee ID.
- Department and manager.
- Edit, on the right. Nothing anywhere on the record can be changed until this is selected.

Home > People > View



Marisol E. Vega

Journeyman Electrician | Phoenix, AZ

Employee ID: 4471

Department: Field Operations — Electrical

Manager: Héctor Delgado

Edit

Employee profile photos

The person record shows one photo per employee. Rather than an admin checking Core HR, Arcoro Time, and Talent to see who someone is, the platform gathers whichever photo already exists across those products into a single canonical photo and shows it in one place. Admins can also set one here.

	How it behaves
Where photos come from	The platform looks at Core HR, Arcoro Time, and Talent and centralizes whichever photo already exists into one platform owned photo for that employee.
Precedence	If more than one product has a photo for the same person, Core HR wins, then Arcoro Time, then Talent. This is decided per employee based on where a photo exists, not on which products the company has licensed.
No photo	A default initials avatar is shown.

	How it behaves
Two way sync	Once the platform has a photo, it will show in every connected product that employee is active in, including products that never had a photo for that person. The same photo then appears everywhere.
Setting a photo	You can upload, crop, preview, and save from the camera icon shown while editing an employee.
Removing a photo	You can remove a photo from the edit screen, with a confirm step.
Who sees it	The employee profile header in Employee Management, for admins with permission to edit employees.

Setting up a photo, step by step

Step 1. Open the employee in edit mode and click the camera icon on the avatar.

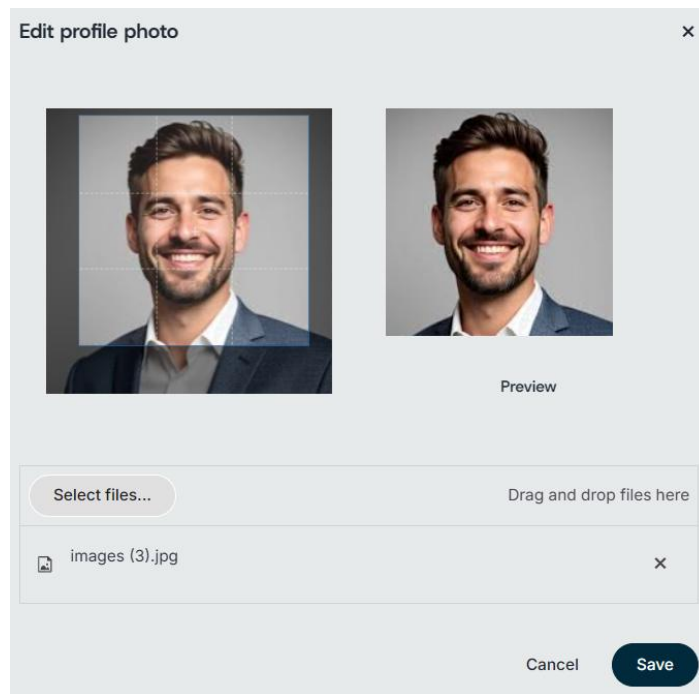


Step 2. In the Edit profile photo window, click Select files, or drag an image onto the window.



The upload window. Save stays greyed out until an image is added.

Step 3. Adjust the crop, check the preview, then Save. The photo becomes the canonical one and is pushed out to connected products in the same save.



Crop on the left, live preview on the right. Save commits it everywhere.

- The platform now shows the profile photo you already have on file in Core HR, Arcoro Time, or Talent, so you do not need to re-upload anything to see it.
- If you want to add or change a photo, you can do that directly while editing an employee, and it updates automatically everywhere that employee appears.

General and Employment Tabs

General and Employment hold the details that are shared across the platform. Every other tab belongs to a product your company subscribes to, so everything about that person sits behind one set of tabs instead of several separate screens.

ARCORO

Mary MacKenzie

HR Director

Home

People

Core HR

Time

Applicant Tracking

Onboarding

Learning

Performance

Payroll

Integrations

Advanced Analytics

My Profile

Support

Log out

AI Assistant

Home > People > View

ME

Marisol E. Vega

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Employee ID: 4471

Department: Field Operations — Electrical

Manager: Héctor Delgado

Edit

General

Employment

Talent

Time

Core HR

Payroll

Access & permissions

Identity, contact, EEO self-identification, and custom fields

Personal information

First name	Marisol
Middle name	Elena
Last name	Vega
Suffix	—
Preferred name	Mari
Birthdate	4/12/1988
Sex	Female
Birth location	Nogales, AZ
Tobacco user	No
Spouse is employee	Yes
Payment preference	Direct deposit

Government identification

Passport	United States of America

	Expires —
Social Security Number (SSN)	United States of America
	-**-*
	Does not expire

Phone numbers

Mobile	(602) 555-0148
Work	(602) 555-0119
Home	(602) 555-0102
Fax	(602) 555-0170

Email addresses

Work	mvega@hardyconstruction.com
Personal	marisol.vega@gmail.com

Address

Address	2418 W Roeser Rd
City	Phoenix
State	AZ
Zip	85041

EEO & diversity

Ethnicity	Hispanic or Latino
Disabled	No
EEO class	Craft workers
EEO occupation	Electrician
Veteran	Yes
Language	English

Veteran status

Disabled veteran	No
Other protected veteran	No
Armed forces service medal veteran	Yes
Recently separated veteran	No
Active duty wartime or campaign badge veteran	Yes

Custom fields

Favorite color	Oxide
Crew shirt size	Medium

Product Tabs

Product tabs will appear in a person's profile if your organization subscribes to that product, and the logged in admin has access. The information within each product tab is directly pulled from the legacy products, **no data or information has changed**.

Before (what you currently see)

Different tabs for General, Viewsets, Field Notes, Keytabs, Custom fields

Edit Employee

Delgado, Tony

General Viewsets **Field Notes** Keytabs Custom Fields

Employee fields displayed as read-only must be updated directly in CoreHR.

First * Tony Middle Delgado Last * Suffix ID

Employment Information

Hire Date Termination Date Hourly Wage Employee Type Annual Salary

Time and Attendance Options

Time Entry Method Policy Group Category

☒ Timecard (punch based) ☐ Timesheet (time block)

Default

None

After (what you will see after release)

Setup, custom fields, field notes, and keytabs are all under the Time tab.

Home - People - View

Marisol E. Vega

General Employment Report **Time** Core HR Payroll Access & permissions

Time tracking setup

Policy group: Default Time entry method: Timecard Category: Wage - Standard (L) Default unit: Hour (2400-14.00) Default multiplier: Line 200 (Rate change) Default multiplier code: 00-00 (Default Rate) Comments:

Time custom fields

Badge number: 445-4455 Start date: June 2 The data origin: No The selection code: SA-0000

Field notes

PL 2023-04-10 PM: Received reporting on the north side - replaced before a closed inspection. Download audio

PL 2023-04-10 PM: Left a voicemail with the crew about tomorrow's schedule change. Download audio

PL 2023-04-10 PM: Received a quick walkthrough of the punch list items. Download audio

Keytabs

Effective Date	End Date	Card Type	Serial Number
Tue 4/10/23 8:00AM	None	Start	000000000000000000
Tue 4/10/23 8:00AM	End	Stop	000000000000000000
Tue 4/10/23 8:00AM	NA	Start	000000000000000000

Editing a person

Edit turns the same record into a form. The General tab and the Employment tab each save everything on that tab in a single action, and the change takes effect in the underlying product immediately.

ARCORO



Mary MacKenzie
HR Director

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ME

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Employee ID: 4471

Department: Field Operations — Electrical

Manager: Héctor Delgado

EditingCancel

General

Employment

Talent

Time

Core HR

Payroll

Access & permissions

Identity, contact, EEO self-identification, and custom fields

Personal information

First name *

Marisol

Middle name

Elena

Last name *

Vega

Suffix

—

Preferred name

Mari

Birthdate

4/12/1988

Sex

Female

Birth location

Nogales, AZ

Tobacco user

☐

Spouse is employee

☒

Payment preference

Direct deposit

Government identification

Passport

United States of America

Expires —

Social Security Number (SSN)

United States of America

-**-*

Does not expire

Add

Phone numbers

Mobile

(602) 555-0148

Work

(602) 555-0119

Home

(602) 555-0102

Fax

(602) 555-0170

Email addresses

Work

mvega@hardyconstruction.com

Personal

marisol.vega@gmail.com

Address

Address

2418 W Roeser Rd

City

Phoenix

State

AZ

Zip

85041

EEO & diversity

Ethnicity

Hispanic or Latino

Disabled

☐

EEO class

Craft workers

EEO occupation

Electrician

Veteran

☒

Language

English

3. Permissions

Permissions move onto the same person record, so granting someone access no longer means opening a different administrative screen for each product.

What is changing	What is staying the same
• Access and permissions for each product are managed from a tab on the person record, alongside their profile.	• Each product's own database remains the system of record for its permissions. The platform reads and writes it directly.
• A shared Account tab handles login and identity in one place: account creation, password reset, MFA, single sign on, verification emails, and unlocking an account. This becomes available to every customer, not only those with Core HR.	• The permissions and scopes you have configured are carried across as they are. No customer loses configuration ability.
• Permissions are always shown as granting an ability. Settings stored as a restriction today are displayed in the positive, for example Show full SSN rather than hide SSN.	• The underlying stored values do not change, even where the wording on screen is inverted for clarity.
• Confusing or overlapping legacy permissions now carry inline explanations.	• How each product enforces permissions at run time is unchanged.
• Once your company is enabled, the existing permission screens in each product stop accepting edits.	• Your users keep the access they have today. No re-granting or re-mapping is required of you.
• Arcoro Time gains a dedicated page for creating, editing, and deleting custom web and mobile security roles. Built in roles remain view only.	• Employee visibility rules are preserved, including Inclusive, Exclusive, and All Access modes and the dimensions you scope by.

How permissions work when you have more than one product

Each product keeps its own permissions, which is why your administrators still see the roles and settings they know. But some responsibilities exist in more than one product under different names. Editing a location in one product is called managing a facility in another, and a person can be an administrator in one without being an administrator in the other. The platform reads the permissions a person holds everywhere and works out a single answer.

Where products overlap, Core HR governs. Core HR sits at the top of that order because it is the system of record for your workforce. Permissions do not stack across products: holding an administrator role in one product cannot give someone more than Core HR allows them.

This matters most at the moment you add Core HR. If an administrator could edit locations in Talent, and you then add Core HR, location editing comes under Core HR. That administrator keeps their Talent role exactly as it was, but to carry on editing locations they need to be an administrator in Core HR with that permission as well.

What to do about it

- If you have added Core HR recently, or you are adding it soon, list the administrators who manage locations, facilities, or similar shared setup today, and confirm each of them has the matching permission in Core HR.
- It is a one time check per administrator, not an ongoing task. Once someone holds the right Core HR permission, they keep it.
- Your Arcoro contact can help you work through the list as part of your Core HR implementation, so nobody discovers it mid task.

Points that need an administrator decision or check

- If you manage Integrations permissions through imports or bulk update utilities, those paths are being restricted. Please raise this with your Arcoro contact before your enablement date so we can plan around it.
- If your company requires MFA for administrators, at least two active security administrators must remain. Saves that would leave you with fewer are blocked.
- Visibility governed by eligibility rules displays as view only. Applying a security role template cannot be undone, so you will be asked to confirm.

Access & Permissions Tab

The last tab holds login access, role, and feature permissions. Its left side lists Arcoro Account first, then Features underneath. Selecting Arcoro Account shows identity and sign in, which is the same for every customer regardless of products: system access with status, last login, and API management access; settings with username and multi factor authentication; and full login history.

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Home · People · View

ME

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Edit

General

Employment

Talent

Time

Core HR

Payroll

Access & permissions

Login access, role, and feature permissions

Arcoro Account

Features

Applicant Tracking

Onboarding

Talent

Time

Core HR

Payroll

Advanced Analytics

Integrations

System access

Status

Active

Last Login

7/22/2026 6:12 AM

API management access

Disabled

Settings

Username

mvega

Multi-factor auth

Required

Login history

Date	Event	IP Address	Browser	Version	Operating System	Device	Impersonated By
8/6/2026 9:30 AM	Login	69.243.174.104	Chrome	151.0.0	Mac OS X 10.15.7	Mac	
8/5/2026 7:38 PM	Logout	20.15.225.67	HeadlessChrome	151.0.0	Windows 10	Other	
8/5/2026 7:15 PM	Login	20.15.225.67	HeadlessChrome	151.0.0	Windows 10	Other	
8/5/2026 5:39 PM	Logout	69.243.174.104	Chrome	151.0.0	Mac OS X 10.15.7	Mac	
8/5/2026 5:38 PM	Login	69.243.174.104	Chrome	151.0.0	Mac OS X 10.15.7	Mac	
8/5/2026 5:37 PM	Logout	69.243.174.104	Chrome	151.0.0	Mac OS X 10.15.7	Mac	
8/5/2026 5:28 PM	Login	69.243.174.104	Chrome	151.0.0	Mac OS X 10.15.7	Mac	
8/5/2026 5:00 PM	Login (Impersonation)	2600:1700:4005:4...	Edge	151.0.0	Windows 10	Other	Cory H

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8

9

10

11

12

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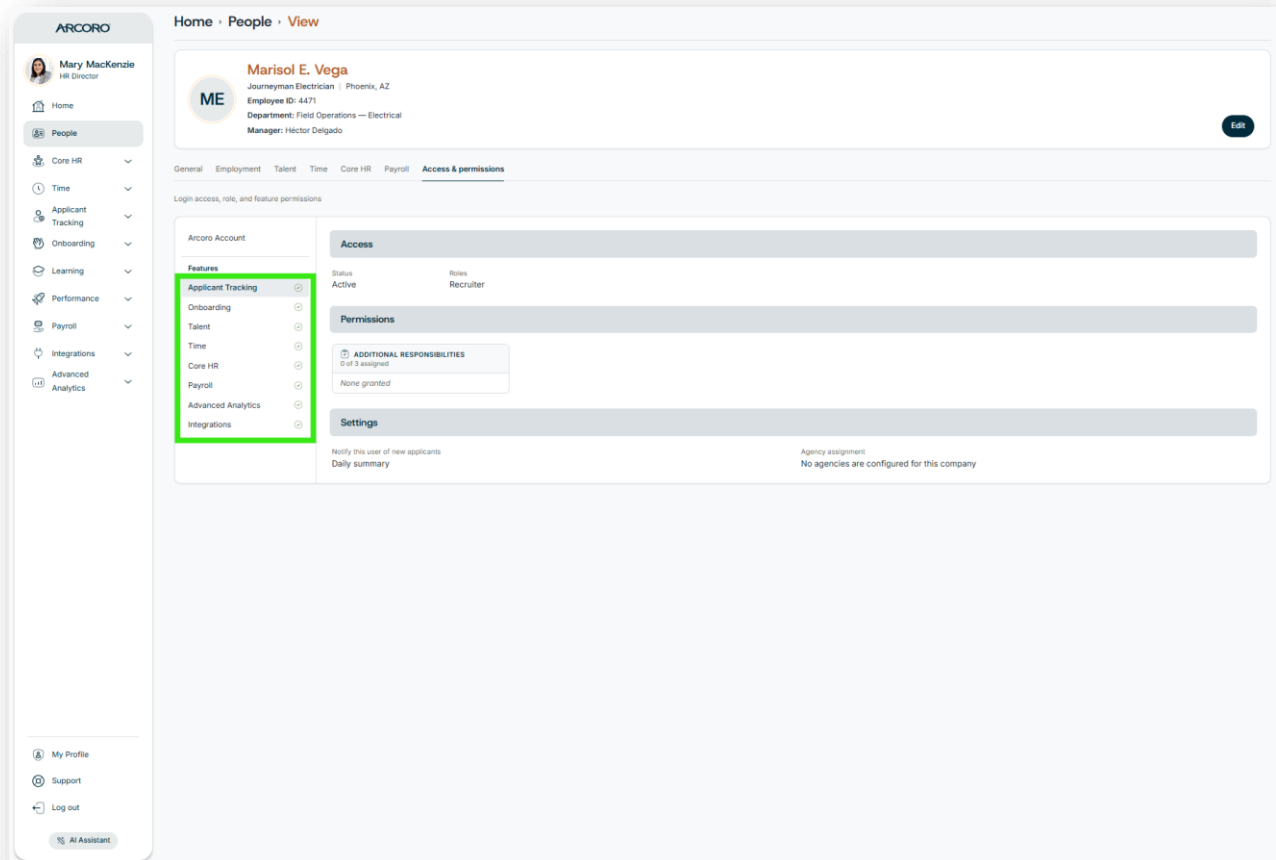
25

Items per page

1 - 25 of 888 items

Granting access, before selecting Edit

Selecting a feature shows that person's current position in it, read only. In this example Applicant Tracking is active with the role Recruiter, no additional responsibilities assigned, and the notification setting. The icons beside each feature in the list show at a glance where the person stands: a green tick for access, a red circle for none.



Granting access, after selecting Edit

Selecting Edit turns the same screen into a form, and the header switches to Editing with a Cancel beside it. This example is a change to someone's Onboarding role.

- Status, active or inactive, which is the access itself.
- Role, required, chosen from a dropdown. For Onboarding the options are Admin, Admin and Manager, Manager, and Kiosk Mode User.
- Company, and Locations which is also required.
- An on screen note stating the rule outright: role determines what permissions are available.
- Permissions grouped into categories, each with a count, and a running total above them. Select all toggles the lot.

Home · People · View

Mary MacKenzie
HR Director

Home
People
Core HR
Time
Applicant Tracking
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Integrations
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My Profile
Support
Log out
AI Assistant

ME Marisol E. Vega
Journeyman Electrician | Phoenix, AZ
Employee ID: 4471
Department: Field Operations — Electrical
Manager: Hector Delgado

General Employment Talent Time Core HR Payroll **Access & permissions**

Login access, role, and feature permissions

Arccoro Account

Features
Applicant Tracking
Onboarding
Talent
Time
Core HR
Payroll
Advanced Analytics
Integrations

Access

Status: ☒ Active

Role: **Manager**
Admin
Admin and Manager
Manager
Kiosk Mode User

Company: AllAccess Construction

Locations: Select...

Role determines what permissions are available. Learn

Select all ☐

22 of 24 permissions on

CONFIGURATION 7/7	NEW HIRE PAPERWORK 7/7	EMPLOYEE RECORDS 4/5	HIRING 4/5
Manage Job Titles ☒	View ID ☒	View Employee Summary ☒	Manage New Hires ☒
Manage Policies ☒	View W4F ☒	View All Employees ☒	Manage Hiring Templates ☒
Manage Users ☒	View W4S ☒	Update Employee Info ☒	View Job Applications ☒
Manage Government Forms ☒	View VSI ☒	Edit Pay Rate ☒	View Offer Letters ☒
Manage Custom Fields ☒	View Direct Deposit ☒	Delete Employee Documents ☐	Delete New Hire Record ☐
Manage Stores ☒	View Policy Ackis ☒		
Manage Notifications ☒	View Custom Documents ☒		

What becomes view only in each product

Because there is now one place to manage a person, the old employee and permission administration screens stop accepting edits when you are enabled. This is what keeps two administrators from making conflicting changes to the same person in two different places. Nothing is deleted and nothing is lost. The information those screens held is on the person record, and everything else in each product carries on as it does today.

Product	What changes	What stays where it is
Core HR	Permission pages stop accepting edits. Permissions are managed on the person record.	Everything else in Core HR is unchanged.
Arcoro Time	Employee and access screens send administrators to the platform. Creating, editing, and deleting custom web and mobile security roles moves to a dedicated page in the platform.	Built in security roles remain view only, as they are today. Time capture, approvals, and reporting are unchanged.
Applicant Tracking	On User Maintenance, the Add user button, the people grid, and the include deactivated users toggle are no longer shown. Permission administration pages stop accepting edits. An Employee Management link is added to the Admin menu.	Business Unit maintenance and Import and Export Users stay exactly where they are and keep working.
Onboarding	The User tab is replaced with a short message and a link through to the person record.	Every other Onboarding page is unaffected.
Talent	On Account Admin, People, the Add a Person button and the people grid are removed, and the People link takes you to the platform. The permissions screen redirects to the platform.	Import stays on the People page and works exactly as it does today. This is still how you bring people in at volume.
Payroll	Employee management and permission screens move to the platform.	Pay runs, pay schedules, and everything else in Payroll are unchanged.
Integrations	User permission management becomes view only. Permissions are set in the platform.	Your integrations themselves keep running. Only the screens for setting user permissions change.
Advanced Analytics	Nothing changes inside the product. Access is granted from the person record.	Your reports and dashboards are unaffected.

Two things worth telling your administrators before the date

- Imports, integrations, and bulk updates are not part of this. They keep running against the same data exactly as they do now. The one exception is any utility you use to set Integrations permissions, which is covered on the previous page.
- Only one place accepts edits at a time. If an administrator finds they can still edit a person in both the old screen and the platform, tell us. That is not intended.

How it works in practice

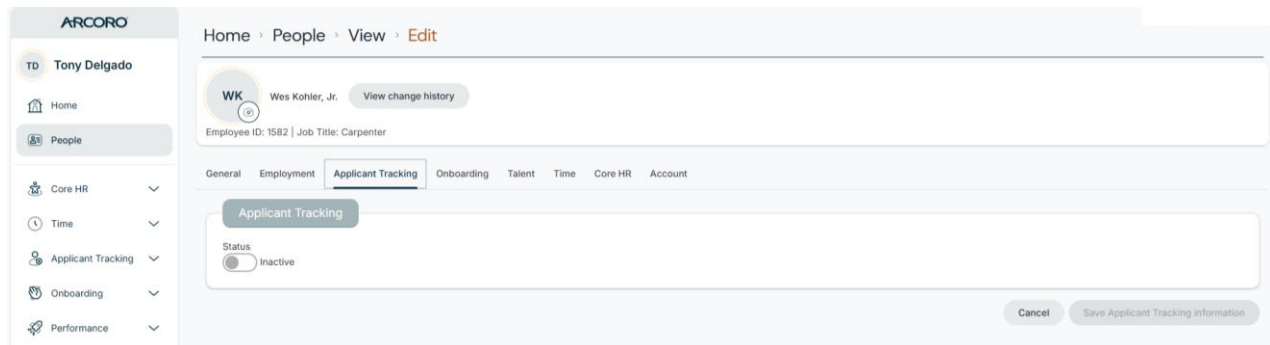
Wes Kohler is a carpenter. He already has a record in Arcoro because he is an employee, but he has never had a role in Applicant Tracking and has no access to it. Wes has just stepped into a leadership role in recruitment, and he now needs to work requisitions and candidates. Here is what that takes once your company is on the new experience.

Step 1. Find Wes in the People directory

Search for him in People. The search box matches on first name, last name, employee ID, email address, or username, so whichever detail his manager passed along is enough to find him. His Features count shows how many Arcoro products he can reach today, and hovering over it confirms Applicant Tracking is not among them. You did not need to log into Applicant Tracking to work that out.

Step 2. Open his record and go to the Applicant Tracking tab

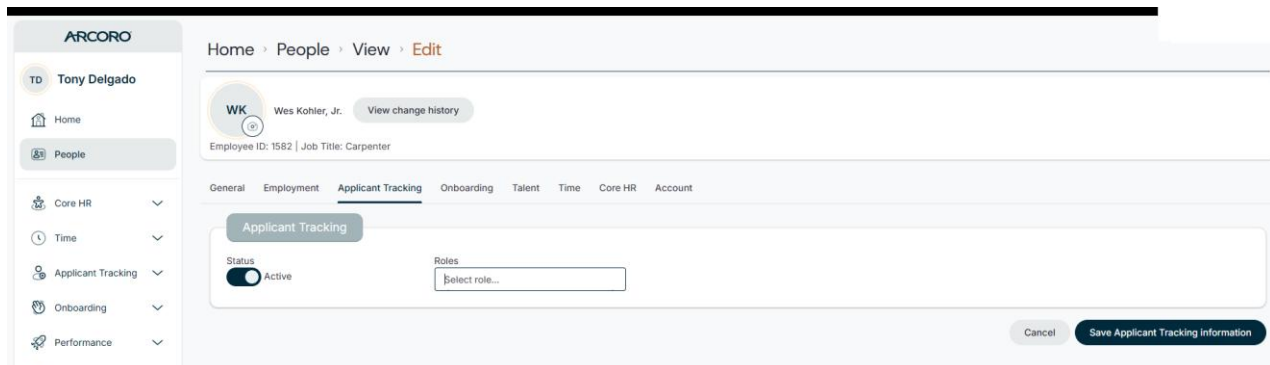
The tab is there for every person, because your company subscribes to Applicant Tracking. Wes simply has nothing turned on inside it yet. His status reads Inactive.



Wes today. The Applicant Tracking tab exists on his record, but his status is Inactive, so he has no access.

Step 3. Turn on his access and choose his role

Toggle Status to Active. A Roles field appears, and you pick the role that matches his new responsibilities. The roles in that list are the ones your company already has in Applicant Tracking. They continue to be set up and maintained there; this screen simply lets you assign them without leaving the person record.



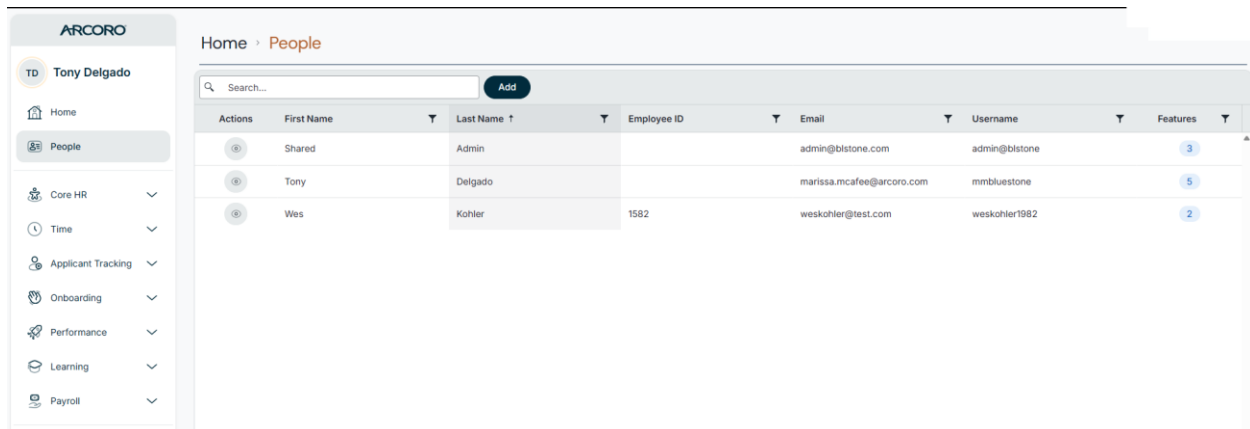
Status set to Active, with the Roles picker ready. Save Applicant Tracking information commits the change.

Step 4. Save once

A single save creates his Applicant Tracking user record, adds his launcher entry, and applies his entitlements. There is no second setup step in another application, and no waiting for a sync. It takes effect immediately.

Step 5. Confirm

The next time Wes signs in, Applicant Tracking appears in his navigation, showing only the features his new role permits. Back in the People directory, his Features count has gone up, and hovering over it now lists Applicant Tracking. That one number is your confirmation that the change took, without opening another application to check.



The screenshot shows the Arcoro People directory. The left sidebar has a user profile for Tony Delgado and a navigation menu with options: Home, People, Core HR, Time, Applicant Tracking, Onboarding, Performance, Learning, and Payroll. The main content area is titled 'Home > People' and contains a search bar and an 'Add' button. Below is a table of users:

Actions	First Name	Last Name	Employee ID	Email	Username	Features
	Shared	Admin		admin@blstone.com	admin@blstone	3
	Tony	Delgado		marissa.mcafee@arcoro.com	mmbstone	5
	Wes	Kohler	1582	weskohler@test.com	weskohler1982	2

Wes after the change. His Features count now reads 2, and the directory reflects his new access straight away.

What you did not have to do

- Open a second application to create him as a user there.
- Re-enter his name, email, or employee ID anywhere.
- Wait for an overnight sync before his access worked.
- Ask a colleague with different administrative rights to finish the job for you.
- Remember to come back later and check that it took.

Questions and support

Your Arcoro contact is the fastest route for anything about your enablement date or your configuration. For issues after enablement, use the Support link in your navigation.

Arcoro is built for construction. These changes are about giving your administrators back the time they spend moving between screens, so your team can stay focused on the work in the field.