

Resources

Bridge Admin Portal – Bridge Services LLC

Overview

The **Resources** page provides a central repository for documents, forms, and templates used across the Bridge platform.

Features

1. Document Repository

- Browse categorized folders (Safety, HR, Operations, etc.).
- Preview or download resources directly from the browser.

2. Uploading a Resource

1. Click **Upload Resource**.
2. Select file type and category.
3. Add a title and optional description.
4. Click **Save** to publish it system-wide.

3. Managing Resources

- Rename, move, or delete files with appropriate permissions.
 - Use search to locate resources by keyword or category.
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Common Workflows

Update Safety Forms

1. Navigate to **Resources > Safety**.
2. Upload the revised form.
3. Mark the previous version as archived.

Last Updated: November 12, 2025 (Managed by Bridge Platform Administration Team)

Revision #3

Created 2025-11-12 18:34:20 UTC by Admin

Updated 2025-11-20 23:32:33 UTC by Admin