

# Buzz - Inviting Employees to Buzz

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**\*Note\*** If you are interested in utilizing the Buzz™ app, please contact your TempWorks Account Manager.

## Inviting Users to Buzz

Buzz is an application designed to give your employees access to some of their vital information within their record. In order to do this, the employee must first download the app and install it on their tablet or mobile device.

To find the app, search for "TempWorks" in one the following options:

- The App Store for iOS
- The Google Play store for Android

Once the employee has downloaded and installed the app, they must be connected to your database.

To do this, the employee must be given a code by entering that code they are connecting to your system and their record. Codes can be set up at the individual employee level or at the tenant level. In this article we explore both.

This article reviews:

1. [Creating a Tenant Level Invite Code](#)
2. [Generating an Employee Invitation Code in Beyond](#)
3. [Generating an Employee Invitation QR Code in WebCenter](#)
4. [Generating an Employee Invitation Code in Enterprise](#)
5. [Entering the Invite Code into Buzz](#)

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## Creating a Tenant Level Invite Code

Sometimes it can be easier to have one code that you can hand out to all your employees if they ask about downloading Buzz. This can make it easier to roll out Buzz to multiple people at once. Tenant level invite codes allow you to create a single invite code that will work for all employees within that Tenant. If you only have 1 tenant option, then this is creating a single invite code for everyone in your system.

### Tenant Invite Codes

	Product Instance	
	Filter...	
^	twdemo	+

Show All Codes

		EF2019Demo	<a href="#">REVOKE CODE</a>
		TempWorksDemo	<a href="#">REVOKE CODE</a>

**\*Note\*** You will need to have access to System Settings ("Can Administrate" Permission) in order to create a tenant level invite code. Check out [Beyond - Managing Security Groups](#) for more information on permissions in Beyond.

Properties (41)

Filter...

<input type="checkbox"/>	Can access time entry area Allows users to access the time entry area.
<input checked="" type="checkbox"/>	Can administrate Allows a user to access the administration area

#### To Create a Tenant Level Invite Code:

1. Log into Beyond
2. Navigate to B Menu > System Settings.
3. Select Tenant Invite Codes (if you do not see this option check out your [security group](#) access or ask your system admin for assistance)
4. Select the arrow next to your tenant
5. Select the + icon on the right

Tenant Invite Code

Code

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\*Required

SAVE AS DRAFT CANCEL SUBMIT

6. Create a code (can only contain letters or numbers)

7. Select Submit

		EF2019Demo	<a href="#">REVOKE CODE</a>
		TempWorksDemo	<a href="#">REVOKE CODE</a>

Once a code has been generated it can be handed out to employees along with [their web user account information](#). Make sure employee's are authorized to use Buzz by adding the product instance to their web user account. For more information, check out [adding employee level invite codes](#) below.

**\*Note\*** Tenant Level Invite Codes now also come with a QR Code you can generate by selecting the  next to the code. The QR Code will appear on your screen with an option to download:

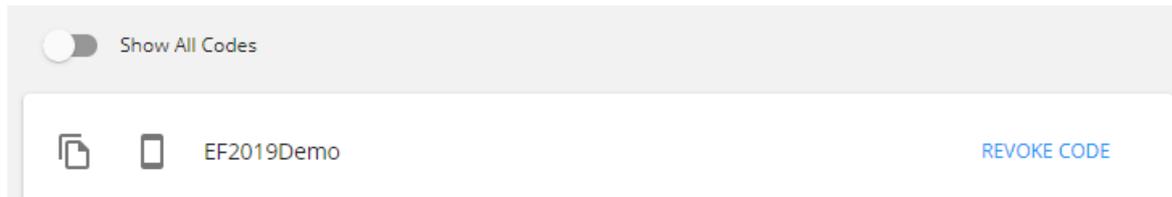


For more information on how to enter the code into Buzz, skip to [Entering the Invite Code](#).

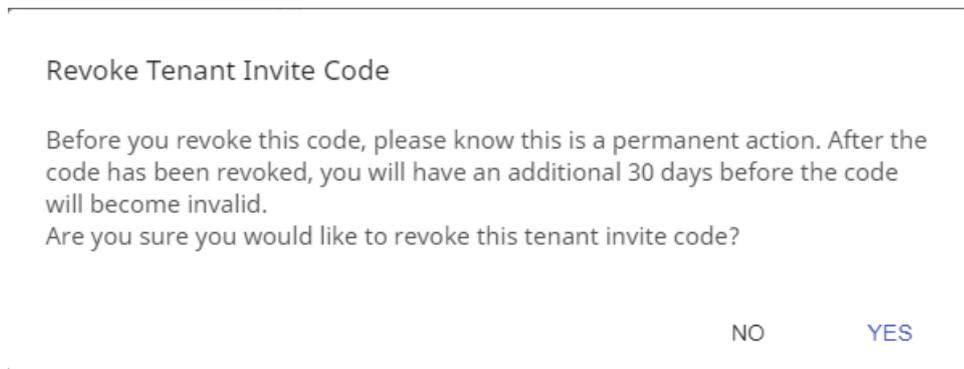
## To Remove a Tenant Level Invite Code:

If there is a code you no longer want to use you can revoke it and employee's will no longer be able to use it after 30 days to activate the Buzz app.

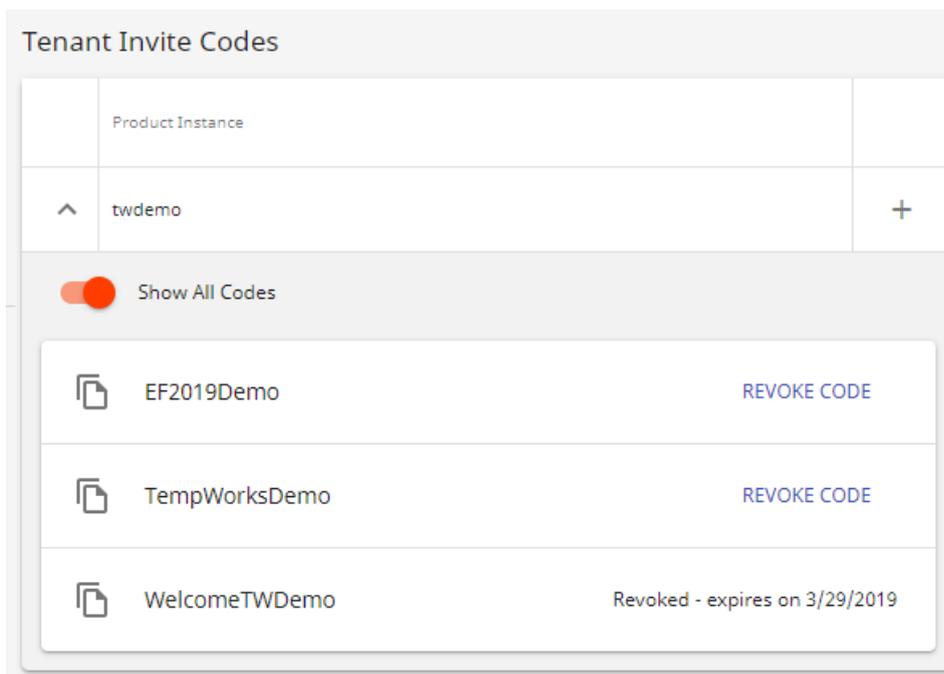
1. Log into Beyond
2. Navigate to the B menu and select Settings
3. Select Tenant Invite Codes
4. Select the arrow next to your tenant
5. Choose the 'Revoke Code' option to the right of the code you no longer wish to use



6. A new confirmation window will appear. Select Yes to confirm:



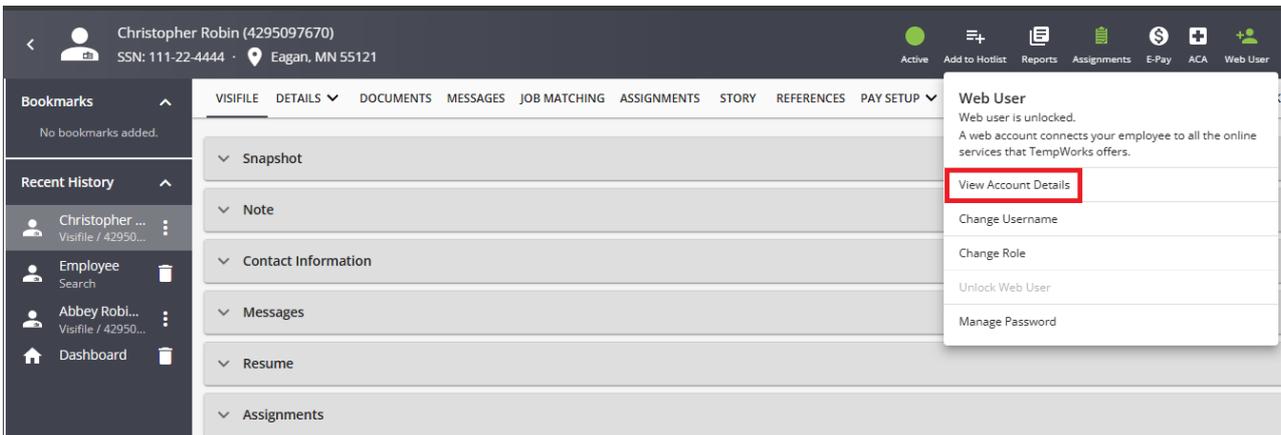
7. The code will be immediately removed from the active code list. To see revoked codes, select the Show All Codes toggle:



## Generating an Employee Invitation Code in Beyond

To restrict access, you can choose to generate invite codes for specific employees instead of at the tenant level. This is a great option when setting up a brand new employee and need to create their web user account credentials as well.

In Beyond, navigate to the Employee record of the individual you wish to invite. In order to invite them, they must already have a [web user account](#). Select the 'Web User' charm and find the 'View Account Details' action:

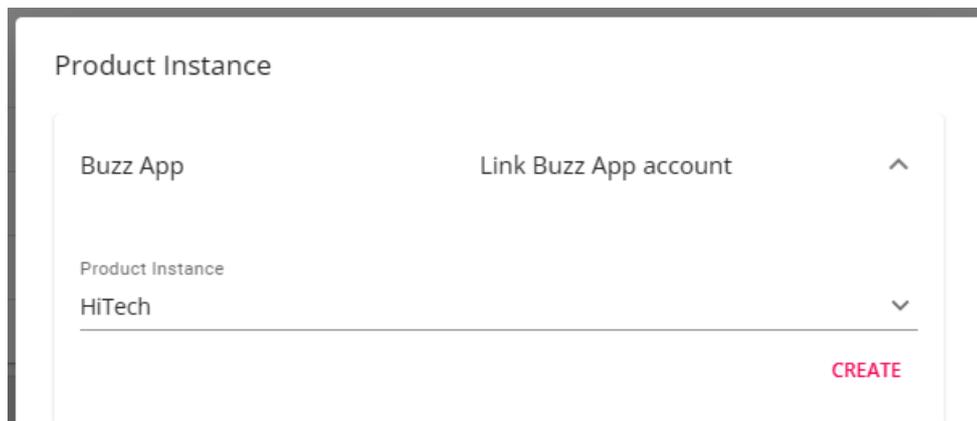


If they do not already have the Buzz App Product Instance add it by selecting  on the 'Web User Products' card:

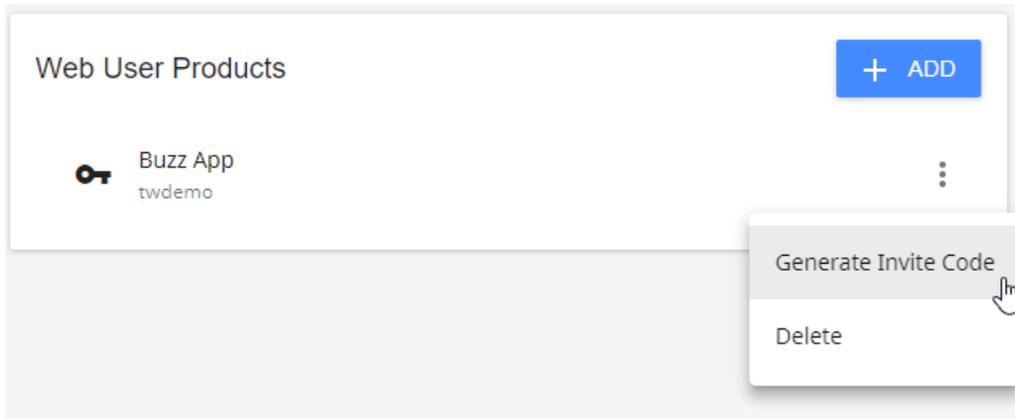


This will allow you to add the Buzz App Product Instance to their account.

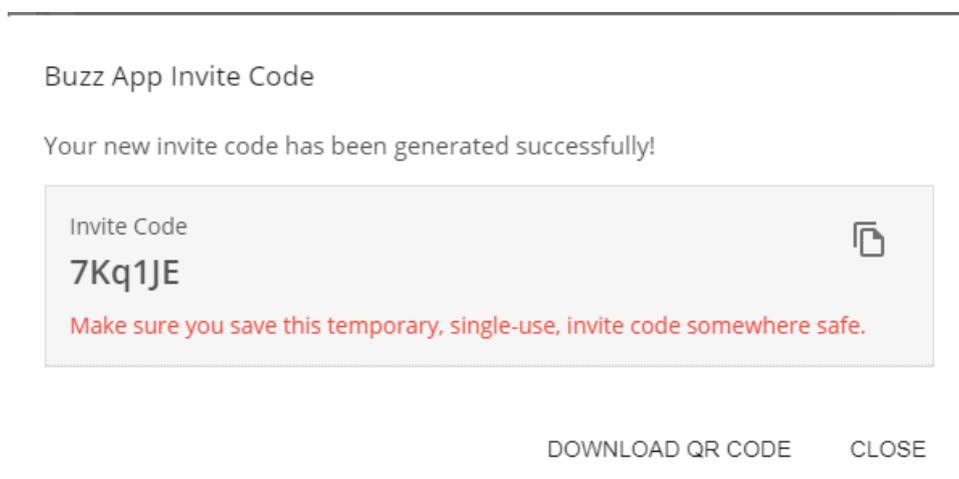
Then select to link the account and chose your product instances. Depending on your hierarchy, you may see several instances. Select the appropriate one for the entity the employee belongs to. Once you have selected the instance, select 'Create':



Once the account is linked, you can generate a code by selecting the 'more options' button:



Select the 'Generate Invitation Code' action:



The code will be generated in a window and may be given to the employee.

This code is single use and **expires after a week**. If the code expires, a new one can be generated

## Generating an Employee Invitation QR Code in WebCenter

If you are a WebCenter admin, you can let your employees generate their own invite QR codes in WebCenter. This is a great option for those employees who are already utilizing WebCenter that want to be able to utilize the Buzz app.

**Turning on the Invite WebCenter Configuration:**

**\*Note\*** You must have access to WebCenter admin in order to turn this option on.

1. In WebCenter Admin portal, navigate to the config tab
2. Select the Employee Category on the left

3. Find the 'Show Generate Invite Code Link' rule and select the Show Rules option

Show Generate Invite Code Link      Default: false      Show Rules (1) ▶

Toggle whether or not a user will have access to generate an invite code for Buzz.

4. Select a Filter (ex. employee for a specific employee, origin type for all employees or User role for employees with a specific role)

5. Enter a value based on your filter (ex. employee's name or role name) The example below shows turning this option on for all employees:

Show Generate Invite Code Link      Default: false      Hide Rules (1) ▼

Toggle whether or not a user will have access to generate an invite code for Buzz.

**Rules**

When:  is  Use:  True  False

[Add Rule](#)

6. Select the True option

7. Select Add Rule

**Rules**

When:  is  Use:  True  False

[Add Rule](#)

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[Edit](#)    When User Role is Employee W/TimeEntry Default: -1 ✕

Use True

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[Edit](#)    When Origin Type is Employee Default: -1 ✕

Use True

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[Edit](#)    When Employee is Jackson, Nathan (4295080507) Default: -1 ✕

Use True

Once the configuration is turned on for the employee(s), employees will be able to generate a QR Invite Code.

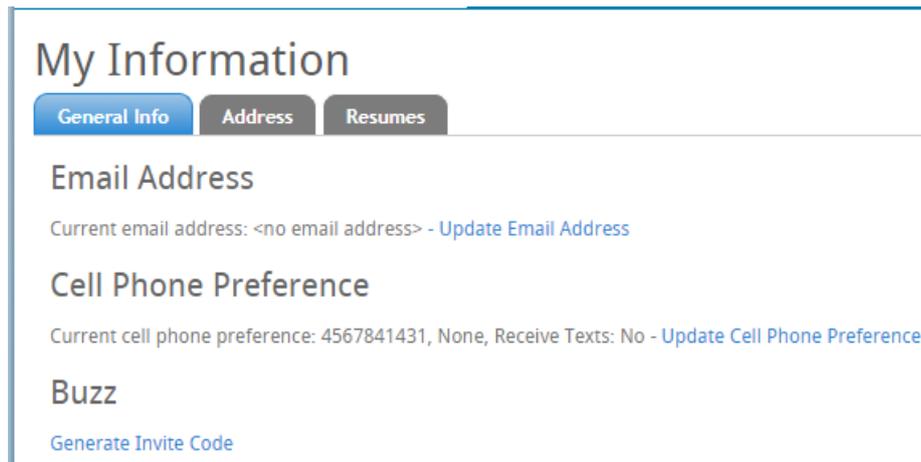
### Generating the QR Invite Code

For employees who have this configuration turned on, they will be able to generate an Invite Code at any time.

1. Log into WebCenter and select 'My Information' next to Your To Do List:

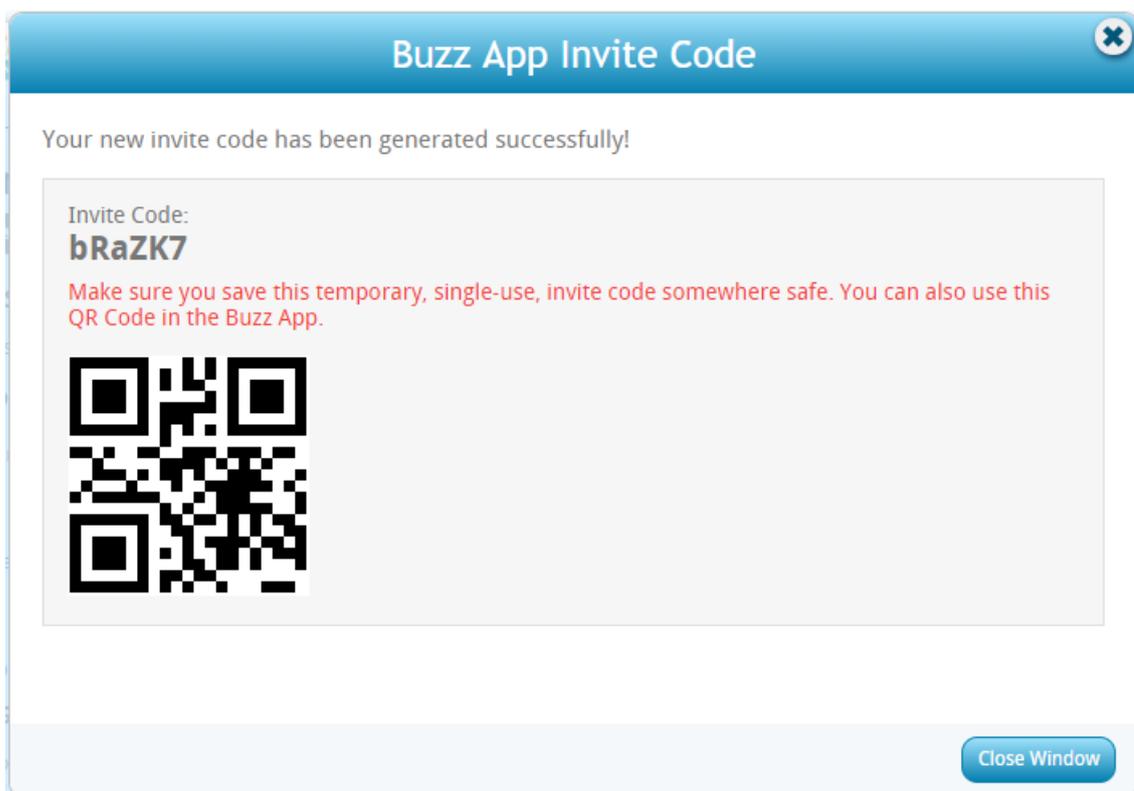
The screenshot shows the top navigation bar of the WebCenter interface. It includes the Hillview Staffing logo, a Home icon, an Assignments icon, and a Calendar icon. Below the navigation bar, the main content area displays 'Your To Do List' with two links: 'My Information' and 'Manage Paystubs'.

2. Select Generate Invite Code under Buzz:



The screenshot shows a user profile page titled "My Information". It has three tabs: "General Info" (selected), "Address", and "Resumes". Under "General Info", there are sections for "Email Address" (with a link to "Update Email Address"), "Cell Phone Preference" (with a link to "Update Cell Phone Preference"), and "Buzz" (with a link to "Generate Invite Code").

3. The invite code and QR code will appear on the screen:



The screenshot shows a dialog box titled "Buzz App Invite Code". It contains the message "Your new invite code has been generated successfully!". Below this, it displays the "Invite Code: **bRaZK7**". A red warning message states: "Make sure you save this temporary, single-use, invite code somewhere safe. You can also use this QR Code in the Buzz App." Below the text is a QR code. At the bottom right, there is a "Close Window" button.

4. The employee will need to either use their phone camera to pick up the QR Code (only some smart phone support QR code reading) or type in the code into the Buzz app to register. See Entering the [Invite Code](#) below for more information.

## Generating an Employee Invitation Code in Enterprise

In Enterprise, navigate to the Employee record of the individual you wish to invite. In order to invite them, they must already have a [web user account](#).

From their record, you can access their web user account by navigating to 'integrations,' and then to 'web user account':

**Gloria Delgado**  
 123 Main Street  
 Eagan, MN 55123  
 ID: 4295080741  
 SSN:  
 Branch: Memphis SW

! Lunch With client

tasks appointments so

visifile  
 details  
 documents  
 integrations  
 assessments  
 applications/surveys  
 custom data  
 e-verify  
 first advantage  
 peopleg2  
 trak 1  
**web user account**  
 hrcenter  
 evaluations  
 messages  
 pay history  
 pay setup

**employee**  
 customer  
 order  
 assignment  
 contact  
 pay / bill

**manage web account**  
 A web account connects your employee to all the online services that TempWorks offers.

Username: gloria.delgado  
 Password: [Reset Password]  
 Role: Employee  
 Activation Status: Active  
 Last Login: 2/14/2019 2:41:40 AM

**buzz app**  
 Allow employee to use Buzz app on mobile devices

Instance: twdemo  
 Invite Code: [Get Code]

Locate the Buzz App Section & choose the Instance the employee should be linked to. Depending on your hierarchy, you may see several instances. Select the appropriate one for the entity the employee belongs to.

Once you have selected the Instance, select 'Get Code':

**buzz app**  
 Allow employee to use Buzz app on mobile devices

Instance: twdemo  
 Invite Code: [Get Code]

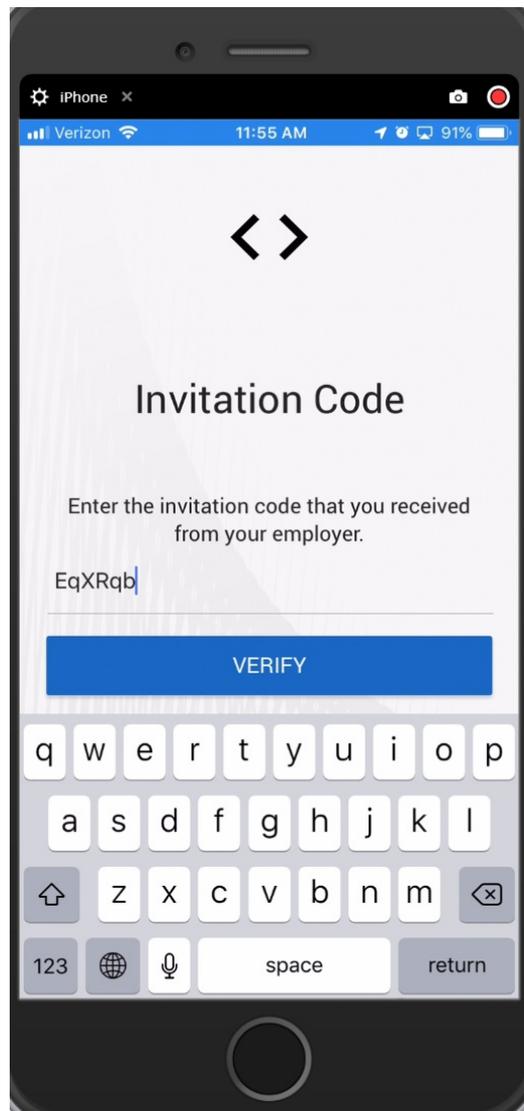
The invite code will now display in the same section. This code is single use and **expires after a week**. If the code expires, a new one can be generated:

**buzz app**  
 Allow employee to use Buzz app on mobile devices

Instance: twdemo  
 Invite Code: **bYA66b**  
 Copy Code

## Adding the Code in Buzz

Once the employee has been given their code, they can input that code whenever adding a new code to their app:



Select 'Verify' and the Employee will be logged into Buzz.

## Related Articles