Getting Started in Fieldglass
Manager Quick Start Guide

BOSTON UNIVERSITY

Getting Started
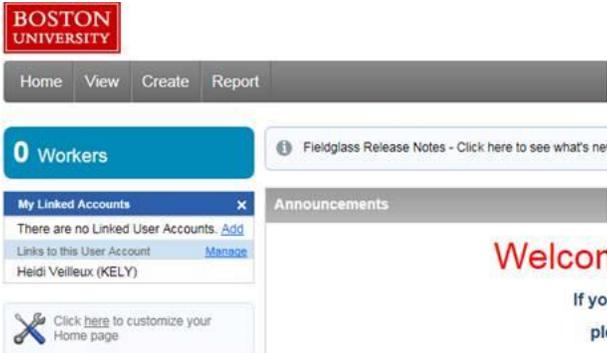
Logging into Fieldglass

Quick Tips:

ⓘ To log in using Single Sign-On (SSO)
The following URL will take you to SAP through
which the TerrierTemps portal can be accessed:

http://www.bu.edu/buworkscentral

ⓘ If you are unable to log in, Contact Kelly On-Site
Program Management Office at 617-358-6421
or email : butemps@bu.edu.

Account Maintenance in Fieldglass

Update Email Preferences

Access your preferences next to the **SIGN OUT** link by clicking on the Gear icon and selecting **MY PROFILE**:

- Change your email address in the personal information section on the MY PROFILE tab and then click on the **UPDATE** button
- Change your email preferences on the **MY PREFERENCES** tab, **MESSAGING PREFERENCES** section and then click on the **EDIT** button to control the delivery of email messaging notifications. Click **UPDATE** to save your changes.

Kelly Services On-Site Program Office
☎ 617-358-6421
✉ butemps@bu.edu

Profile Updates	You are able to edit the following information in your Fieldglass Profile: ■ Name ■ Email address ■ Email preferences If you require access to additional business units, sites and/or cost objects, please contact the Kelly Program Management Team.

Approval Proxy, Link to Another Fieldglass Account and Message Center

You may specify another employee as your Proxy to approve transactions on your behalf, for example if you will be out of the office on vacation.

The Proxy receives their own work items (approval requests) and notifications in addition to your work items and notifications. The first person to act upon a work item, either you or the Proxy, will clear the work item in Fieldglass. The Proxy accesses your work items from their own Fieldglass account.

Access My Profile	Access your preferences next to the **SIGN OUT** link by clicking on the Gear icon and selecting **MY PROFILE**
Add Proxy	Scroll to the **PROXIES section** and click **EDIT.** Click the **ADD PROXY** button: Complete the details as described below and then click the **ADD** button. **Work Items set to ALL:** The Proxy User will be able to take action in Fieldglass on your behalf (e.g., approve Job Postings, Time Sheets, etc.). Use the drop down menu to select a Proxy User. Set Start and End Dates if desired. **Work Items set to TIME SHEET**: The Proxy User will be able to take action in Fieldglass on your behalf for Time Sheets only. Use the drop down menu to select a Proxy User. Set Start and End Dates if desired. **Reassign Time Sheet Approvals for the duration of the work order/engagement:** Contact the Program Management Office to reassign the Time Sheet approval role for the duration of the assignment.
Remove Proxy	In the **PROXIES section,** click **EDIT.** Click on the **REMOVE** button beside the name.
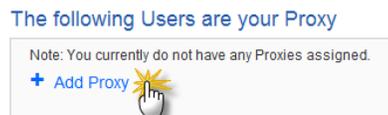
My Profile - Proxies

The following Users are your Proxy

Name	Role	Work Items	Start	End		
Manager, Hiring	Hiring Manager	All			Edit	✕ Remove

+ Add Proxy

Linked Accounts

If you have multiple Fieldglass accounts as a Hiring Manager/Shopper and as a Financial Approver, you will login in via SSO and be able to toggle between the two accounts.

To toggle between linked accounts, click on the arrow that appears beside your name and select from the drop down list of accounts.

| Holly Manager | | BOSU | ▲ | ✉ 2 | ⚙ | ? | Sign Out |

| Financial Approver | | BOSU |
| Financial Approver | | |

Message Center

Click on the **Message Center** located next to the profile name on the top of the page.

| Holly Manager | | BOSU | ▼ | ✉ 2 | ⚙ | ? | Sign Out |

Filtering Messages:
Messages can be filtered based on the *Subject*, *Type* or *Message Status*. Choose the desired parameter and click on *Filter Message* to display messages.