


Managing Users in Bridge

Last Modified on 05/14/2024 10:44 am CDT

Note If you are a self-hosted client, you can manage your users in the active directory your company has set up. However, if you need to add additional Bridge users for support and product download access, you can do so from here.



Users

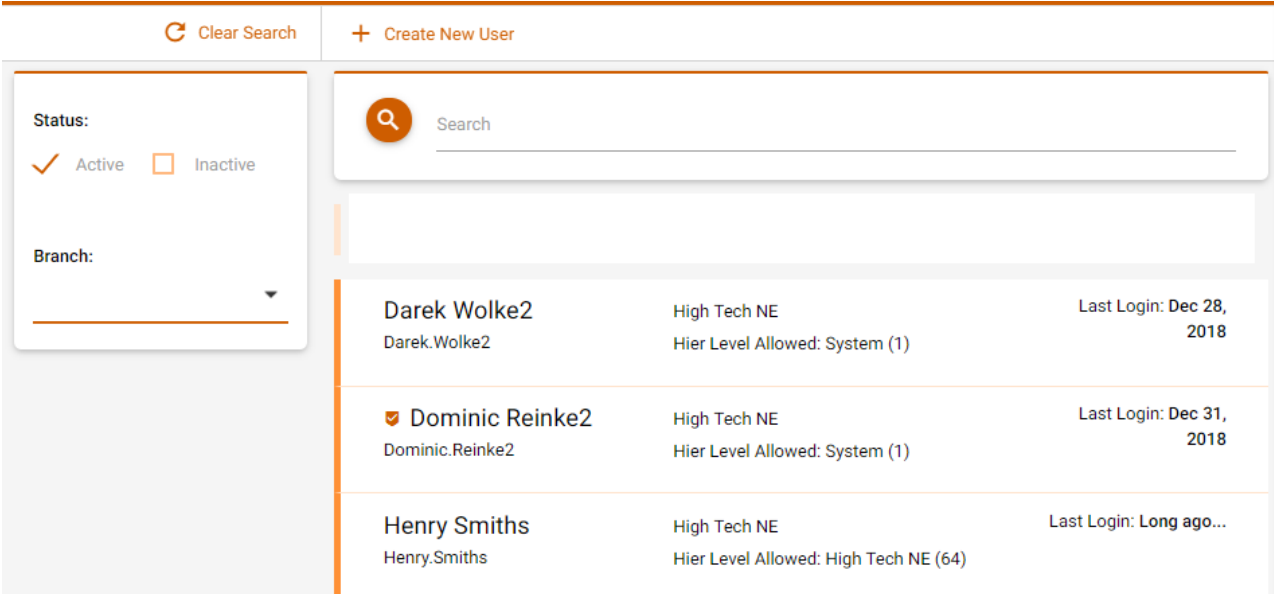
The users section of Bridge allows administrators to manage logins for their users. Navigate to Users by clicking on the  Bridge menu in the upper right. The user's page will list all current users from your company.

This article covers:

1. [Search & Filter Options](#)
2. [Creating New Users](#)
3. [Managing Users](#)

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 Bridge Users management interface. At the top, there are two buttons: "Clear Search" and "Create New User". Below these are filter options for "Status" (Active/Inactive) and "Branch". A search bar is located at the top right. The main area displays a list of users with columns for name, email, department, and last login.

Name	Department	Last Login
Darek Wolke2 Darek.Wolke2	High Tech NE Hier Level Allowed: System (1)	Dec 28, 2018
<input checked="" type="checkbox"/> Dominic Reinke2 Dominic.Reinke2	High Tech NE Hier Level Allowed: System (1)	Dec 31, 2018
Henry Smiths Henry.Smiths	High Tech NE Hier Level Allowed: High Tech NE (64)	Long ago...

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

Create a New User

When you need to add a new user to the system that will need unique settings, utilize the following steps. If you want the new user to have the same settings as an existing user, you can save time by using the [copy user](#) option.

1. Select the **+ Create New User** button at the top of the user section to add a new user
2. Enter the following information:
 - First & Last name of user
 - Email address
 - Username

New User

Personal Info

First Name	Last Name
ex. John	ex. Smith
E-Mail	
ex. johnsmith@google.com	

3. Create a password or email a generated password:

Account Info

Username	Password:
ex. johnsmith	<input checked="" type="radio"/> Send Email
	<input type="radio"/> Create Password

4. Select permission levels:
 - **Type of User:** This should be related to what job they will be doing (ex. payroll clerk or service rep).
 - **Branch:** Select the main branch they will be working out of.
 - **Hierarchy Level:** Select their starting hierarchy level (for more information see [Hierarchy](#)).
 - **Hierarchy Level Allowed:** Select the highest hierarchy level they will be allowed to get to (ex. admins may need access to system but a recruiter may only be restricted to a specific branch or entity).
 - **Bridge Administrator:** If the new user will also be an admin in Bridge, select the checkbox for Bridge Administrator.

Permissions

Type of User	Branch
-- User Type --	-- Branch --
Hierarchy Level	Hierarchy Level Allowed
-- Hier Level --	-- Hier Level Allowed --
<input type="checkbox"/> Bridge Administrator	
<input type="checkbox"/> Changing the enterprise access status will be available after 15 minutes	

5. Select "Submit"

Note Newly created users within Bridge will **not** have access to Enterprise enabled via apps.ontempworks.com by default.

The screenshot shows the 'Permissions' form with the following fields: 'Type of User' (User Type), 'Branch', 'Hierarchy Level', and 'Hierarchy Level Allowed'. Below these are two checkboxes: 'Bridge Administrator' and 'Changing the enterprise access status will be available after 15 minutes'. The second checkbox is highlighted with a red rectangular box.

If you require your new users to have access to Enterprise, **you will need to wait 15 minutes after the user has been created** and then navigate to the user within Bridge, select "Edit", and select the "Enterprise Access" checkbox:

The screenshot shows the user profile for Andrew Grout1. At the top, it displays the user's name, email (andrew.grout1), branch (High Tech North East), and last login (Nov 28, 2023). Below this are several action buttons: NEW PASSWORD, DISCONNECT SESSIONS, COPY, EDIT, and DEACTIVATE. The user's first name is Andrew and the last name is Grout1. The user's role is Administrator. The 'Enterprise Access' checkbox is checked and highlighted with a red rectangular box.

A couple other points to note surrounding Enterprise Access:

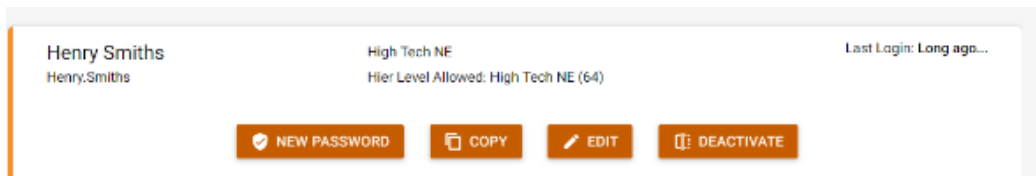
- For users utilizing Report Builder services, they will need the "Enterprise Access" box checked.
- In the event a user has the "Enterprise Access" box checked and does **not** log into apps.ontempworks.com within 30 days, the user will have their "Enterprise Access" box unchecked, and an Administrator will need to re-enable access.

Note The password must be unique and at least 8 characters in length. In the event a password is entered

that is not unique or is less than 8 characters in length, an error will be received.

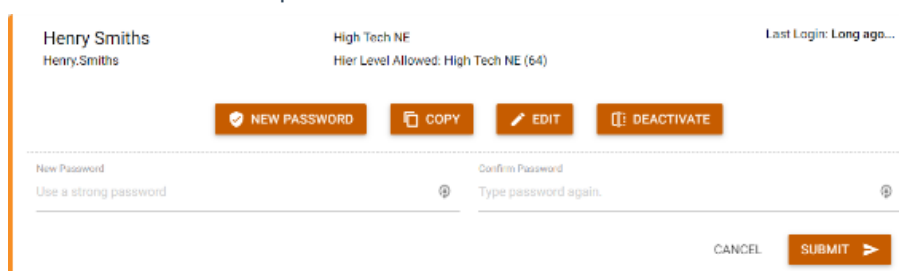
Manage Users

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:

A screenshot of the 'New Password' form. The user information 'Henry Smiths' and 'High Tech NE' is at the top. Below the buttons, there are two input fields: 'New Password' with the placeholder text 'Use a strong password' and 'Confirm Password' with the placeholder text 'Type password again.'. At the bottom right, there 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".
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:

- o Name
 - o Email
 - o Administrator (if checked, then they are an administrator and can manage users)
 - o Enterprise Access (more information on this is within the note below)
4. Select "Submit" to save your changes.

Note In the event your employees are only working within Beyond, you may want to remove their access to Enterprise via apps.ontempworks.com.

This access is controlled via the "Enterprise Access" checkbox when adding/editing users within Bridge:

Andrew Grout1
andrew.grout1

High Tech North East
Hier Level Allowed: System (1)

Last Login: Nov 28, 2023

NEW PASSWORD DISCONNECT SESSIONS COPY EDIT DEACTIVATE

First Name: Andrew
Last Name: Grout1
Email: [REDACTED]
Administrator:
Enterprise Access:

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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.

Related Articles