TEAM CONSOLE PLAN

Tempified for teams

Join, share, and manage every device.

On Team Console the app runs in two places: the workspace your members fill templates in every day, and Tempified Console, where the owner manages seats, devices, permissions and shared templates. Part One is for team members; Part Two is for whoever runs the workspace.

`team.tempified.online` — member workspace

`console.tempified.online` — Tempified Console

How a workspace works, in one paragraph

The workspace owner buys a block of seats and authors the team's libraries once, centrally. Each team member opens a join link, gets onto a seat (either the admin approves their workstation, or they sign in with a code emailed to them), and lands in the normal Tempified app — already loaded with the libraries, features, and widgets assigned to them. When the admin publishes a new version, it appears on every member's screen live, and the admin can see what's being used and which devices need attention. No member ever creates an account, pays, or imports anything.

PART ONE

The app your team uses

For team members. Everything in the personal app documentation about building and filling templates still applies — this part only covers what is different when you're on a workspace.

Joining your team

Open the link your admin sends you

Your workspace admin sends you a **join link** — a single URL that points at `team.tempified.online` with your team's code attached. On email-code workspaces it may arrive as an **invite email** instead. You don't sign up, pick a plan, or enter a password. Opening the link is the whole start.

1. **Open the link in the browser you'll actually work in**
   Chrome, Edge, or Safari on the computer or tablet you use for this work. The sign-in is tied to that browser on that device, so use the real one — not a private/incognito window.

2. **Wait for the short check**
   The app confirms the link is valid and figures out how your workspace signs people in. You'll see a brief loading state, then the correct sign-in screen.

3. **Sign in (next section)**
   Either name your workstation and wait for approval, or enter your email and a mailed code — whichever your workspace uses.

4. **Install it (optional, recommended)**
   After signing in you're offered **Install the app**. It installs as your workspace's own app — named *"Tempified - <your workspace>"*, with an icon in your team's color — opens straight into your workspace in its own window, and works offline. Prefer not to? Choose *Continue in the browser*.

Bookmark the join link

Keep the original link until you're installed and signed in. If you ever get signed out, or you move to a new machine, opening that same link is how you get back in.



How your workspace signs you in

Device approval or email code

A workspace uses **one** of these two methods for everyone. Your admin chooses it when they set the workspace up; you'll only ever see the one that applies to you.

METHOD A

Device approval

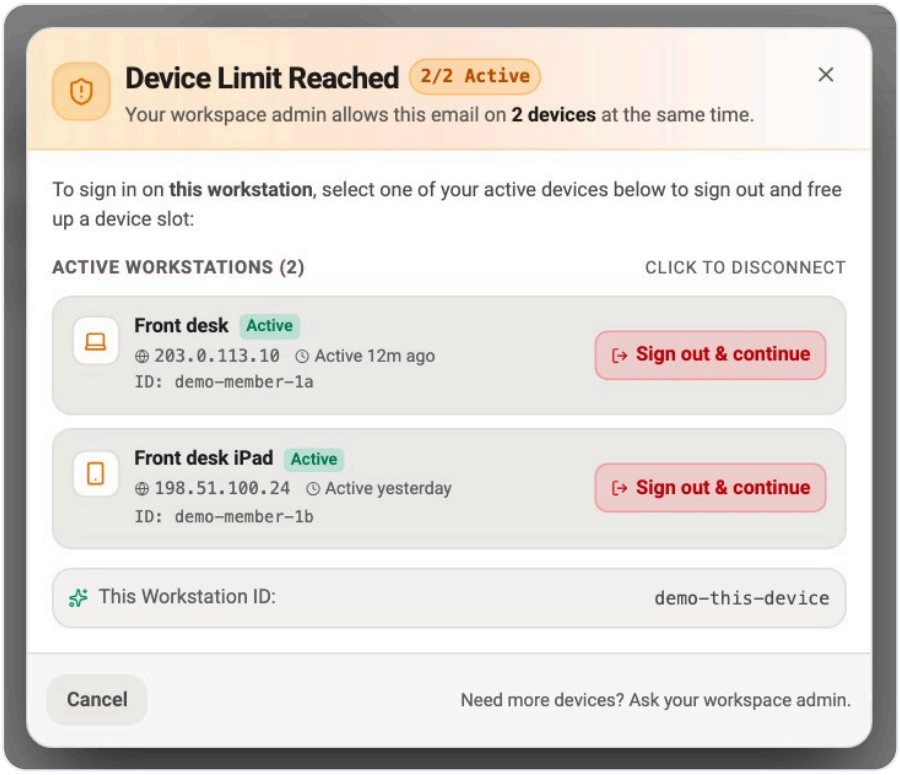
- You type a **name for this workstation** — e.g. *“Front desk · PC 2”*. That’s the name your admin sees in their device list.
- The app shows **“Waiting for approval.”** Your admin approves the device in Tempified Console.
- The workspace opens **within about 10 seconds of approval** (up to 30 seconds if it’s been waiting a few minutes) — you don’t need to refresh.
- This device keeps its seat until an admin revokes it. You won’t be asked again on this browser.

METHOD B

Email code

- You enter your **work email** — the exact address your admin added to the workspace.
- A **6-digit code** is emailed to you. Enter it and you’re straight in — no admin approval step.
- **A set number of devices.** Your admin decides how many devices your email can be signed in on at once (one, unless they raise it). At the limit, the app lists your devices and you **choose one to sign out** before this one signs in.
- Didn’t get the code? Check spam, confirm the address matches what your admin used, and request a new one.

EMAIL-CODE WORKSPACES — AT YOUR DEVICE LIMIT, PICK A DEVICE TO SIGN OUT



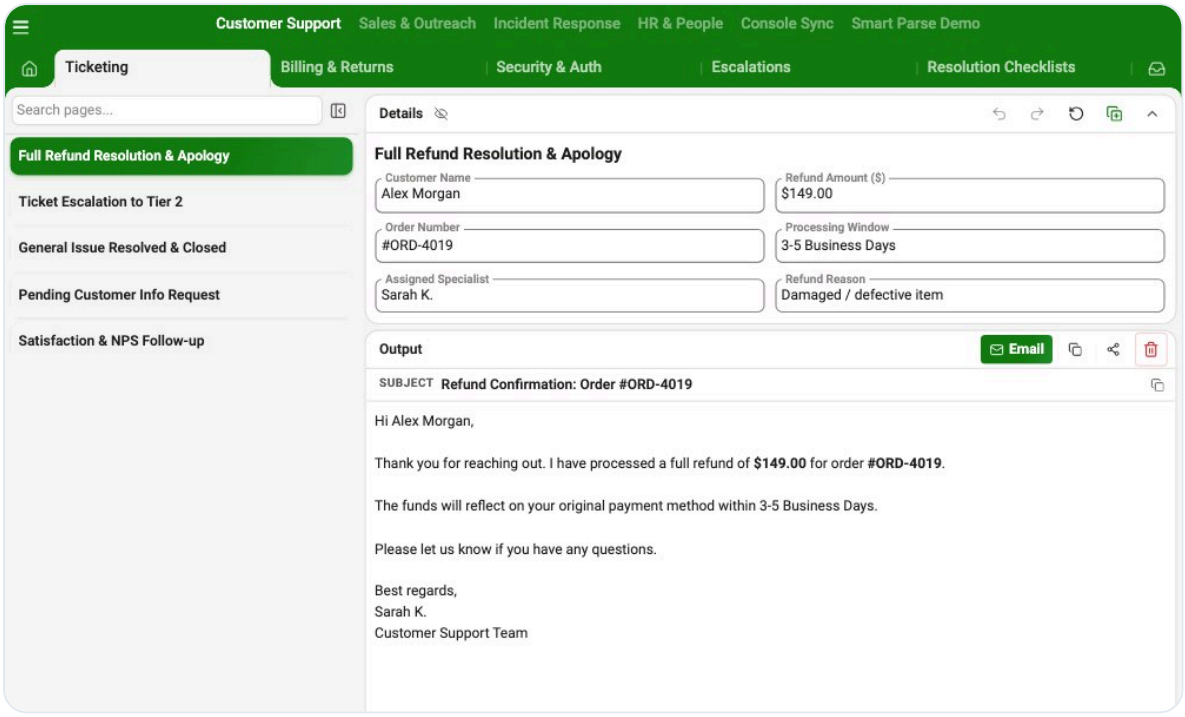
Whichever method you use, you only do it once

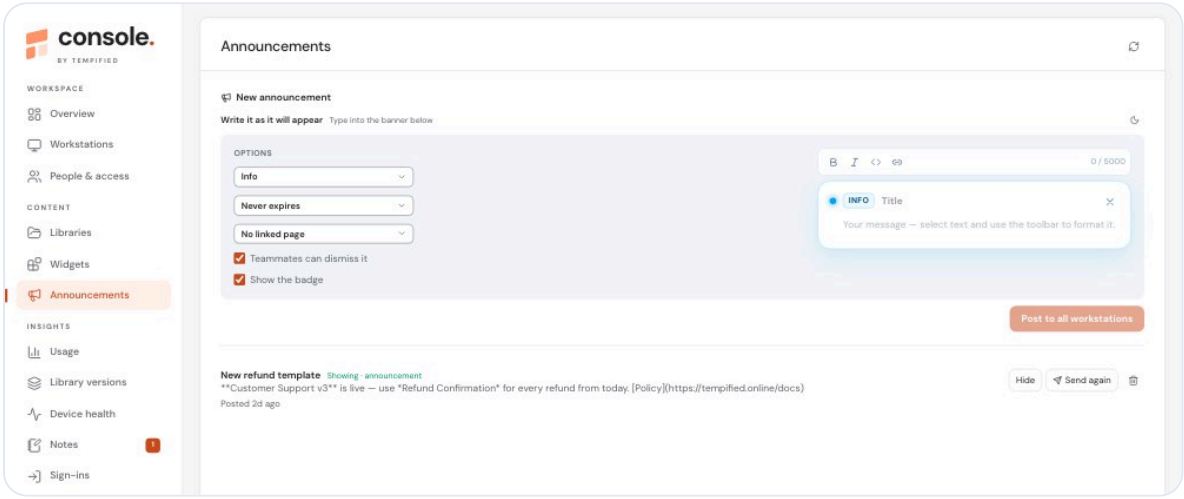
The sign-in is remembered on that browser. You won't be prompted again unless an admin removes your access, you clear the browser's data, or (email-code workspaces) you sign this device out to make room for another one. See Managing devices in Part Two for the admin's view of approval.

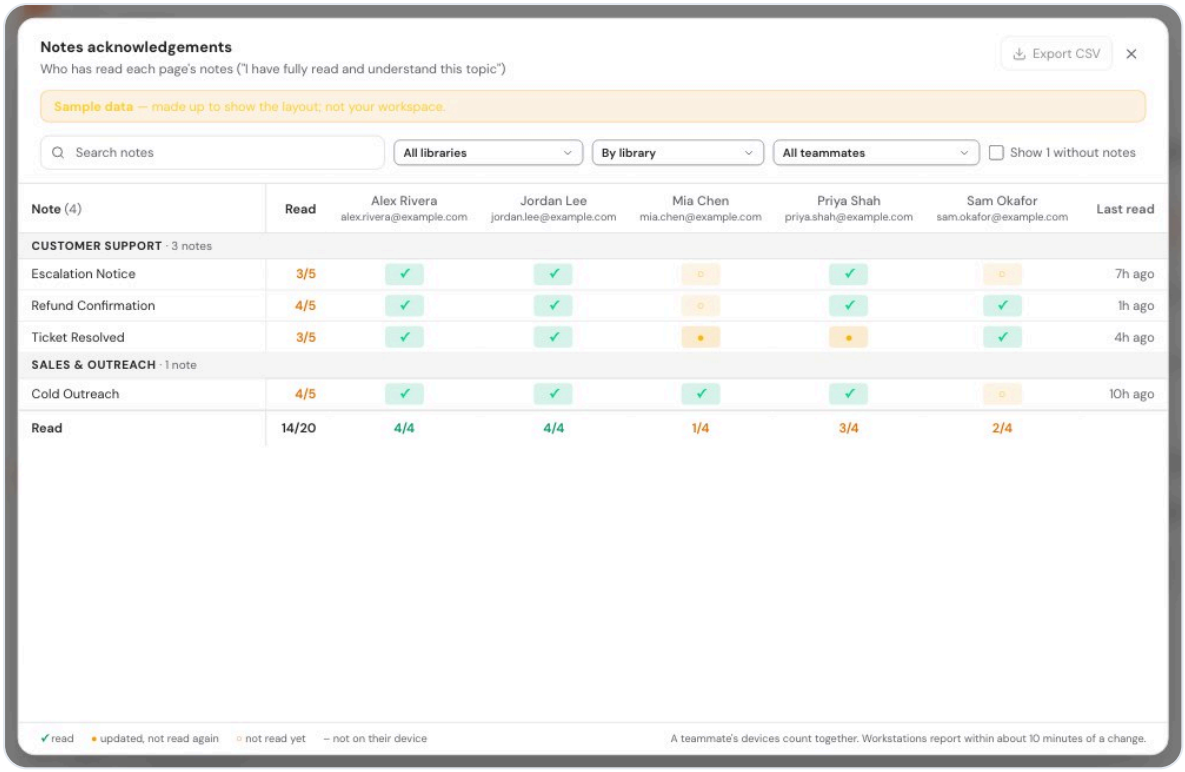
Your workspace

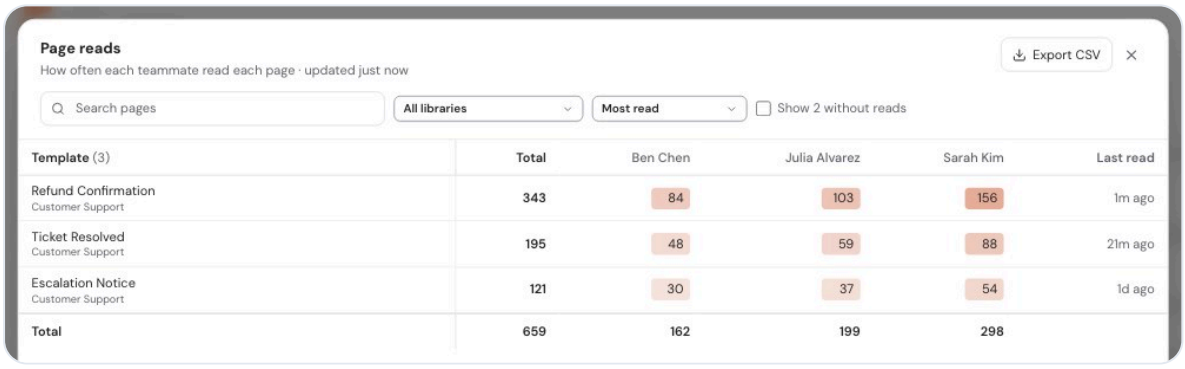
Same app, templates come from your admin

Once you're in, it's the same Tempified app covered in the personal docs — Home, the Maker tab, variable fields, auto-fill from pasted text, groups and checklists. A few things are set by your workspace rather than by you:


Customer Support
Sales & Outreach
Incident Response
HR & People
Console Sync
Smart Parse Demo
Ticketing
Billing & Returns
Security & Auth
Escalations
Resolution Checklists
Search pages...
Full Refund Resolution & Apology
Ticket Escalation to Tier 2
General Issue Resolved & Closed
Pending Customer Info Request
Satisfaction & NPS Follow-up
Details
Full Refund Resolution & Apology
Customer Name
Alex Morgan
Refund Amount ($)
$149.00
Order Number
#ORD-4019
Processing Window
3-5 Business Days
Assigned Specialist
Sarah K.
Refund Reason
Damaged / defective item
Output
Email
SUBJECT Refund Confirmation: Order #ORD-4019
Hi Alex Morgan,
Thank you for reaching out. I have processed a full refund of $149.00 for order #ORD-4019.
The funds will reflect on your original payment method within 3-5 Business Days.
Please let us know if you have any questions.
Best regards,
Sarah K.
Customer Support Team


console.
BY TEMPIFIED
WORKSPACE
Overview
Workstations
People & access
CONTENT
Libraries
Widgets
Announcements
INSIGHTS
Usage
Library versions
Device health
Notes
Sign-ins
Announcements
New announcement
Write it as it will appear
Type into the banner below
OPTIONS
Info
Never expires
No linked page
Teammates can dismiss it
Show the badge
0 / 5000
INFO
Title
Your message — select text and use the toolbar to format it.
Post to all workstations
New refund template
Showing · announcement
Customer Support v3 is live — use *Refund Confirmation* for every refund from today. [Policy](https://tempified.online/docs)
Posted 2d ago
Hide
Send again





Your templates come from your admin

The libraries in your list were authored and assigned centrally. You switch between them and fill them normally — you just don't need to build or import them.

Fill-in-only by default

Most workspaces keep the **Builder** tab and **Import / Export** turned off for members. If you need one of those, ask your admin to enable it for your device.

No billing or plan screens

The workspace owns the subscription. You won't see checkout, upgrade prompts, or a personal cloud backup section.

Your identity in Settings

Settings shows your workstation name (device-approval workspaces) or the email you signed in with (email-code workspaces), plus your appearance settings. The workspace controls the accent color; you can choose light or dark mode and a local wallpaper with blur and tint controls. Wallpaper choices stay in this browser for this workspace and do not change anyone else's app. Renaming your device here also updates what your admin sees.

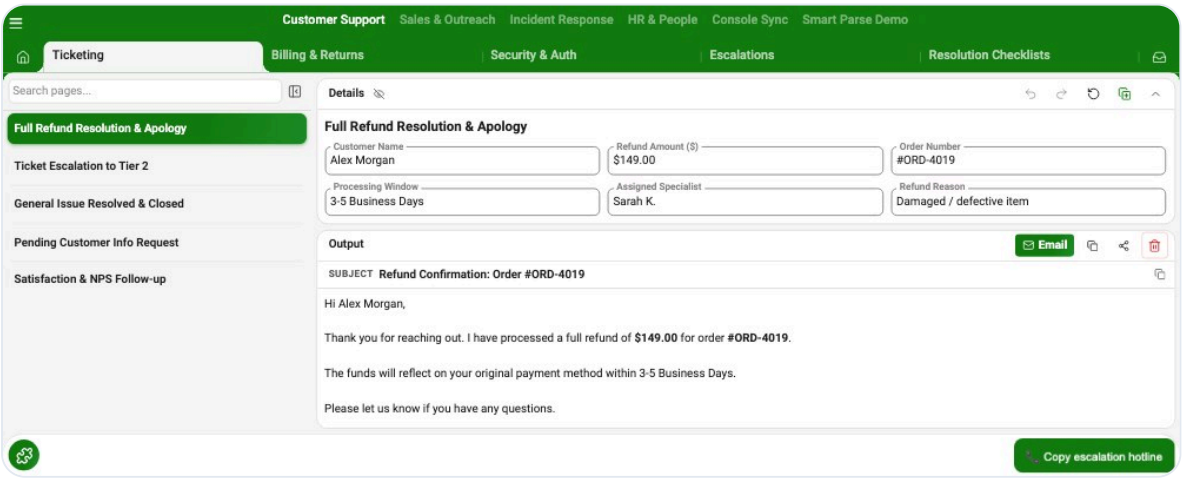
Widgets from your admin

Your workspace may add small tools to the bottom taskbar. Each device can have two widgets on the left, two in the center, and two on the right. Open a tool from its circular icon and drag its window by the header; the icon stays fixed. Widgets stay out of the way while you're in Builder.

Announcements

When your admin posts an announcement, it shows as a banner across the top of the app. Dismiss it once you've read it.

WIDGETS FROM YOUR ADMIN — HERE A SHIFT CHECKLIST AND A CLICK-TO-COPY HOTLINE



Submitting a library for review

If your admin has turned the **Builder** on for you, the Builder's **Submit** button sends your set to them rather than straight to the team. If you've changed more than one library, the button reads **Submit (2)**, **Submit (3)**, and so on, and one click sends a separate review request for each. You get a notification when they approve it or send it back, with any note they left — even if you were

offline when they decided. Change it and submit again; a resubmission replaces your earlier pending one.

Elevated access

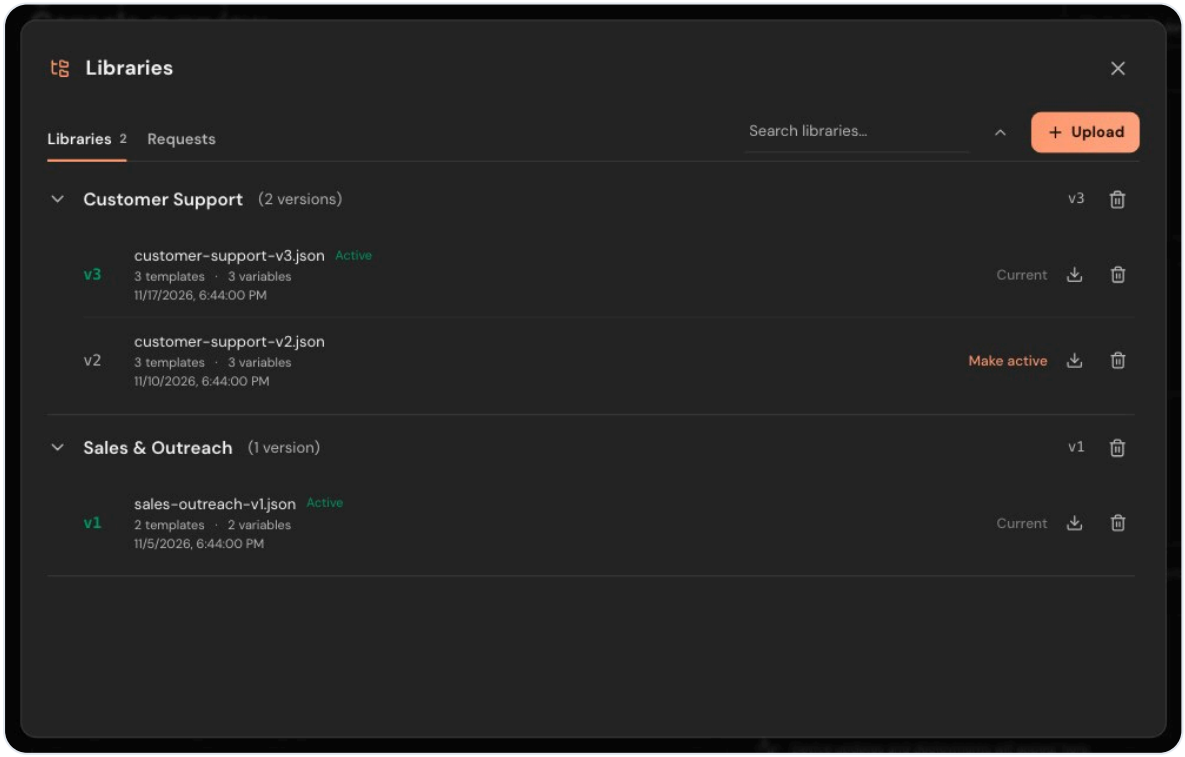
On email-code workspaces, your admin can give you **elevated access** so you can help run the workspace without a console login. **Console tools** then appear in the menu and on Home: **Libraries** (edit and assign the workspace's libraries), **Insights** (usage, sign-ins, and announcements), and **Console access** (add, invite, and manage teammates). A red badge counts template requests waiting for review. Billing, seats, sign-in settings, profiles, and devices stay with the admin, and libraries can't be deleted from here. If your admin turns elevated access off, any Console tools screen you have open closes right away.

What your admin can see

To help keep the workspace running, the app reports how often each template is used (by template name, not content), which library versions this device holds, and basic health — browser and OS, whether it's installed, dropped connections, and recent error messages. Sign-ins are logged too. **Nothing you type into a template is ever sent.**

Template updates

New versions arrive live



- When your admin publishes a new version of a library, it **pushes to your screen live**, with a toast such as *"Support replies has been updated to v3"*, or *"New library added"* for a new one. You see each update's toast once. No re-login, no manual import.
- If a library is **unassigned** from your workstation, it simply drops off your list.
- Want it right now? **Check for Updates** in the menu fetches the latest versions straight away.
- Anything you had half-typed in the Maker stays put — a template update swaps the template text, not your in-progress output.

Working offline

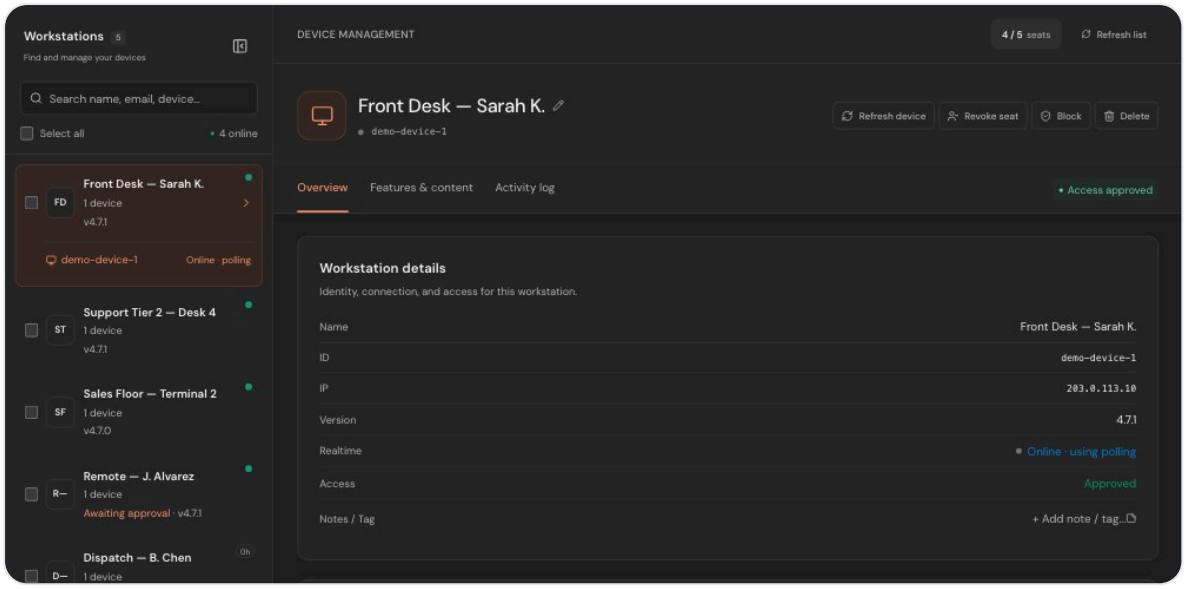
Install it, use it with no connection

- After the first successful sign-in and load, the app is a full **installable PWA**. Your assigned templates are cached on the device.
- You can keep filling templates and copying output **with no connection**. It reconnects and re-syncs on its own when you're back online — including picking up any template version your admin published while you were away.
- A very long time offline may require a reconnect so the app can re-check your seat is still active.

If your access changes

Removed, blocked, or on two workspaces

WHAT THE ADMIN CAN DO TO A DEVICE



- **Seat revoked / device removed / email removed from the workspace:** the app shows a brief “removed from workspace” screen and returns you to the sign-in screen. Work that hadn’t synced stays only on that device.
- **Device blocked:** same result, but the device can’t sign back in until the block is lifted.
- **Signed out from another device (email-code workspaces):** if you hit your device limit and chose this device to sign out, or your admin signed out all your devices, this one returns to the sign-in screen. Sign in again here to move the session back.
- **On two workspaces at once:** one browser can hold a session for two different workspaces — each from its own join link. Open the matching link to switch between them.

PART TWO

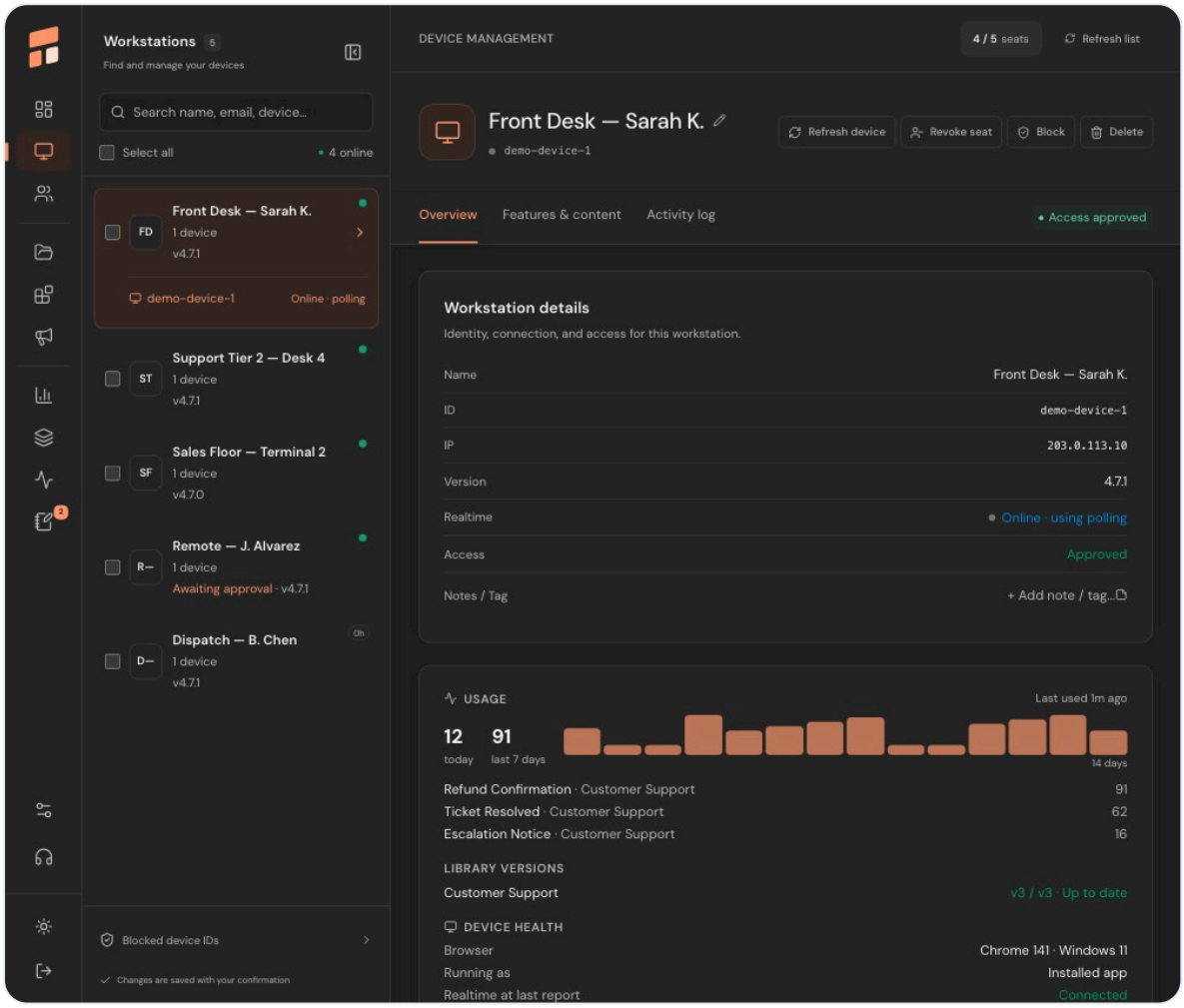
Tempified Console

For the plan owner, at console.tempified.online — separate from the workspace your team fills templates in. This is where seats, devices, and shared templates are managed centrally.

Console is the new name for Fleet. Existing accounts, seats, team links and installed workspaces continue to work. You may need to sign in once when opening the new Console address; use your existing account. Older Fleet addresses remain supported.

Dashboard overview

Your team, at a glance



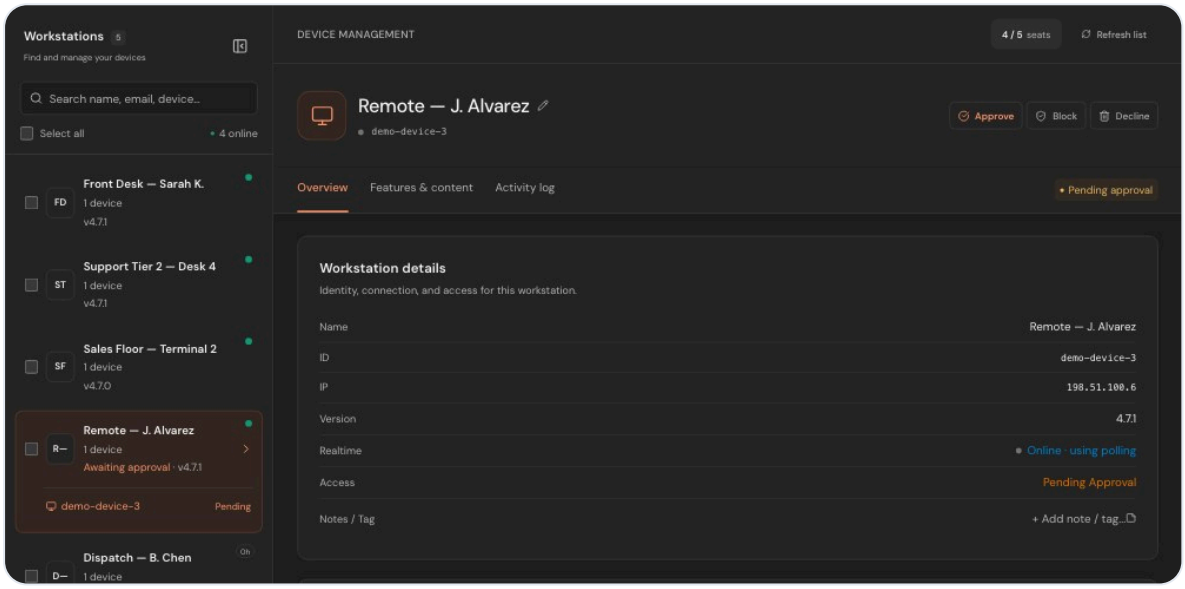
- **Workstation directory:** An online device has a green dot in the upper-right corner of its card. Offline cards show hours or days since the last activity. Skeleton cards appear while the directory initializes; pending approvals are labeled separately.
- **Permission Badges:** Letter badges (`B`, `I`, `E`) reveal at a glance whether a workstation has Builder, Import, or Export permissions enabled.
- **Instant Join Link:** Copy your permanent team registration URL from the sidebar to onboard new workstations in seconds.
- **Integrated Help Desk:** Monitor open support tickets and receive unread conversation badges directly in the navigation console.

Managing devices

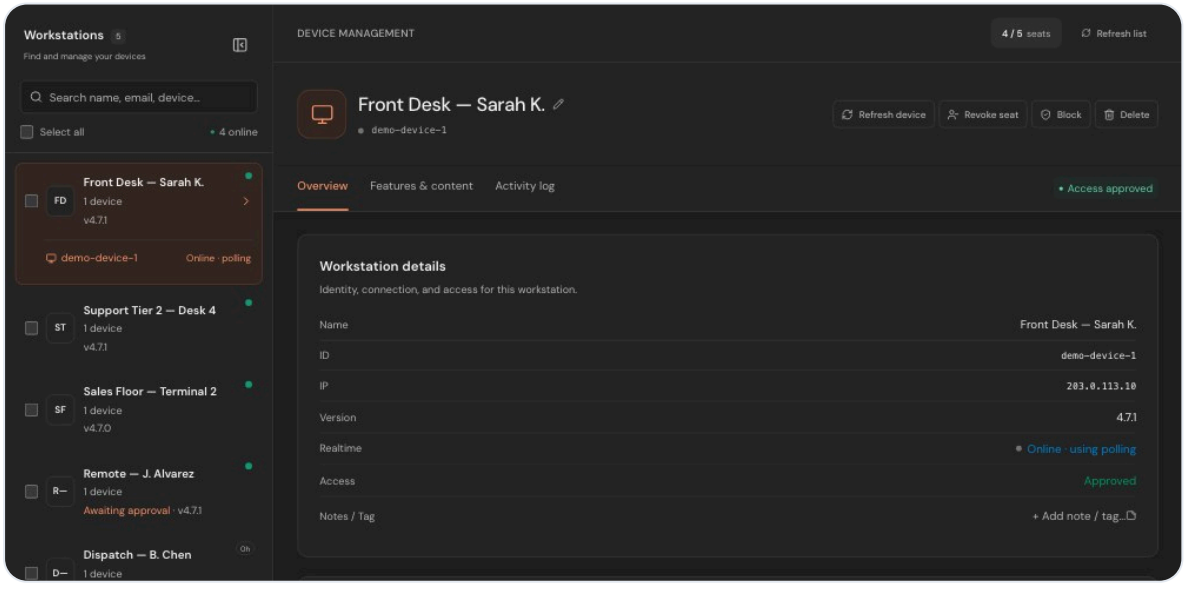
Approve, rename, and remove workstations

A new workstation asks for access, and you approve it right from its detail card. Lost a laptop? Someone left the team? Revoke its seat or block it outright — zero waiting, zero support tickets needed.

1. A NEW DEVICE REQUESTS ACCESS (PENDING APPROVAL → ONE-CLICK APPROVE)



2. AN APPROVED ACTIVE DEVICE (REVOKE SEAT OR BLOCK HARD DENY)



- **1-Click Approve:** Approve a pending workstation to grant it an active seat.
- **Hard Block:** Instantly blacklist a compromised or stolen device,

If your workspace is at capacity, the button becomes “Add Seat & Approve” to scale on demand.

- **Revoke Seat:** Deactivate an approved device to immediately free up its seat for another workstation without deleting its audit history.

immediately severing all workspace connectivity. Every block is listed under **Show blocked device IDs** in the sidebar, even after the device row is deleted, with an **Unblock** button.

- **Friendly Renaming & Notes:** Customize device names and attach location tags (e.g. *“Support Tier 1 · Desk 4”*) for quick identification.
- **Finding a device:** search the device list, filter it by department, and page through large workspaces. Pending devices are marked so they stand out.

A device’s detail card

- **Access:** its status, member email, and notes or tag, with **Revoke seat** to free its seat.
- **Features:** the Builder, Import, and Export switches and its widgets. Settings that come from a profile are marked *From profile*.
- **Libraries:** tick which libraries it gets. A *version mismatch* warning shows when it’s still on an older version than the one you made active.
- **Timeline:** every update sent to the device, with time, type, description, and whether it was delivered.
- **Insights:** page uses per day, library versions, browser, whether it’s installed or in a tab, realtime connection at the last report, and recent errors. Check the report timestamp: a historical Connected value does not prove the device is online now. The green dot in Workstations shows current presence. A queued refresh still needs the device to connect and respond.

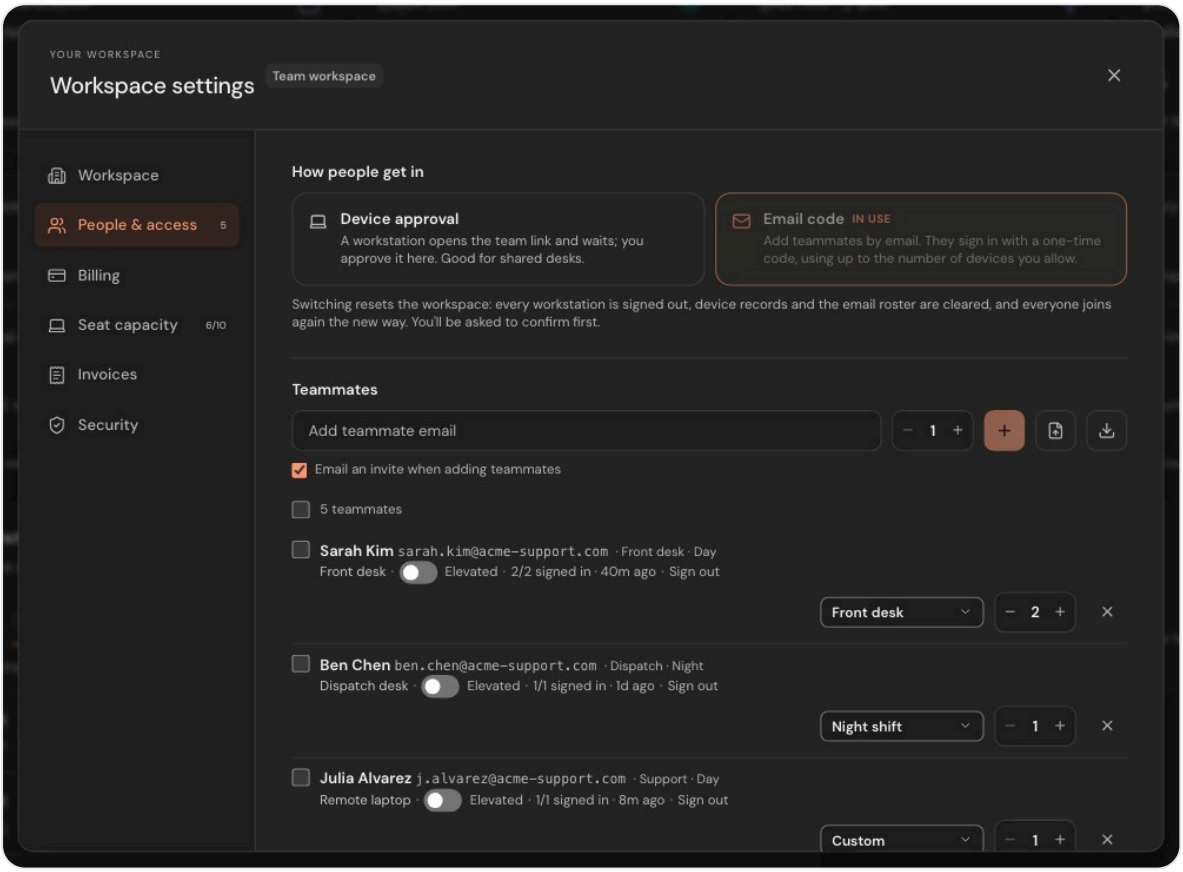
Email-code workspaces

If your workspace uses email-code sign-in, you manage **people** rather than pending devices — there’s nothing to approve. The device list shows one entry per teammate (by name, or by email until you give them one), with all of their devices together. See Teammates & the roster.

Teammates & the roster

Email-code workspaces: people, device limits, invites

On email-code workspaces the roster lives in **Settings → Console access**. Each teammate is an email address with a device limit; each device they're allowed counts as one seat.



1 Add a teammate

Type their email, set how many devices they may use at once (1–10), and press **+**. Leave *send invites* on and they get an email with the join link.

2 Or import a list

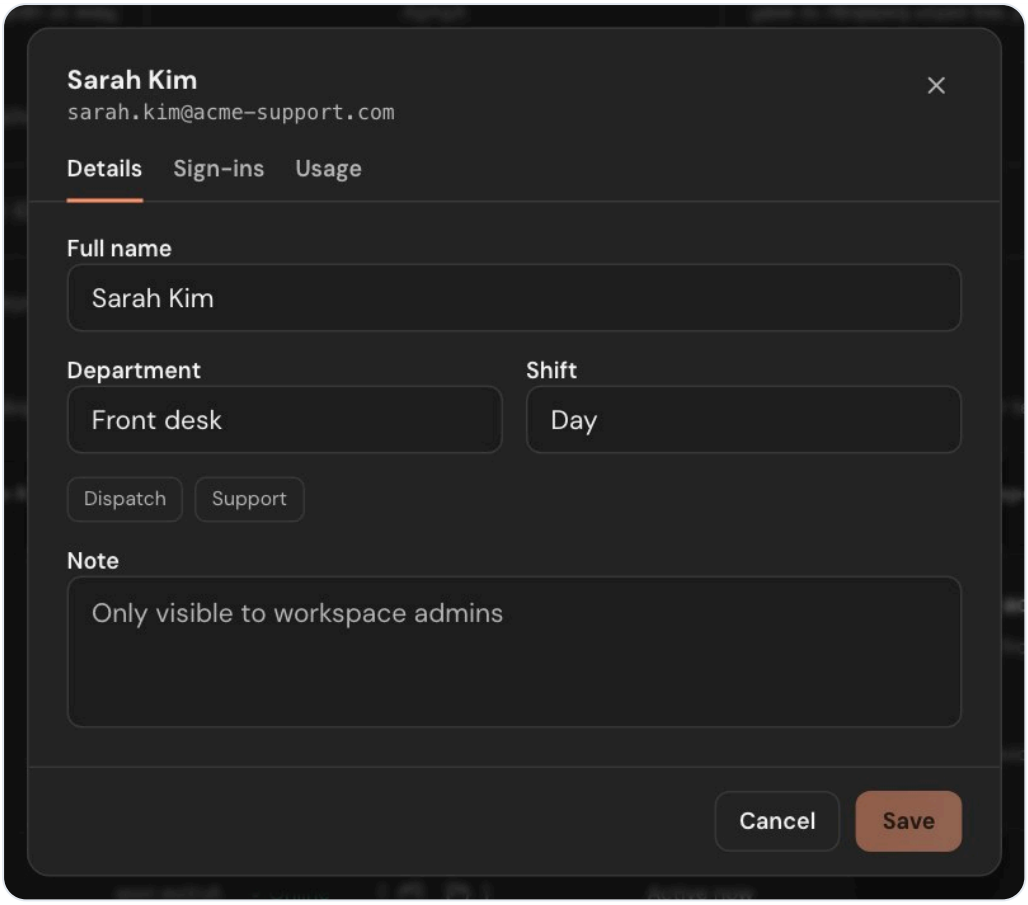
Import a CSV with columns `email, device name, devices, profile` — the whole file is added in one go, with a summary of what was added and what was skipped (and why). Download the **CSV template** to start from the right columns, and export the roster as CSV the same way.

3 Give them a profile

Pick a profile per row, or tick several teammates and apply one to all of them at once. See What members can do.

- **Device limits:** Raise or lower a teammate's limit with the stepper. When they reach it, they choose which of their own devices to sign out — no ticket to you.
- **Device names:** Name a teammate's devices (e.g. *"Dispatch · Desk 3"*) so the device list reads the way your team talks.
- **Invites:** See when each invite went out and when they last signed in, and resend an invite from the row.
- **Teammate details:** Full name, department, shift, and a note only workspace admins see — plus that person's sign-in history and template usage.
- **Sign out everywhere:** End every session for one teammate at once (a lost phone, a shared password scare) without removing them.
- **Remove:** Removing an email frees its seats and signs all of its devices out.
- **Elevated:** switch it on for a trusted teammate to let them open Libraries, Insights, and Console access from inside the team app. They can't change other elevated teammates, delete libraries, or touch billing, seats, sign-in settings, profiles, or devices. Every change they make is logged under their name.

TEAMMATE DETAILS — NAME, DEPARTMENT, SHIFT, SIGN-INS, AND USAGE



Roster activity

The roster keeps its own log — who added or removed a teammate, changed a device limit, name, profile, or setting, resent an invite, or signed someone out, and when. Open it from the history button above the list.

What members can do

Permission switches and profiles

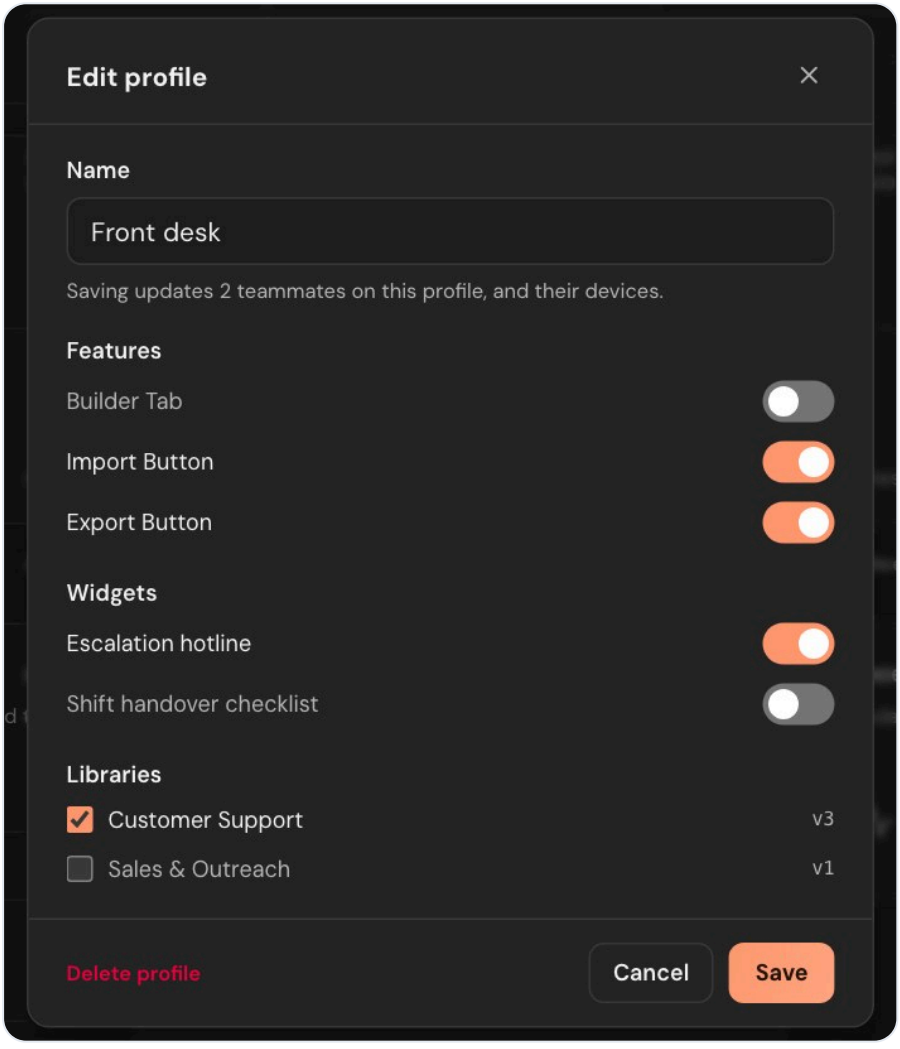
Three switches — **Builder Tab**, **Import**, **Export** — are all off by default, alongside the widgets you've switched on. Most teams keep members as "fill-in only": they use centrally-authored templates but can't edit or move data around. On device-approval workspaces you set them per device; on email-code workspaces they follow the teammate, on every device they sign in on.

EMAIL-CODE WORKSPACES

Profiles

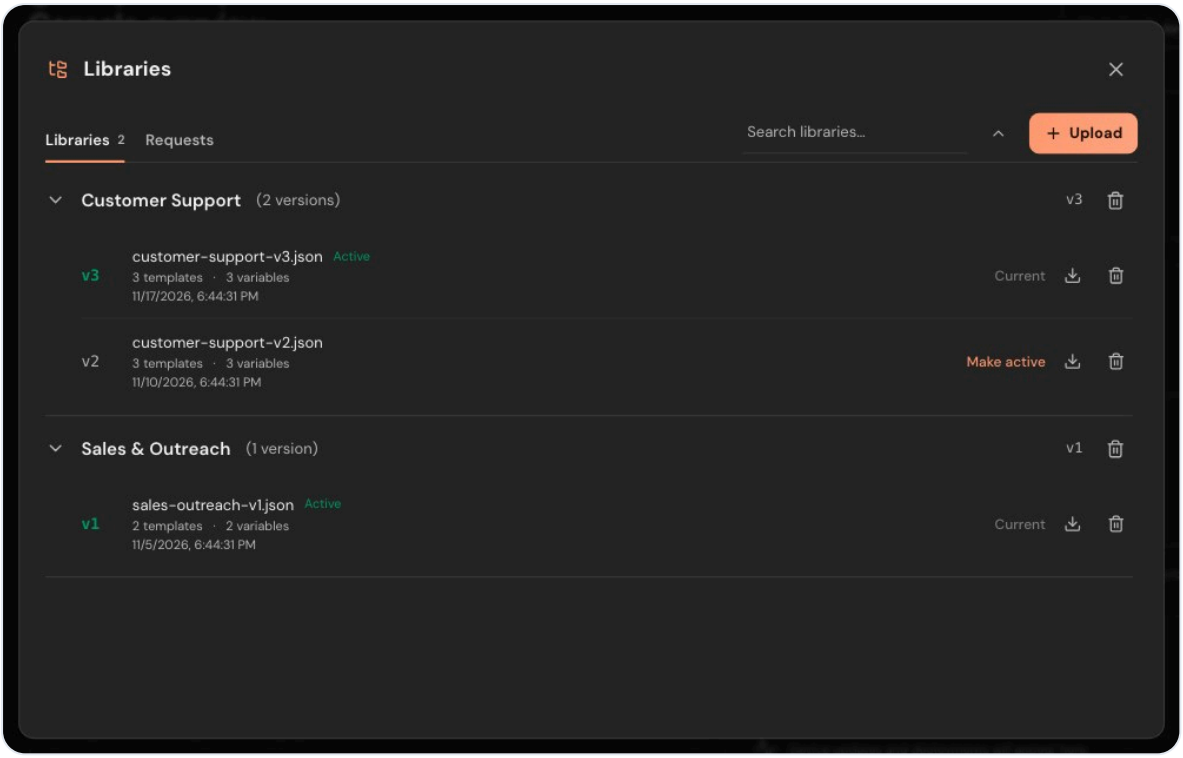
A profile is a named bundle — *"Front desk"*, *"Night shift"* — of feature switches, widgets, and libraries. Give it to teammates instead of setting each person up by hand.

- Editing a profile reaches **everyone on it**; the editor shows how many teammates that is before you save.
- Assign a profile per teammate, in bulk from the roster, or through the `profile` column of a CSV import.
- Teammates without a profile keep the settings you've given them directly.



Sharing templates with your team

One source of truth, versioned



1 **Write the library**
Build it in the Tempified app's Builder like any library and export it as JSON, or let a teammate with the Builder submit one for review (below).

2 **Upload it**
In **Libraries**, drop the JSON files in or press **Upload JSON** (up to 25 MB each). Uploading a library that's already there adds it as a new version.

3 **Versions are numbered for you**
Each upload or approved submission becomes the next version (v1, v2, v3…) and is made the active one straight away. No version tags or release notes to write.

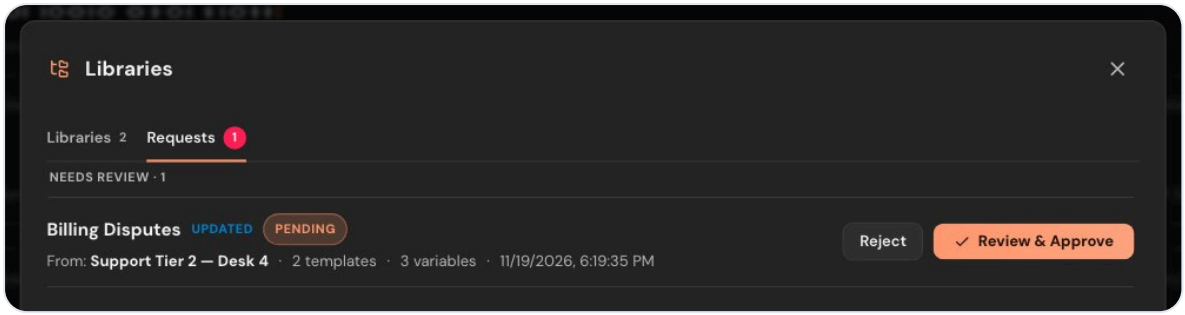
4 **Roll back or tidy up**
Every version stays listed. Make an older one active again, download any version as JSON, or delete versions you no longer need. Deleting a whole library asks you to confirm first.

5 **Assign who gets it**
Tick libraries for individual workstations, teammates, or a whole profile (e.g. Support vs Sales) under each one's **Libraries**.

6 **It reaches everyone live**
Members see *"Support replies has been updated to v3"* (or *"New library added"*) and get the new templates without signing in again.

Reviewing sets your members submit

Members you've given the Builder can **submit** a set for review. Submissions wait in Tempified Console, where you can preview every template — as final text or with its variables and groups highlighted — before you decide.



Approve

The library joins your workspace's libraries, ready to version and assign like any other.

Send back with a note

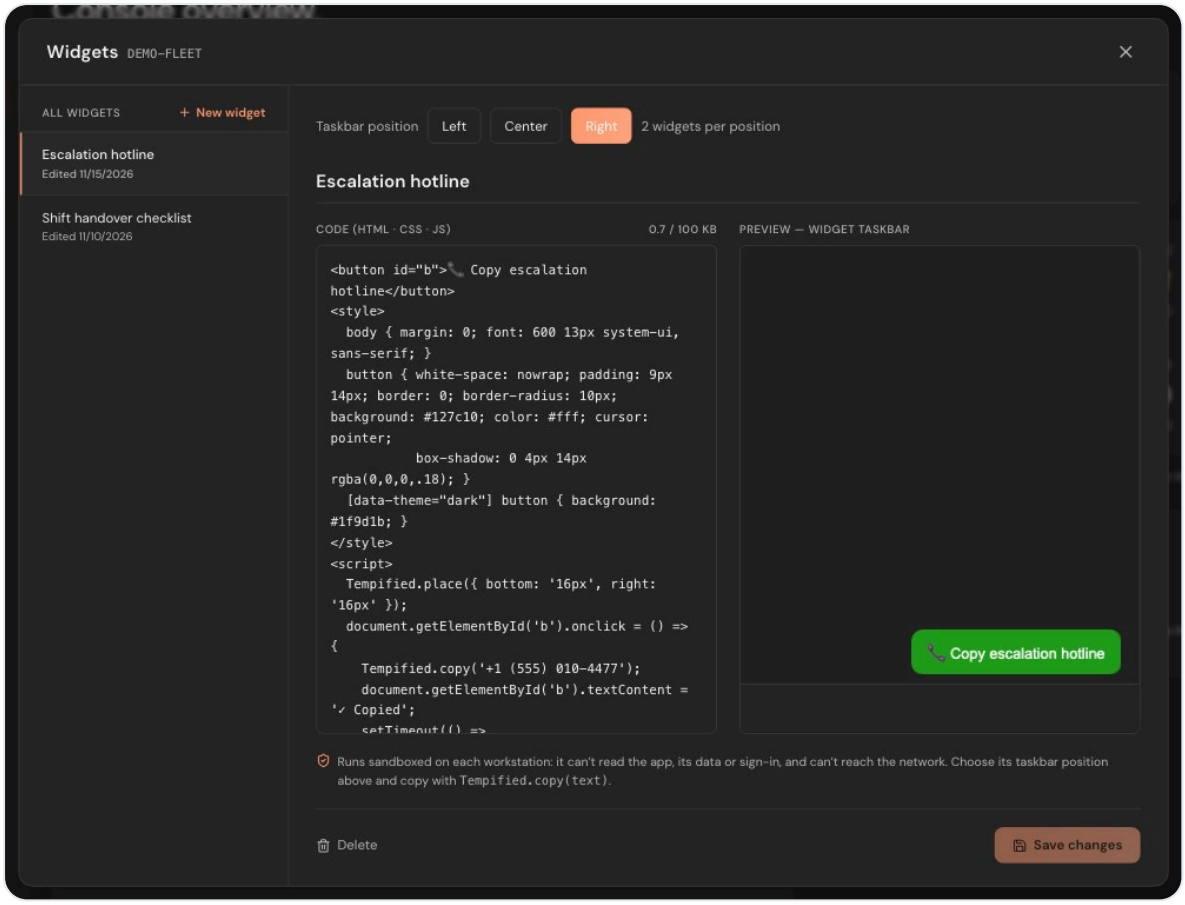
The member is told it wasn't approved, sees your note, and can change it and resubmit. A resubmission replaces their pending one.

- Requests are split into **Needs review** and **Reviewed**, and a badge counts the ones waiting (also shown to teammates with elevated access).
- The preview lists any **new tabs**, the pages **removed in this request**, and each page's variables. Filter the pages, or switch to **Final text only**.
- The note to the teammate is optional for both **Review & Approve** and **Reject**.
- If the teammate updates the request after you opened it, the console stops you and asks you to review the latest version, so you never approve something you haven't seen.

Widgets

Small tools on every workstation

Widgets are small tools you write once in Tempified Console and switch on for the workstations that need them — a click-to-copy phone number, a shortcut bar, or a button that opens a full tool in a panel. Each is a snippet of HTML, CSS, and JavaScript, edited next to a live preview placed exactly as it will appear on a workstation. Choose **Left**, **Center**, or **Right**in the editor or Store. Each device can have at most two assigned widgets per position; this limit applies to that device's assignments, not the workspace's whole widget library. Assignment and install actions recheck capacity. Open windows can be dragged without moving their taskbar icons.



1 **Create it**

Open **Widgets**, choose *New widget*, name it, and write the code. It starts blank.

2 **Switch it on**

Under a device's or teammate's **Features**, or in a profile. Nothing shows on any workstation until you do.

What a widget can call

CALL	WHAT IT DOES
`Tempified.place({ bottom, right, … })`	Legacy placement hint. The app manages taskbar alignment and keeps open windows within the screen edges.
`Tempified.copy(text)`	Copies text to the member's clipboard.
`Tempified.paste()`	Returns the clipboard text, so a widget can act on what the member copied (empty if the browser refuses).
`Tempified.openPanel({ url, width, height, place })`	Opens a floating panel showing an https page in its own frame. The page can resize the panel to fit its content.
`Tempified.closePanel()`	Closes the panel. It stays loaded, so reopening is instant.
`Tempified.theme`	The member's current theme, `'light'` or `'dark'`.

Locked down by design

Widgets run in a sandbox with no network access and no reach into the app or the templates members are filling in. Panels load their page separately, never from the Tempified app itself. Widgets follow the member's theme if their CSS includes `[data-theme="dark"]` rules; the page updates live when the theme changes.

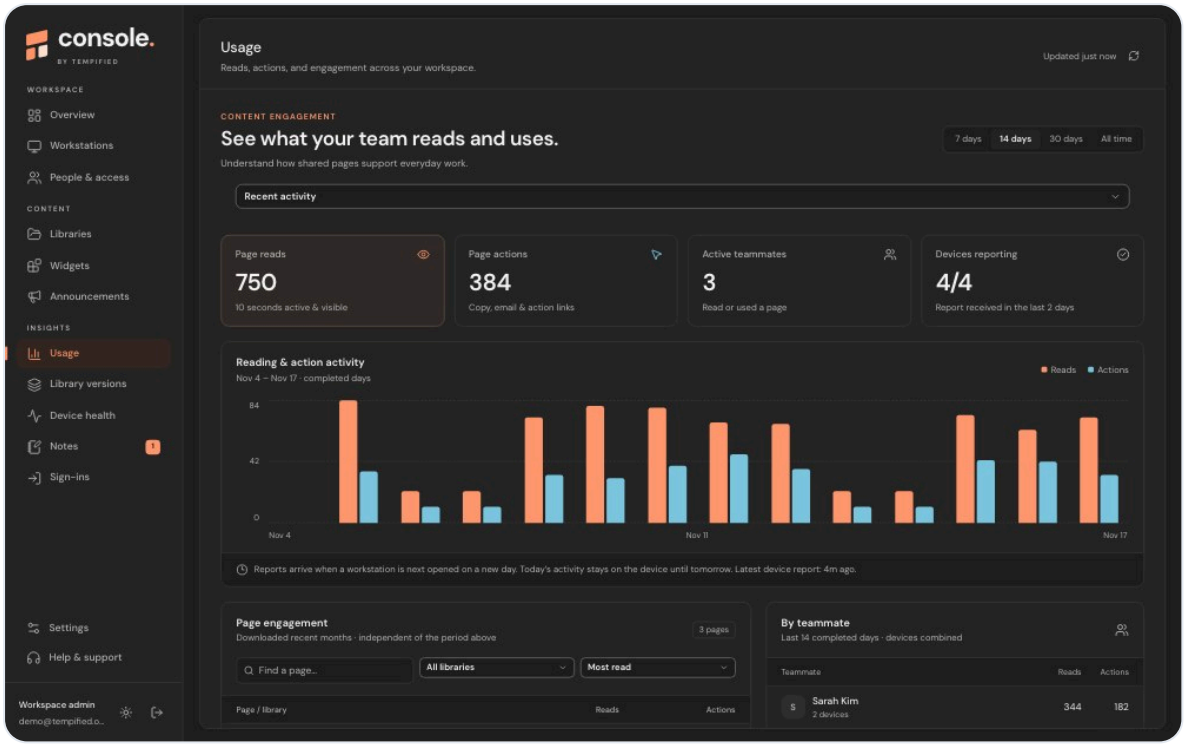


Console insights

Usage, health, sign-ins, announcements

Console insights answers "is everyone set up and working?" without asking around. Workstations send completed days when the app is next opened on a new day. Notes and library changes can trigger another report after a minimum

gap; hidden tabs do not send reports. The summary sits on **Overview**; each report — **Usage**, **Library versions**, **Device health**, **Notes**, and **Sign-ins** — is its own page under **Insights** in the sidebar.



Overview

Workstations, online now, page uses this week, and available seats, plus pending approvals and submissions, library updates needed, device issues, offline devices, unread notes, and sign-ins — with how many devices are reporting. **Device health** lists who hasn't signed in and a *Needs attention* list.

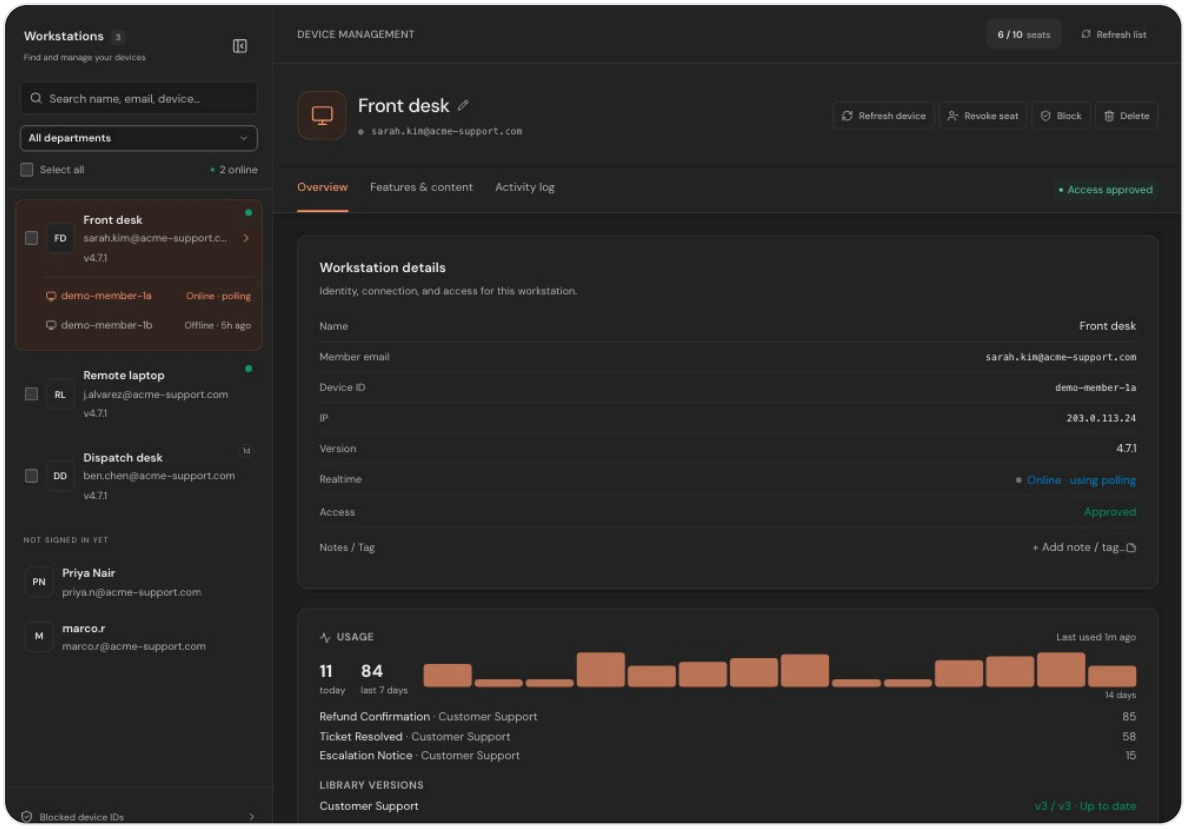
Usage & versions

Page reads and actions over 7, 14 or 30 completed days, detailed reports for a selected month, and monthly totals across all retained history. Explore page reads or actions by teammate, filter by library, and export details to CSV. **Library versions** shows which release every device holds.

Sign-ins

Email-code workspaces: successful sign-ins, device swaps, wrong codes, lockouts, codes requested for emails that aren't on the workspace, and who hit their device limit.

PER DEVICE — USAGE, TEMPLATE VERSIONS, AND HEALTH



What counts as a read?

A page becomes active, the app tab is visible, and that page stays active and visible for 10 continuous seconds. This counts as one read for that activation. Staying longer does not add reads; switching away and returning starts a new activation. Copying, emailing and opening action links are counted separately as actions.

Open a monthly report

Open **Usage** in the Console sidebar and choose a month from **Report month**. Console downloads that month's page details and saves them locally for reuse. Refresh checks for a newer version. **All time** shows compact monthly summaries; choose an individual month for page-level details.

Late reports and retained history

Usage and read history are kept for the lifetime of the workspace account, unless its device or account is deleted. Offline activity is added to its original month when the workstation reconnects and sends its report. Older months can therefore change after a late upload; Refresh picks up the change.

History from before monthly reports

Older daily totals remain in the monthly archives and all-time summary. Older per-page totals had no month breakdown, so they are preserved under **Legacy page totals** in the report selector. They are not assigned to an invented month. Device health and notes show the latest reported state; sign-in history keeps the latest 1,000 entries.

Per device

Open any device for its own card: uses per day, top templates, library versions, and health — browser and OS, installed or in a tab, dropped connections, and its last few errors.

Announcements

From **Announcements** in the sidebar, post a message as a banner on every workstation. `**bold**`, `*italic*`, and links work. Pick a level (Info, Announcement, Warning, or Critical), when it expires (1 day to a month, or never), and optionally link a page so the banner opens it. Choose whether teammates can dismiss it and whether it shows a badge. Past announcements are listed on the same page, and **Post it again** re-shows one everywhere, even where it was dismissed.

Notes acknowledgements

Who has read each page's notes. Members tick *I have fully read and understand this topic* under a note, and the report shows read, not read yet, or *updated — not read again* per teammate or device, with when they last read it. Filter by library, search, sort by most or least read, and export to CSV. Acknowledgements are batched locally; allow time for a fresh report, especially after a device reconnects.

Reports carry template names and counts, never what members type. Insights are stored encrypted with your account and erased with it.

Branding & your workspace app

Accent color and an installable app

Team accent color

Pick one of 13 presets or any hex color in Settings. It's pushed to every workstation and becomes the color of your workspace app's icon.

Your own installable app

Each workspace installs as its own app, named *"Tempified - <organization name>"* after the name in Settings. It opens straight into your workspace, so members never land on a generic page.

Seats & billing

Capacity, add-ons, and invoices

Team Console billing scales elastically with your organization — start with a base 5–seat capacity and add extra workstation seats as your support or sales team expands.

BASE PLAN

Base 5–Seat Console

$14.99 / mo

Annual option: **$149.99/yr** (about 2 months free). Includes Tempified Console and 5 workstation seats.

PER-SEAT ADD-ON

Extra Seats

+$2.99 / mo per seat

Annual option: **$29.99/yr per seat**. Add as many as you need in one checkout, or one at a time during workstation approval.

VOLUME PRICING

Cheaper in Bulk

Up to 20% off

Every seat in one purchase costs its tier's price: **5–9 seats** $2.69/mo or $26.99/yr each · **10+ seats** $2.39/mo or $23.99/yr each.

Prices are in USD and shown for reference. The amount at checkout is always the current Paddle price for your region and plan.

- **Add Seat & Approve:** When workspace capacity is reached, purchase an additional seat through secure checkout before approving the device.
- **Seat Billing:** Review the amount and billing interval before buying extra seats. Available changes and any charges or credits are shown before confirmation.
- **Real-Time Seat Utilization:** Monitor used vs. total available seats in the dashboard header with visual threshold alerts.
- **Tax-Compliant Invoices:** Automated PDF VAT/GST receipts powered by Paddle (Merchant of Record).
- **Customer Billing Portal:** Update credit cards, download historical receipts, and manage company tax IDs directly.
- **Failed Payments:** If a renewal charge fails, the workspace stays fully active while it's retried. The console shows an alert with an **Update payment** button; access ends only if every retry fails.
- **Passwordless Security:** Fast, passwordless email OTP verification with optional 30-day session caching, or add a passkey (Face ID, Touch ID, Windows Hello, or a security key) under Settings → Security.
- **Manage or Cancel:** Open Settings → Billing for the Paddle customer portal. Review available plan changes and cancellation dates there; contact billing@tempified.online if the change you need is unavailable.



Staying informed & getting help

Activity history and support

Keep complete visibility over your organization's template usage, team member activity, and workstation security with built-in audit trails and direct support channels.

Activity Audit History

A permanent, chronological log of all administrator actions — recording device approvals, permission changes, seat allocations, and set publications.

Per-Member Timeline

Inspect individual workstations to see their active library version, delivery receipt timestamps, online status, and registered device profile.

Integrated Help Desk

Submit tickets directly from Tempified Console with conversation threading, error attachments, and one-click resolution ratings.

Console Governance Best Practices

- **Audit Logs:** Review member approval logs periodically to ensure only authorized corporate devices remain connected.
- **Staged Library Rollouts:** Test template revisions on a dedicated test workstation before assigning to the entire workspace.
- **Decommissioning:** Revoke permissions and disconnect departed team members with 1-click instant session termination.
- **Priority Escalation:** Team accounts receive expedited engineering response times for sync and template questions.

Need Assistance or Custom Console Setup?

Our support and engineering teams are ready to help — whether you're planning a custom multi-seat rollout, migrating legacy templates, or need priority technical assistance.

TECHNICAL & PRODUCT SUPPORT

support@tempified.online →

Template setups, text extractors & app troubleshooting

BILLING & TEAM PLANS

billing@tempified.online →

Custom seat packaging, tax invoices & plan upgrades