



OASIS

Information Secured 

OASIS Bridge

Administrator Access User Guide 2025 Edition



Table of Contents

OASIS Bridge for Administrators.....	3
Administrator Access Overview	3
Dashboard Access	4
Delivery Site Setup.....	6
What is a Delivery Site?	6
Accessing Delivery Site Setup	7
Adding a New Delivery Site	8
Editing an Existing Delivery Site.....	9
Notify Client Care	11
Managing Users in OASIS Bridge.....	12
How to Manage Users	12
Using the Edit Users Window	13
General User Settings	14
Print	14
Add a new User.....	15
Additional User Settings	18
Editing a User Profile.....	22
Editing an Authorised User	22
User Account Locked	22
Removing Users	25
Approval Review.....	27
Approval Review in OASIS Bridge	27
Cart – Web Approval Process	28
Administrator – Web Approval Process	30



OASIS Bridge for Administrators

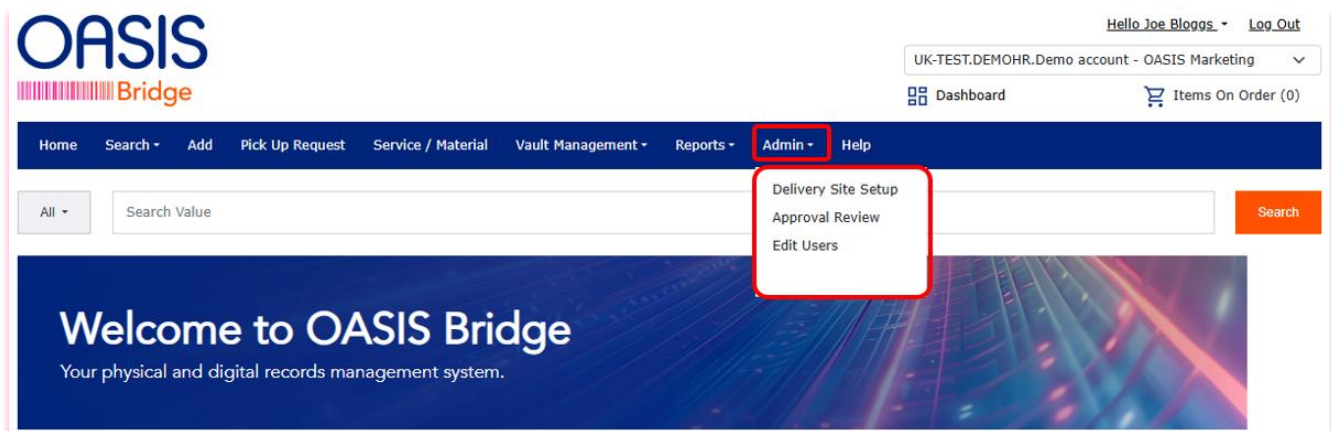
Administrator Access Overview

Users who manage inventory for their company or oversee other OASIS Bridge users may require an elevated level of access. OASIS Bridge offers **Administrator rights**, which provide access to additional functionality, including:

- **Creating new service addresses** using the *Delivery Site Setup* option
- **Approving or declining user web order requests** via the *Approval Review* option
- **Creating and managing users** through the *Edit Users* option

These are the primary functions available to Administrators. Administrator access requires configuration both at the account level and on the individual user profile. This setup is managed by the OASIS Bridge support team and can be requested as needed.

Once Administrator access has been applied to your profile, the options can be accessed by clicking on *Admin* from the OASIS Bridge menu bar.

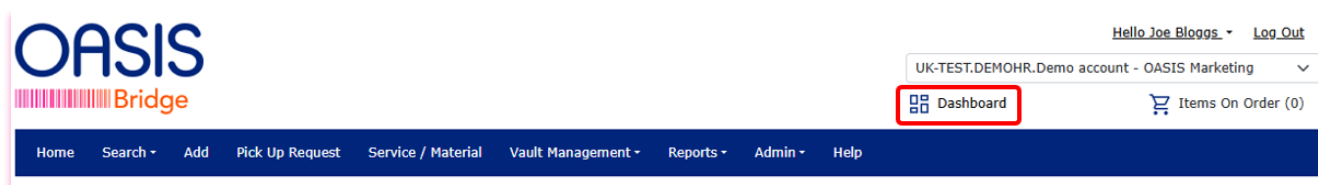




Dashboard Access

OASIS Bridge for Administrators includes an **Inventory Dashboard** that provides a high level overview of current inventory.

You can access the Inventory Dashboard by clicking the Dashboard icon located to the left of the cart. If you do not see this icon, please contact the OASIS Bridge support team to have this option enabled.



The Inventory Dashboard displays three separate graphs, each providing a breakdown of the inventory.

Inventory by Item Type

This graph breaks down your assets by item type, based on what you currently have in storage. In the example below, the account stores **Boxes**, **Documents**, and **Files**, along with the corresponding quantities for each item type.

Inventory by Status

This graph groups all assets that are currently in storage or have previously been stored with OASIS and breaks down the total volumes based on their status.

In the example below:

- **180 items** have a **Destroyed** status – OASIS has physically destroyed these items
- **750 items** have an **In** status – these items are currently stored at an OASIS Record Centre
- **4,529 items** have an **Out** status – these items were previously in storage but have been requested and returned to the client's site. These items are typically intended to be returned to storage at a later stage

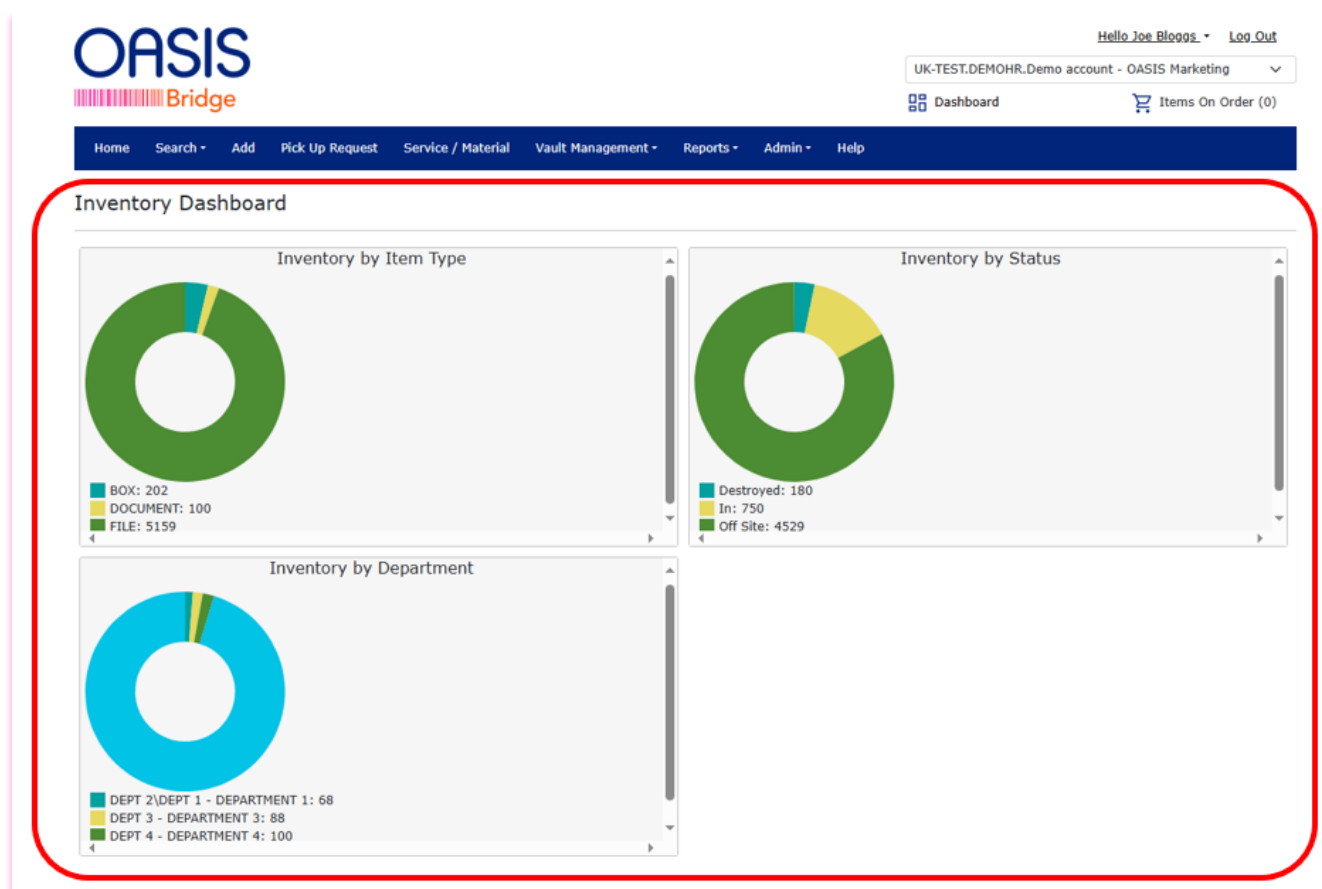
Inventory by Department



This graph displays assets that are currently assigned to a department configured at the account level.

In the example below:

- **68 items** are assigned to **Dept2\Dept1**
- **88 items** are assigned to **Dept 3**
- **100 items** are assigned to **Dept 4**
- **5,217 items** are not assigned to any department and will appear under **No Department**





Delivery Site Setup

Administrators have the ability to manage delivery site information within the system. This includes adding new delivery sites and editing details for existing locations.

What is a Delivery Site?

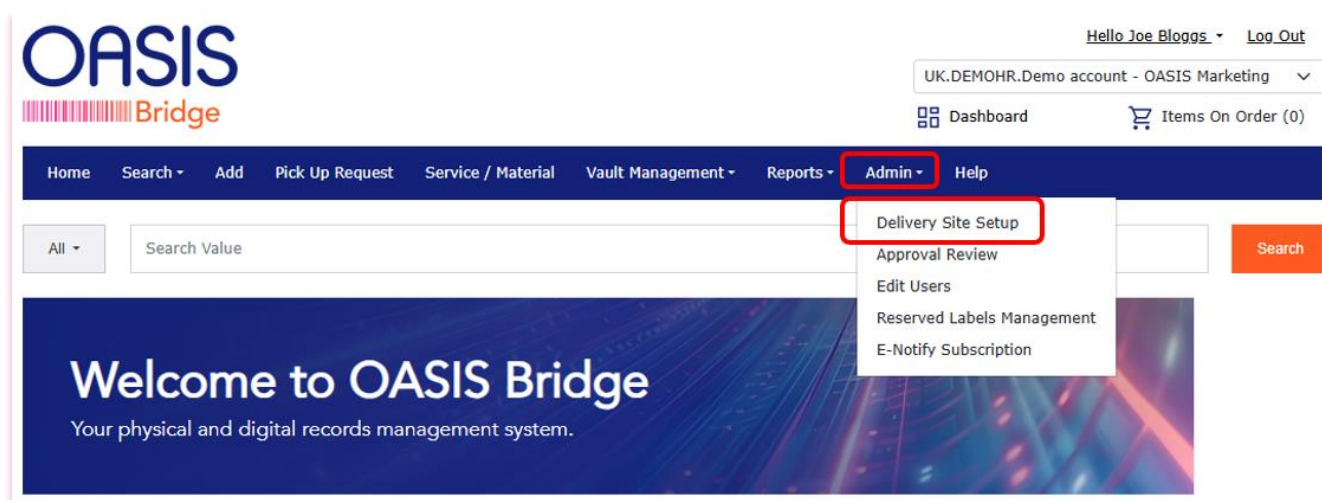
In OASIS Bridge, the **Delivery Site** refers to the **site or address where the web order is to be serviced**. This includes the physical location for:

- **Deliveries or collections** of items
- **Supply drop-offs**
- **On-site services** such as **shredding**

Every service request must be associated with a **Delivery Site**, which ensures accurate scheduling and fulfilment at the correct address.

This feature is particularly valuable for clients with multiple service locations. When users place and complete work orders online, the ability to select the correct delivery site helps reduce errors—such as missed deliveries or dispatching services to the wrong location.

To access this feature, click on the **Admin** menu option or select the **Admin** icon, then choose **Delivery Site Setup** from the list.





Accessing Delivery Site Setup

- When you click on the **Delivery Site Setup** option, the system will display the current delivery site information
- This window shows the **Default Delivery Address** associated with the account
- If a client needs to **add a new site** or **edit the default site**, they can do so by clicking the **Add** or **Edit** buttons

Delivery Site Setup

Customer
UK.DEMOHR.Demo account - OASIS Marketing

Department
All

Delivery Site
TEST SITE 1

Delivery Site Information

Add Edit

Site Description
TEST SITE 1

Department
DEPT 2\DEPT 1.DEPARTMENT 1

Contact Name

Street
TEST SITE 1 - ADDRESS 1

Line 2
TEST SITE 1 - ADDRESS 2

City
TEST SITE 1 - CITY

State
COUNTY 1

Postal Code
POST CODE 1

Telephone

Fax

- Administrators can choose which site to edit using the **Delivery Site** dropdown menu located on the left-hand side of the window
- The dropdown will display a list of existing sites, if any have already been set up under the account
- If no additional sites have been added yet, only the default delivery site will be visible



Delivery Site Setup

Customer

UK.DEMOHR.Demo account - OASIS Marketing

Department

All

Delivery Site

TEST SITE 1

TEST SITE 1

TEST SITE 3

TEST SITE 4

TEST SITE 5

Adding a New Delivery Site

- Click **Add** to open a form for entering new site details
- Complete all relevant fields with accurate information
- If **Departments** are set up on the account and the site address is specific to a department, select the appropriate department from the dropdown list
- Ensure a **valid Contact Name and Phone Number** are provided. This information is crucial for our drivers in case they need to make contact regarding delivery issues on the day
- The **Post Code** is a required field, as it helps our operations team assign the work order to the correct delivery route
- Complete all the relevant fields for the new site and when you are finished click **Save**



Delivery Site Information

Save

Cancel

Site Description

TEST SITE 6

Department

All

Contact Name

Joe Bloggs

Street

STREET 6

Line 2

City

CITY 6

State

STATE 6

Postal Code

POST CODE 6

Telephone

0123 456 7890

Fax

Editing an Existing Delivery Site

- To edit an existing site, access the **Delivery Site Information** screen
- From the options on the left hand side, select the site to edit from the **Delivery Site** dropdown
- Click on the **Edit** button under **Delivery Site Information**



Delivery Site Setup	Delivery Site Information
Customer UK.DEMOHR.Demo account - OASIS Marketing	<div>Add Edit</div>
Department All	Site Description TEST SITE 6
Delivery Site TEST SITE 6	Department All
	Contact Name Joe Bloggs
	Street STREET 6
	Line 2
	City CITY 6
	State STATE 6
	Postal Code POST CODE 6
	Telephone 0123 456 7890
	Fax

- When you click **Edit**, the address and contact information fields will be enabled for editing
- Update the necessary fields and click **Save** to confirm the changes
- In the example, the Department has been updated to link the site address to Dept 3. Department 3

Delivery Site Information
<div>Save Cancel</div>
Site Description TEST SITE 6
Department DEPT 3.DEPARTMENT 3
Contact Name Joe Bloggs
Street STREET 6
Line 2
City CITY 6
State STATE 6
Postal Code POST CODE 6
Telephone 0123 456 7890
Fax



Notify Client Care

- After setting up a new delivery site, the user should send contact **Client Care** to notify them of the new site and inquire whether a **route** can be linked to it
- Go to the main Client Portal page on our website and scroll until you see the **We're here to help** section
- You can click the link here to go to the Client Portal page: [We're here to help](#)
- Complete all the fields ensuring you select the **I wish to make you aware of our new site** from the **Contact Reason** dropdown. You can exclude the **Training Options** as this is not mandatory or relevant
- You can include the new site description in the **Description** text field
- Click **Submit** once all fields have been completed
- Without this notification, **web orders** raised for the new site may not be picked up by our **Operations teams**
- Once informed, **Client Care** can add the appropriate route to the site in the **OASIS system**, ensuring seamless scheduling and delivery

We're here to help

Contact Reason *

I wish to make you aware of our new site

Training Options

Company Name *

DEMO Account - OASIS Marketing

Account Number or Customer #

The Account Number or Customer # can be found on your Invoice.

DEMOHR

Email *

user@email.com

Description

SITE 6 has been added as a new site. Can you link a route to it

Submit



Managing Users in OASIS Bridge

Administrators on an account have the ability to manage their own OASIS Bridge users directly through the platform. This includes:

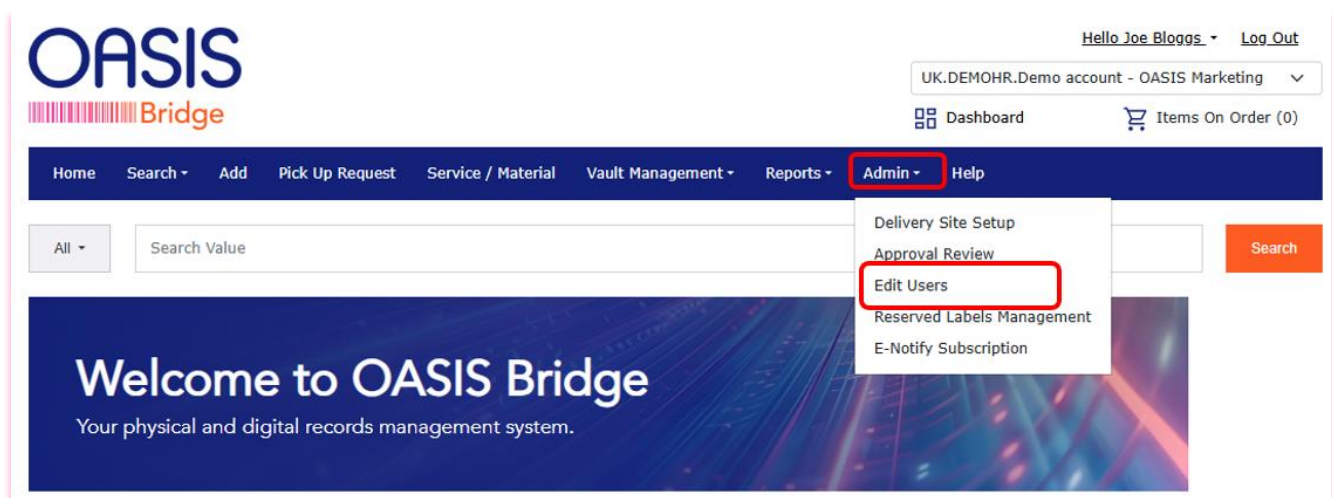
- Creating new user profiles
- Assigning or updating access levels
- Editing existing user details

All of this can be done easily within the **Admin** section of OASIS Bridge.

How to Manage Users

1. Click on the **Admin** menu option in the top navigation bar, or select the **Admin** icon from the home screen
2. From the list, choose **Edit Users**

This will open the user management area where you can view, update, or create user accounts.





Using the Edit Users Window

When you select **Edit Users**, the **Edit Users** window will open, providing access to manage all existing users on the account.

What You'll See

- A **list of all current users** set up under your account.
- Each user entry includes key details such as:
 - **First Name** and **Last Name**
 - **Default Account**
 - **Web ID** (User ID)

Available Actions

The screen also provides **General User Settings**, allowing administrators to:

- **Print** user details
- **Add** new users
- **Edit** existing user profiles
- **Remove** users no longer needing access

This centralized view makes it easy to maintain and control user access within OASIS Bridge.

[Home](#) / [Admin](#) / Edit Users

Edit Users

First Name	Last Name	Web User	Locked
Arek	Starkowski	ASIARKOWSKI@OASIS	
Darren	Elliott	DELLIOTT@OASISGR	
Davy	Dunn	DDUNN@OASISGROU	
DEMO	TESTUSER	DEMO2020	
jo	wright	JOJO1982@OASISGR	
Joe	Bloggs	USER@EMAIL.COM	
Jonathan	Escott	JONATHAN.ESCOTT@	
Keith	Day	KDAYTEST@OASISGR	
KEN	MORRISON	KMORRISON	

General user settings

[Print](#) [Add](#) [Edit](#) [Remove](#)

First Name

Joe

Last Name

Bloggs

Master Customer

Demo account - OASIS Marketing

Web ID

USER@EMAIL.COM

Password

DEMOHR: Demo account - OASIS Marketing

[Remove Customer](#)



General User Settings

The **General User Settings** section allows administrators to manage authorised users on the account. From this area, administrators can:

- **Print** a list of existing users
- **Add** new users
- **Amend** user details
- **Remove** users who no longer require access

General user settings

Print

Add

Edit

Remove

First Name

Joe

Last Name

Bloggs

Master Customer

Demo account - OASIS Marketing

Web ID

USER@EMAIL.COM

Password

DEMOHR: Demo account - OASIS Marketing

Remove Customer

This functionality provides full control over user access and permissions within the system.

Print

- Clicking on the **Print** option allows the administrator to **export a list of authorised users** set up on the account
- Several export formats are available, with **PDF** and **Excel** being the most commonly used for reporting and record-keeping purposes

General user settings

Print

Add

Edit

Remove

First Name

Joe

Last Name

Bloggs

Master Customer

Demo account - OASIS Marketing

Web ID

USER@EMAIL.COM

Password

DEMOHR: Demo account - OASIS Marketing

Remove Customer



- In the example shown, the administrator exports the list to **PDF**, and the report is displayed on screen for review or download

Authorized Users Report					
OASIS Great Britain					
Report run by: Joe Bloggs					
Report Date: 09/06/2025					
DEMOHR – Demo account – OASIS Marketing					
User Count: 38					
Last Name	First Name	Web User Group	Phone	Email	Web Access
	Test user 1	Search Only		mgrygier@oasisgroup.com	Yes
	Test user 2	UK with edit		mgrygier@oasisgroup.com	Yes
	Test user 3	Standard		mgrygier@oasisgroup.com	Yes
	Test user 4	Add Only		mgrygier@oasisgroup.com	Yes

Add a new User

As an administrator, you can add new authorised users to the account. Follow these steps:

1. In the **Edit Users** window, under **General User Settings**, click the **Add** button

General user settings

[Print](#) [Add](#) [Edit](#) [Remove](#)

First Name

Joe

Last Name

Bloggs

Master Customer

Demo account - OASIS Marketing

Web ID

USER@EMAIL.COM

Password

DEMOHR: Demo account - OASIS Marketing

[Remove Customer](#)

2. Fill in the user details:

- **First Name**
- **Last Name**
- **User ID** (should be unique; we recommend using the user's email address)
- **Password** (this is for the initial login; the user will be prompted to change it upon first access)



Add Web User

First Name Last Name

User ID Password

Master Customer Authorized Contact Group

UK.DEMOHR.Demo account Add Items Only

Save Close

3. If the client has multiple accounts, select the **Master Customer** to which the user should be linked
4. Choose the appropriate **Authorised Contact Group** from the dropdown menu

Master Customer Authorized Contact Group

UK.DEMOHR.Demo account Add Items Only

Add Items Only

Box-it Standard Web User with Edit

Box-It UK Standard Web User no edit

Not Assigned

POL Basic Admin

POL Search

POL Standard with Edit

Search & Add Inventory Only

Search Only

Standard Web User

Standard Web User NO PICKUP

Standard Web User NO RETRIEVE

Standard Web User With Remove Functio

Standard Web User with Vault

Standard Webuser with Basic Admin

Super User

UK users with Edit functionality

Web Approval Required

Web Approval with Edit web user



5. Click **Save** to create the new user profile

Add Web User

First Name

Cliff

Last Name

Browne

User ID

cliff.browne@email.com

Password

.....

Master Customer

UK.DEMOHR.Demo account

Authorized Contact Group

Standard Web User

Save

Close

6. The new user profile will be added to the list of user profiles on the account

[Home](#) / [Admin](#) / Edit Users

Edit Users

First Name	Last Name	Web User	Locked
Arek	Siarkowski	ASIARKOWSKI@OASIS	
Cliff	Browne	cliff.browne@email.com	



Additional User Settings

- To enable additional settings for the new user, **click on the account name** highlighted in blue. This will expand the view, giving the administrator access to more detailed settings for the user
- The **Remove Customer** link will remove the access to that customer if the user is set up with access to multiple accounts, and provided the account to be removed is not the **Master Customer**. If you need to remove an account marked as the Master Customer account, you will need to change this by clicking the Master Customer dropdown and choosing another account as Master Customer in its place

General user settings

[Add](#) [Edit](#) [Remove](#)

First Name	Last Name	Master Customer
<input type="text" value="Cliff"/>	<input type="text" value="Browne"/>	<input type="text" value="Demo account - OASIS Marketing"/>
Web ID	Password	
<input type="text" value="cliff.browne@email.com"/>	<input type="password"/>	

DEMOHR: Demo account - OASIS Marketing

[Remove Customer](#)

- The **First Name** and **Last Name** will be displayed next to the **Current User** on the web interface
- Tick the **Yes, should receive receipt report** checkbox if you want the user to receive confirmation emails containing their setup and login details
- The **Phone** number entered here will appear on the **Details** tab of the Work Order. If this field is left blank, the phone number listed under the user's **Address** tab will be used instead
- The **PIN** textbox provides an additional security measure. When a person calls to place an order, the caller can be verified by asking for their PIN. This PIN is separate from the Username and Password used for web access and work order requests
- To grant the user access to **all departments**, tick the **Yes, Has access to all departments** checkbox. Alternatively, select specific departments by choosing them from the **Department Name** dropdown to restrict access



First Name

Cliff

Last Name

Browne

Master Customer

Demo account - OASIS Marketing

Web ID

cliff.browne@email.com

Password

DEMOHR: Demo account - OASIS Marketing

Remove Customer

PIN

Phone

Email

Authorized Contact Group

Standard Web User

☐ Yes, should receive receipt report.

☐ Yes. Access to items without department.

Default Department: None

	Department
<input type="checkbox"/>	DEPT 2\DEPT 1.DEPARTMENT 1
<input type="checkbox"/>	DEPT 3.DEPARTMENT 3
<input type="checkbox"/>	DEPT 4.DEPARTMENT 4
<input type="checkbox"/>	DEPT 5.DEPARTMENT 5

- If you wish the user to have access to items that may not be scanned to specific departments, then you can tick the **Yes. Access to items without department checkbox**

☐ Yes. Access to items without department.

Default Department: None

	Department
<input checked="" type="checkbox"/>	DEPT 2\DEPT 1.DEPARTMENT 1
<input type="checkbox"/>	DEPT 3.DEPARTMENT 3
<input type="checkbox"/>	DEPT 4.DEPARTMENT 4
<input type="checkbox"/>	DEPT 5.DEPARTMENT 5



- To assign a **default department** for the user, click **Select** and choose the desired department from the list

☐ Yes. Access to items without department.

Default Department: None

	Department
<input checked="" type="checkbox"/>	DEPT 2\DEPT 1.DEPARTMENT 1
<input type="checkbox"/>	DEPT 3.DEPARTMENT 3
<input type="checkbox"/>	DEPT 4.DEPARTMENT 4
<input type="checkbox"/>	DEPT 5.DEPARTMENT 5

- The next section determines whether the user has access to **all delivery sites** or only **specific sites**
- To grant access to **all sites**, tick the **Yes, Has access to all sites** checkbox
- If you want the user to have a **default site** pre-selected when placing web orders, click **Select** and choose the default site from the list
- If the user should only access **specific sites**, select each relevant site individually from the **Site Description** list

☐ Yes. Has access to all sites.

Default Delivery Site: None

	Site Description
<input type="checkbox"/>	TEST SITE 1
<input type="checkbox"/>	TEST SITE 2
<input type="checkbox"/>	TEST SITE 3
<input type="checkbox"/>	TEST SITE 4
<input type="checkbox"/>	TEST SITE 5
<input type="checkbox"/>	TEST SITE 6



- The final section of the user setup is to specify which **Work Order Types** the user can access
- This feature allows clients to **limit user permissions** based on work order type—for example, allowing some users to process **Next Day Work Orders** but not **Scan on Demand Work Orders**
- This helps ensure users only make requests appropriate to their role
- To allow the user to submit **any type** of work order, tick the **Yes, Has access to all WO types** checkbox
- Otherwise, deselect that option and manually choose the specific **Work Order Types** the user is permitted to access from the **WO Type Description** list
- Note, that work order types will be different for each account based on contractual agreements in place, so users may not see the same work order types as shown in the image below

<input type="checkbox"/>	Yes. Has access to all WO types.
	WO Type Description
<input checked="" type="checkbox"/>	INDX: Detail Indexing
<input checked="" type="checkbox"/>	NEXT: Next Day
<input checked="" type="checkbox"/>	SCHD: SCHEDULED
<input type="checkbox"/>	SCOD: Scan on Demand

- To confirm and save the user setup, click the **Save** button located under **General User Settings** back at the top of the screen

General user settings

First Name	Last Name	Master Customer
<input type="text" value="Cliff"/>	<input type="text" value="Browne"/>	<input type="text" value="Demo account - OASIS Marketing"/>
Web ID	Password	
<input type="text" value="cliff.browne@email.com"/>	<input type="password"/>	



Editing a User Profile

To amend or update an existing authorised user:

- Select the user from the list in the **Edit Users** window
- Then click the **Edit** button under **General User Settings** to make the necessary changes

General user settings

Print Add **Edit** Remove

First Name	Last Name	Master Customer
<input type="text" value="New"/>	<input type="text" value="User"/>	<input type="text" value="TEST ACCOUNT"/>
Web ID	Password	
<input type="text" value="new.user@oasisgroup.com"/>	<input type="text"/>	
TESTTEST. TEST ACCOUNT		Remove Customer

Editing an Authorised User

- Just like when adding a new user, clicking **Edit** allows administrators to amend existing user records
- Make all necessary updates to the user's details
- To modify additional settings—such as departments, sites, or work order types—click on the **account name** highlighted in blue to expand the settings panel
- Once all changes have been made, click the **Save** button to confirm and apply the updates

User Account Locked

If a user is unable to log in to their **OASIS Bridge** account, the administrator should first check if the account has been locked.

This typically happens when multiple unsuccessful login attempts are made—often due to an incorrect **User ID** or **Password**.

- In **OASIS Bridge**, administrators can check the **Edit Users** window.
- If the account is locked:
 - The **Locked** field will display "**true**"
 - A **shield with a lock icon** will appear next to the user's name, indicating the account is locked



[Home](#) / [Admin](#) / Edit Users

Edit Users

First Name ▴	Last Name ▴	Web User ▴	Locked ▴	
Antoinette	Heffernan	ANTO@EMAIL.COM		
Arek	Siarkowski	ASIARKOWSKI@OASIS		
Cliff	Browne	cliff.browne@email.com	true	

General user settings

[Add](#) [Edit](#) [Remove](#)



First Name	Last Name	Master Customer
<input type="text" value="Cliff"/>	<input type="text" value="Browne"/>	<input type="text" value="Demo account - OASIS Marketing"/>
Web ID	Password	
<input type="text" value="cliff.browne@email.com"/>	<input type="password"/>	
<input type="text" value="DEMOHR: Demo account - OASIS Marketing"/>		Remove Customer

To resolve a locked user account, please contact a member of the Client Care OASIS Bridge support team, who can assist in releasing the lock.

To Contact OASIS Bridge Support

Visit the Client Portal home page, [Client Portal - Oasis Group](#), and scroll down until you see the support contact options.



We're here to help

Contact Reason *

I need help with my OASIS Bridge login details

Training Options

Company Name *

DEMO HR Marketing

Account Number or Customer #

The Account Number or Customer # can be found on your Invoice.

DEMOHR

Email *

cliff.browne@email.com

Description

My OASIS Bridge user account is locked out and I cannot log in.

Submit

You can leave the **Contact Reason** set to *"I need help with my OASIS Bridge login details"* but be sure to complete all other required contact fields, including a clear description of the issue. Once done, click **Submit** to send your request to the support team.



Removing Users

Administrators have the ability to **remove users** from an account. This is useful when:

- A user has left the company
- Access to **OASIS Bridge** is no longer required
- The user should no longer appear in the list of authorised contacts

⚠ Important: Use caution when removing users. Ensure you have selected the correct individual before proceeding. If the wrong user is removed, they will need to be **manually added again**, including all associated settings and permissions.

- To remove a user from the account, select the user from the list and click the **Remove** button under **General User Settings**

General user settings

First Name

New

Web ID

new.user@oasisgroup.com

TESTTEST: TEST ACCOUNT

After clicking **Remove**, a system message will appear asking you to confirm the action.

- Click **Yes** to confirm and permanently remove the user from the account
- Click **No** if you wish to cancel the request and keep the user in place



Message

Are you sure you wish to remove this user

Yes

No

- If you click **Yes** to confirm the removal, the user will be **completely removed** from the account and will **no longer have access to OASIS Bridge**



Approval Review

The **Approval Review** feature in OASIS Bridge allows account administrators to manage which users can create and submit web orders—such as deliveries, collections, or supply of materials.

When this feature is enabled, users who require approval can still create order requests as usual. However, instead of being submitted directly, these requests are routed to an account administrator for review. The administrator can then either approve or decline the request.

This process helps prevent unnecessary orders, supports oversight of user activity, and contributes to overall cost control.

Approval Review in OASIS Bridge

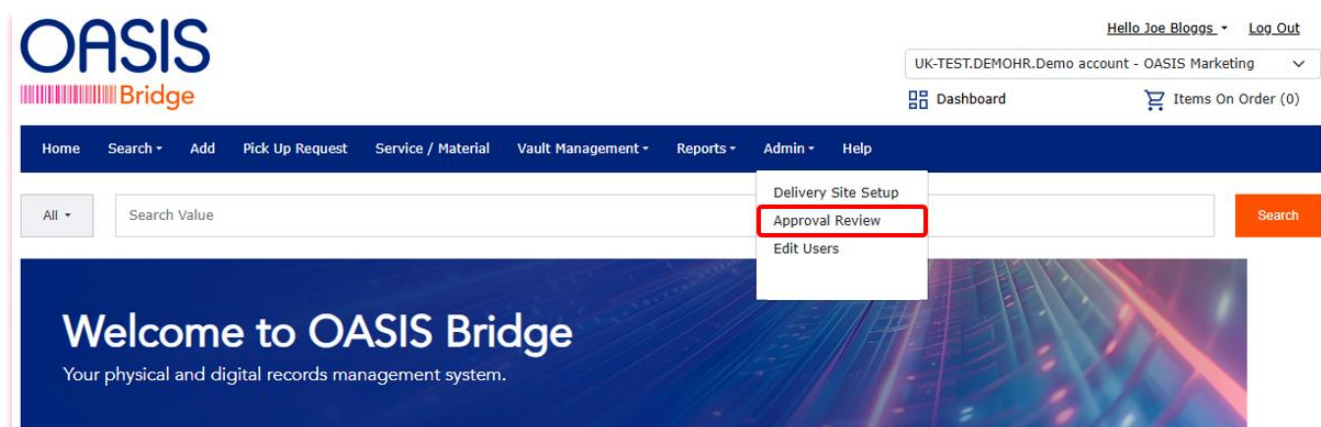
You can access the **Approval Review** menu in two ways:

Option 1: Using the Admin Menu Bar

1. Click on the **Admin** option in the menu bar
2. Select **Approval Review** from the dropdown menu

Option 2: Using the Admin Icon on the Home Screen

1. Click on the **Admin** clickable icon on the home screen
2. Then, click on the **Approval Review** clickable option





Cart – Web Approval Process

For users who require **web approval**, once they select the assets they need—for **retrieval**, **refile**, or **supplies ordered**—the cart will update as normal. However, instead of proceeding directly to checkout, the client will now see a **Submit Approval (x)** button, where **(x)** represents the number of items pending approval.

In the example, the user has requested an item for delivery and when it gets added to the cart, the cart now shows **Submit Approval**.

The screenshot displays the OASIS Bridge interface. At the top right, the user is logged in as 'Hello Cliff Browne' with a 'Log Out' link. Below this, the account 'UK-TEST.DEMOHR.Demo account - OASIS Marketing' is shown. A red box highlights a button labeled 'Submit Approval (1)' with a shopping cart icon. The main navigation bar includes links for Home, Search, Add, Pick Up Request, Service / Material, Reports, Admin, and Help. On the left, the 'Item Results' sidebar shows filters for Status (Request), FBU (UK-TEST), Customer (DEMOHR Demo account - OASIS Marketing), Department (DEPT 4.DEPARTMENT 4), and Item Type (BOX). The main content area shows a list of items. The first item is highlighted with a red box and contains the following details:

	<input checked="" type="checkbox"/> Pending Send Order for Cliff Browne	OASIS Barcode: DSB46515651 Customer: DEMOHR:Demo account - OASIS Marketing Location: WG0202001	FBU: UK-TEST Department: DEPT 4.DEPARTMENT 4 Add Date: 01/03/2023
--	--	---	--

The second item in the list is also visible, showing a 'Request from OASIS' link and similar details.

When users who require **web approval** click into the cart:

- Instead of the usual **Send Order** button, they will now see **Submit Approval**
- Each item in the cart will display in **green text** with the message:
Need Approve Retrieve for [user name]

This indicates that the items are pending approval before the order can be processed.



Hello Cliff Browne ▾ Log Out

UK-TEST.DEMOHR.Demo account - OASIS Marketing ▾

Submit Approval (1)

Service / Material Reports ▾ Admin ▾ Help

Showing 1 - 1 of 1

DEMOHR: Demo account - OASIS Marketing **Submit Approval**

	X Remove Submit Approval 	OASIS Barcode: DSB46515651 Customer: DEMOHR:Demo account - OASIS Marketing Location: WG0202001	FBU: UK-TEST Department: DEPT 4.DEPARTMENT 4 Add Date: 01/03/2023
Need Approve Retrieve for Cliff Browne			

Once the user clicks **Submit for Approval**, a **Send Approval** dialog box will appear. The user should click **Yes** to proceed with sending the request for approval, or **No** to cancel the submission.

Send Approval

Are you sure you wish to send items for approval

Yes **No**

The item will now display "**Pending Approve Retrieve for [user name]**" in yellow, indicating that it is awaiting approval.

Service / Material Reports ▾ Admin ▾ Help

Showing 1 - 1 of 1

DEMOHR: Demo account - OASIS Marketing

	X Remove 	OASIS Barcode: DSB46515651 Customer: DEMOHR:Demo account - OASIS Marketing Location: WG0202001	FBU: UK-TEST Department: DEPT 4.DEPARTMENT 4 Add Date: 01/03/2023
Pending Approve Retrieve for Cliff Browne			



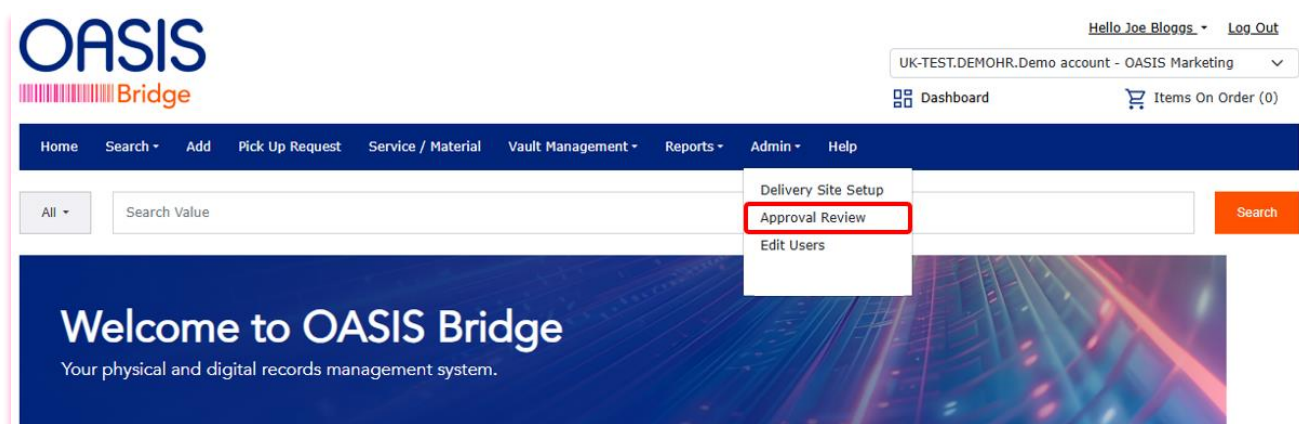
Administrator – Web Approval Process

After a user submits a request for web approval following the steps outlined above, the Administrator can view and manage all pending web orders.

To do this:

1. **Log in** to OASIS Bridge.
2. Navigate to **Admin > Approval Review**.

From here, the Administrator can review all submitted requests, and either **approve** or **decline** each one as needed.



The **Approval Review** window will display all pending items awaiting Administrator approval.

To take action on a request:

- Click the **green tick** icon to **approve** the request.
- Click the **red X** icon to **decline** the request.









Hello Joe Bloggs ▾ Log Out

UK-TEST.DEMOHR.Demo account - OASIS Marketing ▾

Dashboard Items On Order (0)

Service / Material Vault Management ▾ Reports ▾ Admin ▾ Help

Showing 1 - 1 of 1

	Remove	OASIS Barcode: DSB46515651 Customer: DEMOHR:Demo account - OASIS Marketing Location: WG0202001	FBU: UK-TEST Department: DEPT 4.DEPARTMENT 4 Add Date: 01/03/2023
<div></div> <p>Pending Approve Retrieve for Cliff Browne</p>			

To **approve** a request, click the **green tick** icon.

To **decline** a request, click the **red X** icon.

- If you click the **green tick**, the request is approved. The user who submitted the request will then be able to proceed and submit their order as normal.
- If you click the **red X**, a dialog box will appear titled "**Decline Total Items: [number of items]**".
The Administrator must enter a comment to confirm the reason for declining the request. Click **Save** to complete the decline process.

Decline Total Items:1

Comments

Item not required

Save **Close**



When the user logs back into **OASIS Bridge**, their cart will now display "**Re-Submit Approval [number of items]**", indicating that the previous request was declined and needs to be reviewed and resubmitted for approval.

The user should **click on the cart**, where they will be able to view the **status** of the request along with any **comments** entered by the Administrator explaining the reason for the decline.

Hello Cliff Browne ▾[Log Out](#)

All Customers ▾

_Re-Submit Approval (1)

Service / Material Reports ▾ Admin ▾ Help

Showing 1 - 1 of 1

Remove

Re-Submit Approval

Declined Retrieve for Cliff Browne

OASIS Barcode: DSB46515651

Customer: DEMOHR:Demo account - OASIS Marketing

Location: WG0202001

Message: Joe Bloggs: Item not required

DEMOHR: Demo account - OASIS Marketing

FBU: UK-TEST

Department: DEPT 4.DEPARTMENT 4

Add Date: 01/03/2023