

Core - Bridge

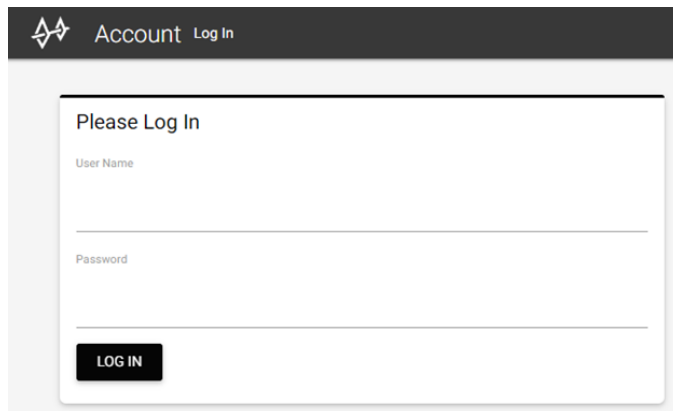
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What is Bridge?

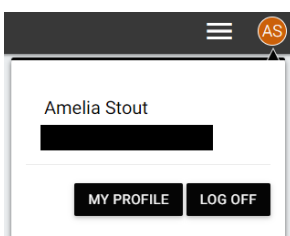
TempWorks created Bridge as a way to connect our customers to our many services. With this new user-friendly portal, you can manage your users for your company. This guide will walk through all the things you can do within Bridge.

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.
 - o Use your 'host\' log ins
 - If you do not know your log in information, ask your administrator to provide you a username & password.



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.

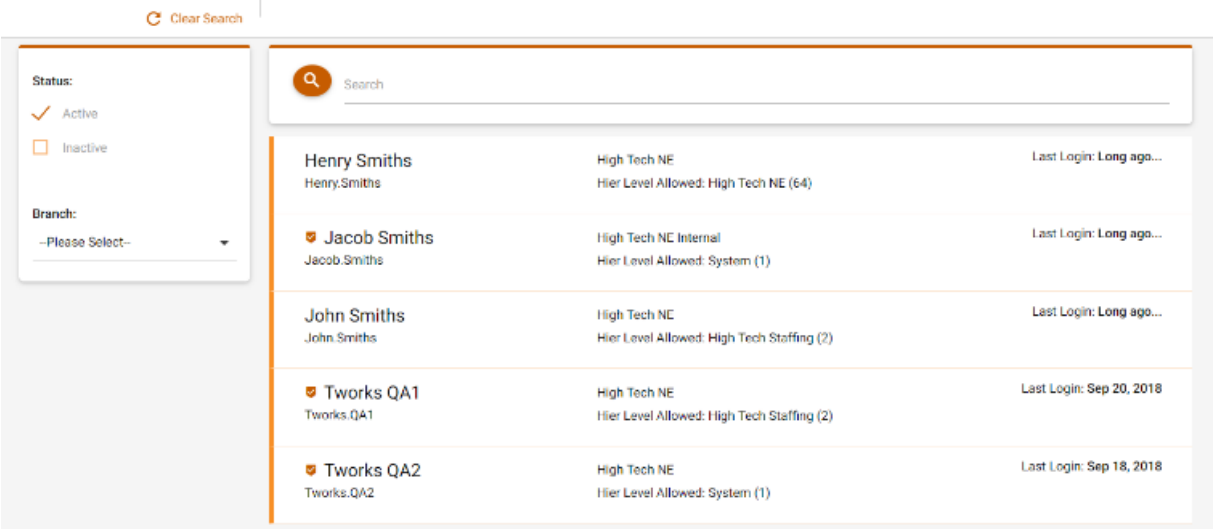
A new panel will open on the right displaying the navigation tree for Bridge. This is where you can get links to the knowledge base and the Users section of Bridge.

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:



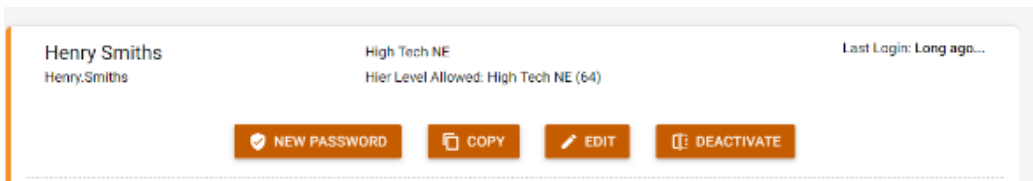
The screenshot shows the user management interface. At the top left, there is a 'Clear Search' button. Below it, a search bar is visible. On the left side, there are filter options for 'Status' (Active and Inactive) and 'Branch' (Please Select). The main area displays a list of users with the following details:

Name	Branch	Hier Level Allowed	Last Login
Henry Smiths Henry.Smiths	High Tech NE	High Tech NE (64)	Long ago...
<input checked="" type="checkbox"/> Jacob Smiths Jacob.Smiths	High Tech NE Internal	System (1)	Long ago...
John Smiths John.Smiths	High Tech NE	High Tech Staffing (2)	Long ago...
<input checked="" type="checkbox"/> Tworks QA1 Tworks.QA1	High Tech NE	High Tech Staffing (2)	Sep 20, 2018
<input checked="" type="checkbox"/> Tworks QA2 Tworks.QA2	High Tech NE	System (1)	Sep 18, 2018

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

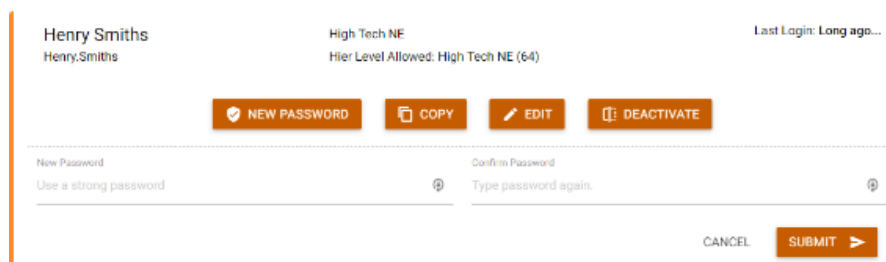
User Management

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



Reset a User Password

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

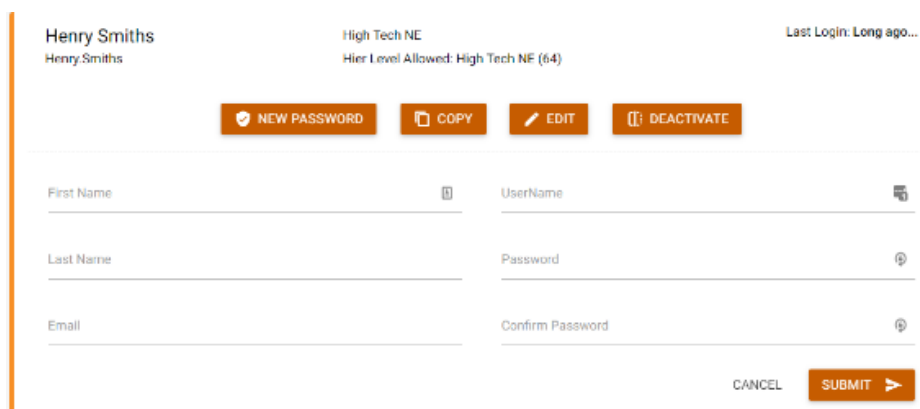


3. Enter in the new strong password.
4. Re-enter the same password under the confirm password field.
5. Select 'Submit.'

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':

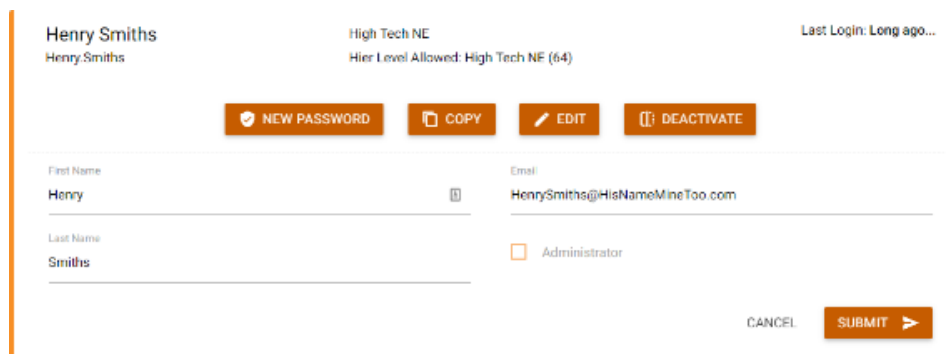


3. Enter the following information:
 - First & Last Name
 - Create a username
 - Create a password and confirm password
 - Enter an email address for the user
4. Select 'Submit.'

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, the user's name 'Henry Smiths' and email 'Henry.Smiths' are displayed on the left. On the right, their role 'High Tech NE' and 'Hier Level Allowed: High Tech NE (64)' are shown, along with 'Last Login: Long ago...'. Below this, there are four orange buttons: 'NEW PASSWORD', 'COPY', 'EDIT', and 'DEACTIVATE'. The 'EDIT' button is highlighted. The form below has two columns. The left column has 'First Name' with the value 'Henry' and 'Last Name' with the value 'Smiths'. The right column has 'Email' with the value 'HenrySmiths@HisNameMineToo.com' and an 'Administrator' checkbox which is currently unchecked. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

- 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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