Settings

Bridge Admin Portal – Bridge Services LLC

Overview

The **Settings** page is where administrators configure Bridge platform preferences, security, and integrations.

Features → Company Badge Design

The **Features** tab in Settings gives administrators control over optional modules and personalization. One of the key options is **Company Badge Design** — a template editor used to produce ID badges for employees and subcontractors. These badges are used on-site for identification, geofenced time clocking, and QR code scanning.

Overview

When you open **Settings → Features → Company Badge**, you'll see a **Company Badge Design** page. This page contains:

- A live preview of the badge on the right.
- A multi-tab editor on the left: **Basic Info**, **Appearance**, **Front Fields**, and **Back Fields**.
- *Cancel* and *Save Template* buttons to discard or save your changes.

Edits update the preview in real time so you can see how the badge will look when printed or displayed digitally.

Basic Info

The **Basic Info** tab sets the core text shown on every badge.

- **Logo Text** – Optional text displayed next to your company's logo (e.g., the tenant name). Leave it blank if you only want the logo.
- **Description** – Required; this text is used as an accessibility description for screen readers. It should explain that the pass is an employee identification badge.

You can edit both fields and see changes update immediately in the preview. Use concise, descriptive wording, especially for the accessibility description.

Appearance

The **Appearance** tab customizes colors to match your branding.

- **Background Color** – Controls the card's background color. Enter a hex code (e.g., `#ef4444` for red) or use the color picker.
- **Foreground Color** – Sets the primary text color. Choose a high-contrast color to ensure legibility.
- **Label Color** – Specifies the color of the smaller field labels (e.g., "Phone number"). This should contrast against both the background and foreground colors.

Adjusting these values immediately updates the badge preview. Use your company's brand palette so badges are recognizable at a glance.

Front Fields

Use the **Front Fields** tab to decide which user properties appear on the front of the badge. There are two sections:

Header Fields

- These are small, single-line fields that appear near the top right of the badge (e.g., Department or Status).
- Click **Add Field** to create a new header field.
- Each field has:
  - **Label** – The caption that appears on the badge (e.g., "Phone", "Email").
  - **Value** – A content editor where you can type free text or insert user variables (like phone number or email). Select variables from the dropdown or type them manually.
  - **Text Alignment** – Choose left, center, or right alignment for the field.
- You can add multiple header fields, but keeping it to one or two maintains readability.

Primary Fields

- These are larger, prominent lines that display key information (like the user's name or title):contentReference[oaicite:0]{index=0}.
- Click **Add Field** to insert another primary field.
- Each primary field contains:
  - **Label** – Shown above the value if provided.
  - **Value** – Use variables such as `First name`, `Last name`, `Title` to build the display (e.g., "Visionary Johnny Appleseed").
  - **Text Alignment** – Controls how the text aligns within the available space.
- Typical primary fields include the person's full name and job title. Multiple primary fields will stack vertically on the badge.

Use variables wherever possible so the badge pulls live data from each user's profile rather than static text.

Back Fields

The **Back Fields** tab lets you configure information that appears on the reverse side of the pass. This is often used for emergency contacts, terms and conditions, or safety information.

- Click **Add Field** to create a new back-side field.
- For each field, enter:
  - **Label** – The category (e.g., "Emergency Contact").
  - **Value** – Enter free text or insert user variables like phone numbers.
  - **Text Alignment** – Usually center-aligned for readability.
- You can add multiple back fields; they will display in the order created. Use these to add safety instructions or important contact numbers.

Use the **Show Back** button in the preview to flip the badge and view the back side. Adjust fields as needed until the back fits your content.

Saving & Applying Changes

Once you're satisfied with the badge design:

1. Click **Save Template** at the top right.
2. The new design becomes the default badge for all tenants within the platform (unless tenant-specific overrides are supported).
3. Users' badges will update the next time they are viewed or generated (for example, in the **Users** profile page or printed ID cards).

If you need to discard changes, click **Cancel** to revert to the previous template.

Tips for Designing Your Badge

- **Keep It Simple**: Too many fields can clutter the badge. Focus on the most essential information: name, title, tenant/company, and one or two contact points.
- **Use User Variables**: Inserting user variables (like phone numbers or job titles) ensures each badge stays up to date without manual edits.
- **Brand Consistency**: Match badge colors and fonts to your company's branding guidelines to strengthen recognition on job sites.
- **Accessibility**: Write a clear description under "Description" for screen readers, and choose color combinations with sufficient contrast.
- **Test Print**: After saving a template, print a few sample badges or generate digital passes to ensure legibility and correct sizing before deploying widely.

By leveraging the Company Badge editor's tabs — Basic Info, Appearance, Front Fields, and Back Fields — Bridge administrators can create professional, branded identification cards that reflect company identity and contain essential employee information. The live preview helps you see changes instantly and ensures the badge meets your requirements.

Common Workflows

Update Branding

1. Navigate to **Settings > General**.
2. Upload the Bridge logo and adjust color palette.
3. Click **Save Changes** to apply site-wide.

Manage Security Settings

1. Open **Settings > Access**.
2. Enable or enforce two-factor authentication.
3. Review access logs for unusual activity.

Tips

- Review settings quarterly to ensure compliance with internal IT policies.

- Document configuration changes for audit purposes.

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