

Core - Bridge

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What is Bridge?

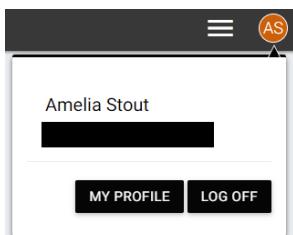
TempWorks created Bridge as a way to connect our customers to our many services. With this new user-friendly portal, you can manage your users for your company. This guide will walk through all the things you can do within Bridge.

Accessing Bridge

1. To access bridge, navigate to bridge.ontempworks.com .
2. You will be greeted by the log in screen where you can enter your credentials and select log in to continue.
 - Use your 'host\' log ins
 - If you do not know your log in information, ask your administrator to provide you a username & password.

The screenshot shows a web-based login interface. At the top, there's a dark navigation bar with a small logo on the left, the word 'Account' in white, and a 'Log In' button on the right. Below this, the main content area has a light gray background. It features a title 'Please Log In' at the top. Underneath, there are two input fields: one for 'User Name' and one for 'Password', each with a thin horizontal line below it for text entry. At the bottom of this form is a solid black rectangular button labeled 'LOG IN' in white capital letters.

When you are done using bridge, select your initials in the upper right to 'log off'



Bridge Menu

Open the bridge menu by clicking the  icon in the upper right.

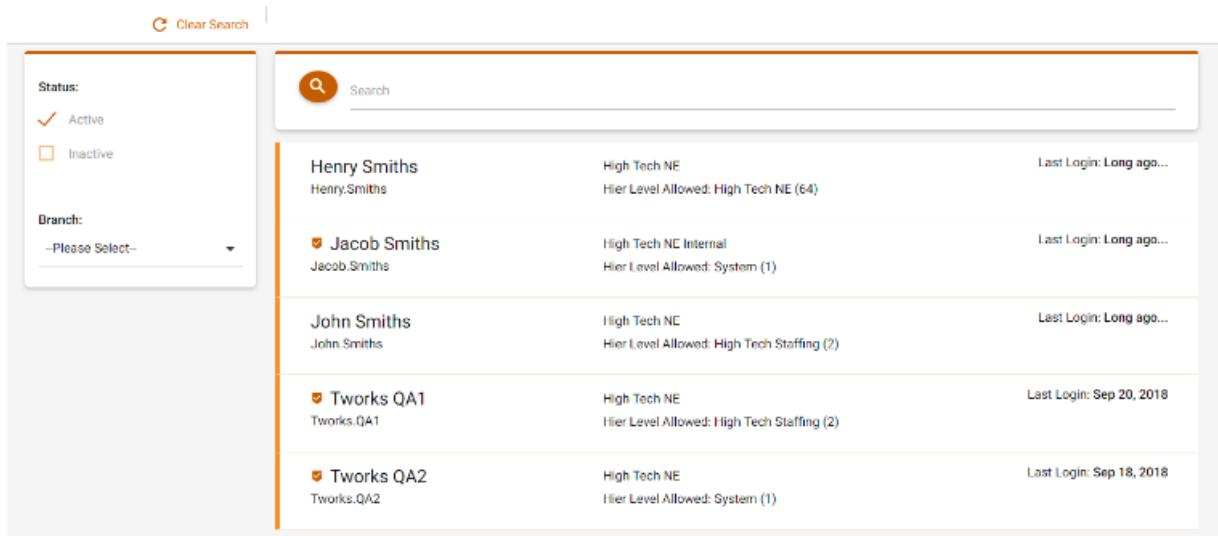
A new panel will open on the right displaying the navigation tree for Bridge. This is where you can get links to the knowledge base and the Users section of Bridge.

User Section in Bridge

This section of Bridge will allow you to add or edit your list of users for Core. The System Administrator or Owner will have access to this section of Bridge.

Search & Filter

All users will be displayed in a list in the center of the page. Use the search bar at the top and the filter options on the left to limit the users that are displayed:



The screenshot shows the 'User Section in Bridge'. On the left, there is a sidebar with filtering options: 'Status' (Active checked, Inactive unchecked), 'Branch' (a dropdown menu set to 'Please Select'), and a 'Clear Search' button. To the right is a main area with a search bar labeled 'Search' and a list of users. Each user entry includes the name, department, hierarchy level allowed, and last login date. A checkmark icon next to the names indicates they are administrators.

Name	Department	Last Login
Henry Smiths Henry.Smiths	High Tech NE Hier Level Allowed: High Tech NE (64)	Last Login: Long ago...
Jacob Smiths Jacob.Smiths	High Tech NC Internal Hier Level Allowed: System (1)	Last Login: Long ago...
John Smiths John.Smiths	High Tech NC Hier Level Allowed: High Tech Staffing (2)	Last Login: Long ago...
Tworks QA1 Tworks.QA1	High Tech NE Hier Level Allowed: High Tech Staffing (2)	Last Login: Sep 20, 2018
Tworks QA2 Tworks.QA2	High Tech NE Hier Level Allowed: System (1)	Last Login: Sep 18, 2018

The  icon shows users that are set as administrators. Only administrators can access the users page.

User Management

Click on any user to display options for managing that user:

The screenshot shows a user profile for 'Henry Smiths' (User ID: Henry.Smiths). The profile includes the name, email, and a note about the last login being 'Long ago...'. Below the profile are four buttons: 'NEW PASSWORD' (orange), 'COPY' (light blue), 'EDIT' (orange), and 'DEACTIVATE' (light blue).

Reset a User Password

1. Select the user you wish to reset a password for.
2. Select 'New Password' option:

The screenshot shows the 'New Password' form for 'Henry Smiths'. It has two input fields: 'New Password' (containing 'Use a strong password') and 'Confirm Password' (containing 'Type password again.'). Below the fields are 'CANCEL' and 'SUBMIT' buttons.

3. Enter in the new strong password.
4. Re-enter the same password under the confirm password field.
5. Select 'Submit.'

Copy a User

Utilize this feature when you want to create a new user. This will allow you to create a new user by copying the same user permissions from an existing user.

1. Select a user that has the same credentials as the new user you want to create.
2. Select 'Copy':

The screenshot shows the 'Copy' form for 'Henry Smiths'. It includes fields for 'First Name' (with placeholder 'Henry'), 'Last Name' (with placeholder 'Smiths'), 'Email' (with placeholder 'Henry.Smiths'), 'UserName' (with placeholder 'Henry.Smiths'), 'Password' (with placeholder 'Use a strong password'), and 'Confirm Password' (with placeholder 'Type password again.'). Below the fields are 'CANCEL' and 'SUBMIT' buttons.

3. Enter the following information:

- First & Last Name
- Create a username
- Create a password and confirm password
- Enter an email address for the user

4. Select 'Submit.'

Edit a User

Utilize this option to edit user information including administrator status.

1. Select the user you wish to edit.

2. Select 'Edit.'

3. You can change the following information:

The screenshot shows a user profile for 'Henry Smiths'. At the top, it displays the name 'Henry Smiths', the department 'High Tech NE', and the last login time 'Last Login: Long ago...'. Below this, there are four buttons: 'NEW PASSWORD' (orange), 'COPY' (light blue), 'EDIT' (orange), and 'DEACTIVATE' (light blue). Underneath these buttons, there are two input fields: 'First Name' (Henry) and 'Email' (HenrySmiths@HisNameMineToo.com). To the right of the email field is a checked checkbox labeled 'Administrator'. At the bottom right of the form are two buttons: 'CANCEL' and a large orange 'SUBMIT' button with a white arrow icon.

- Name
- Email
- Administrator (if checked then they are an administrator and can manage users)

4. Select 'Submit' to save your changes.

Deactivate a User

When a user no longer works for you, you can utilize the deactivate feature to change the user to an inactive status.

1. Select the user you wish to deactivate.
2. Select the 'Deactivate' option.

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