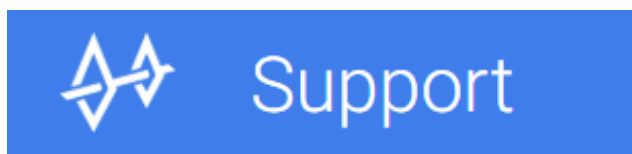


Support Tickets in Bridge

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The support section of Bridge allows you create, manage, and review any tickets you have with the TempWorks support team. Tickets refer to any issues or questions logged with the support team. They contain details and track the progress of the rep working on your ticket making it easy for you to track and review issues.

To access the support section of Bridge, select 'Support' from the Bridge menu. For information on how to login: [Bridge Overview](#).

This article reviews:

- [How to create new tickets](#)
- [Searching for tickets](#)
- [Updating tickets](#)

Creating a New Ticket

Having an issue or questions about our software? Skip the phone call and create a ticket here to get help from support:

1. Select the [+ Create New Ticket](#) button in the top center of the screen to begin.
2. A new card will appear, enter the following information:
 - Subject- this should be a short description of the issue you are having.
 - When you begin typing, related help topics will appear on the right with related Knowledge Base articles based on the key words entered. Click the arrow or any of the articles to be redirected to the knowledge base

for more information:

View Related Help Topics

Recruiter Manual

Table of Contents: Part One - System Overview: Definition of Record Types Hierarchy Navigation Tip: Employee Record Managing Employee Records The Visifile Docum...

Before You Begin Recruiter 101 and Workbook

Before You Begin Recruiter Training You will notice under Recruiter 101, listed are each of the course you wish, however we've designed and listed them in an order that allows you to sequentially fo...

- Type- select the ticket type using the drop-down. This should match the software/section you are having the issue with.
 - Description- enter the full description of the issue you are having.
 - What were you doing when you ran into the issue?
 - What software were you using?
 - If there was an error message, what did it say?
 - Has this issue happened multiple times or to multiple users?
 - What was your hierarchy level when you encountered the issue?
 - If applicable, take screenshots of the issue and utilize the choose file button to upload them.
 - Screenshots of the full screen are the most helpful.
 - If you are taking a picture of an error message, make sure to extend any additional details before taking the screenshot.
3. Select Submit to send your ticket to support.

Example:

New Support Ticket – TempWorks

Subject *

Error adding employee

Type *

Enterprise - Employees

Description *

File ▾ Edit ▾ View ▾ Format ▾

↶ ↷ Formats ▾ **B** *I* ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

I can't add an employee record to Enterprise. When I type the employee's SSN it keeps telling me the that the SSN is already in the system but when I search I do not see the option.

P


 CHOOSE FILES

CANCEL

SUBMIT 

Searching for Tickets

The search bar in the top center of the screen allows you to search for a specific support ticket:

A screenshot of a search bar interface. On the left, there is a blue circular icon with a white magnifying glass. To its right, the word "Search" is written in a small, light blue font. Below "Search" is a vertical line that serves as a cursor. To the right of the search field, the text "Date Created - Newest" is displayed, followed by a small downward-pointing triangle indicating a dropdown menu.

- Enter key words or ticket numbers under the search field.
- Utilize the drop-down to sort your search results.

Filter Tickets:

On the left, you can utilize the filter options to change which tickets you are viewing:

— Filter Tickets

Status:

Active Inactive

Date Created:

On Between

Select a Date

Select a Date

Created By

--Please Select-- ▼

Type

--Please Select-- ▼

Status:

Select 'Active' to see current tickets that have not been completed or inactive to review past support tickets,

Date Created:

These options allow you to select a specific date created or look for a ticket created within a range of dates.

To search for a specific date, select the 'On' option and enter a date on the first select a date field.

To search for a date range, select 'Between' and enter the start date on the first 'select a date' field and the end date on the second.

Created By:

This allows you to look at all tickets created by a specific person. Utilize the drop-down menu to select a user.

Type:

This option allows you to narrow your results to only look at a specific support ticket type. Utilize the drop-down menu to select a ticket type.

Clear Search

Once you have utilized the filter or search options and you want to start a new search, utilize the 'Clear Search' button in the upper left to clear your search criteria.

 Clear Search


Updating Tickets

Click on any ticket to see the ticket details including any messages from Support. From this screen, you can add notes, docs, screen shots, and review ticket information.

Ticket Information

Information on the specific ticket are located on the left. Here, you can review status, type, creation information, and the assigned rep working on your case.

Add additional notes

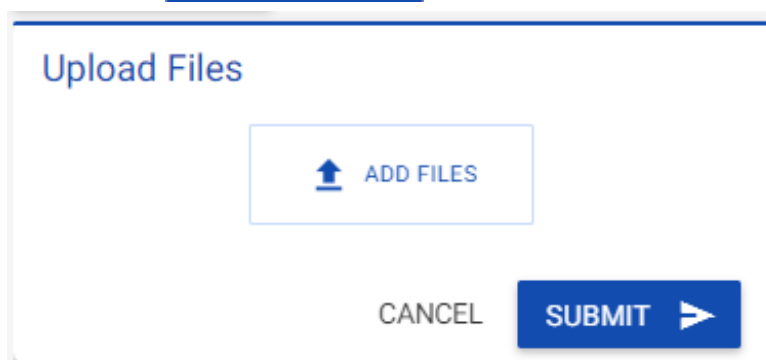
Select the  button on the right to add a new note. Check the box next to 'Send a Copy to Myself' to CC yourself on the note created.

Enter the note and utilize the format options if helpful. Click the insert options to add a link or photo to your note.

Add media

Utilize the 'Add Media' button on the left to upload documents with notes or new/additional screen shots:

1. Select the  button to begin.



2. Select 'Add Files' and choose the file you wish to upload.
3. Select 'Submit' to upload your file.

Related Articles
