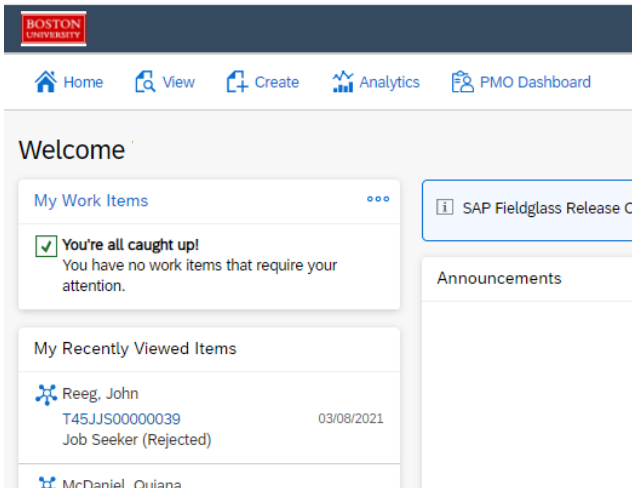


Getting Started in Fieldglass Manager Quick Start Guide



Getting Started



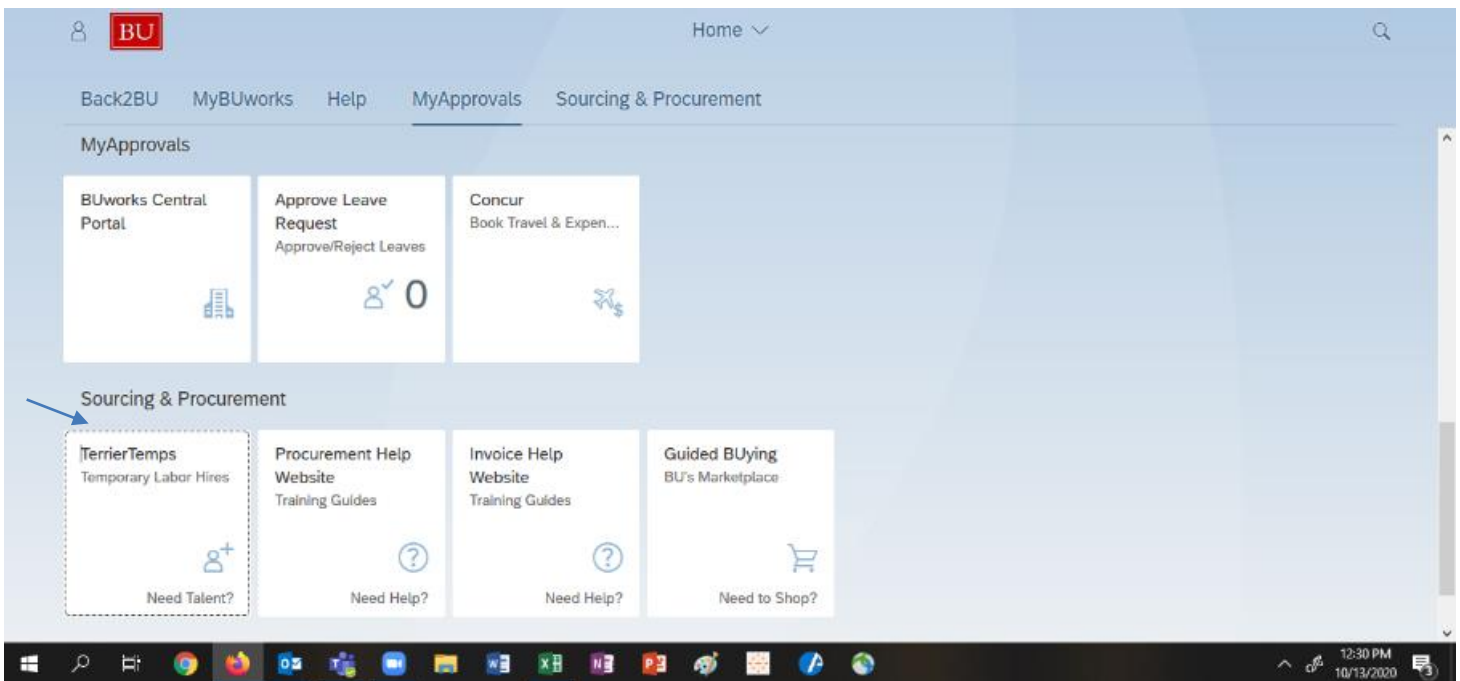
Logging into Fieldglass

Option 1) From MyBUWorks (<http://www.bu.edu/mybuworks/>) access TerrierTemps through Sourcing & Procurement (see screenshot below)

Option 2) Navigate to <http://www.bu.edu/buworkscentral>. Go to Procurement Tab and click on TerrierTemps tab at top

Option 3) You may also access the tool outside the BU system by utilizing the Fieldglass url <https://www.fieldglass.net/> and using your full e-mail address and your BU "Kerberos" password.

ⓘ If you are unable to log in or do not have a Fieldglass Account, contact the TerrierTemps Program Team at 617-358-1042 or via e-mail butemps@bu.edu.



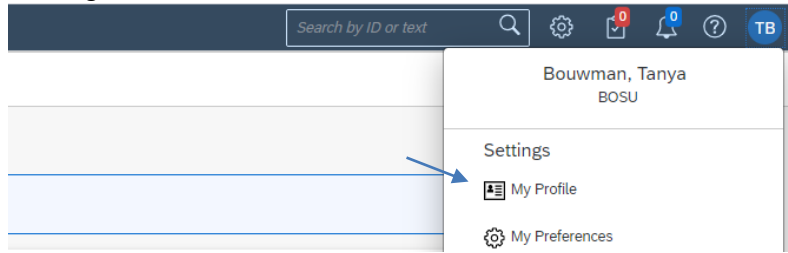
Questions?

Please contact the TerrierTemps Program Team:

butemps@bu.edu; 617-358-1042

Update Email Preferences

Access your account profile next to the **SIGN OUT** link by clicking on the round icon with your initials 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.

My Preferences - Messaging Preferences

Messaging Preferences

Email Format
 Plain Text HTML Based

Type	Email	System
Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Item	<input checked="" type="checkbox"/>	
Alert	<input type="checkbox"/>	
Broadcast	<input type="checkbox"/>	
Chat (Contingent)	<input type="checkbox"/>	
Chat (Services)	<input type="checkbox"/>	
Question (Contingent)	<input type="checkbox"/>	
Reminder	<input type="checkbox"/>	
Starred	<input type="checkbox"/>	

[Cancel](#) [Update](#)

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.

Questions?

Please contact the TerrierTemps Program Team:

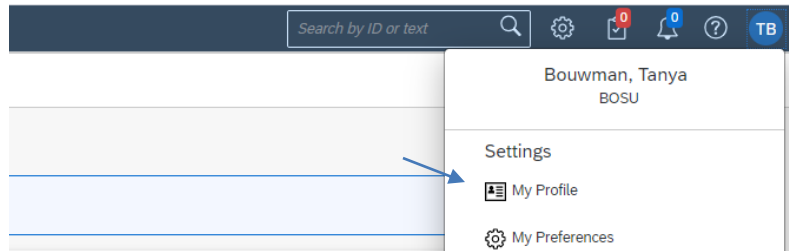
butemps@bu.edu; 617-358-1042

Approval Proxy, Link to Another Fieldglass Account and Message Center

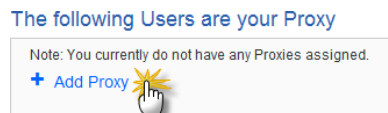
You may specify another employee as your Proxy to approve transactions on your behalf, for example if you will be out of the office on vacation.

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 account profile next to the **SIGN OUT** link by clicking on the round icon with your initials 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 x Remove
+ Add Proxy					

Questions?

Please contact the TerrierTemps Program Team:

butemps@bu.edu; 617-358-1042

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 round icon with your initials and select from the drop down list of accounts.

The screenshot shows the user profile dropdown menu for Tanya Bouwman (BOSU). The menu is open, showing the user's name and role. Below the name, there are sections for 'Settings' (My Profile, My Preferences), 'Linked Accounts' (Tanya Bouwman, Customer Manager | KELY), and 'Sign Out'. A blue arrow points to the 'Linked Accounts' section. The background shows the 'Account Information' section of the user profile, including Username (bosu_tanya), Password (Password expires on 05/30/2021, Change Password), Role (Kelly Management Team, Can act as a Coordinator / Distributor for Contingen), and Feature Access (View and Report on Sensitive Data, PMO Dashboard).

Message Center

Click on the **Message Center (Bell Icon)** located in the upper right corner of the page.

The screenshot shows the top navigation bar of the Fieldglass interface. It includes a search bar with the placeholder text 'Search by ID or text', a search icon, a settings gear icon, a message center bell icon with a red notification badge, a help icon, and a user profile icon with the initials 'TB'. A blue arrow points to the message center bell icon.

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.

Questions?

Please contact the TerrierTemps Program Team:

butemps@bu.edu; 617-358-1042