

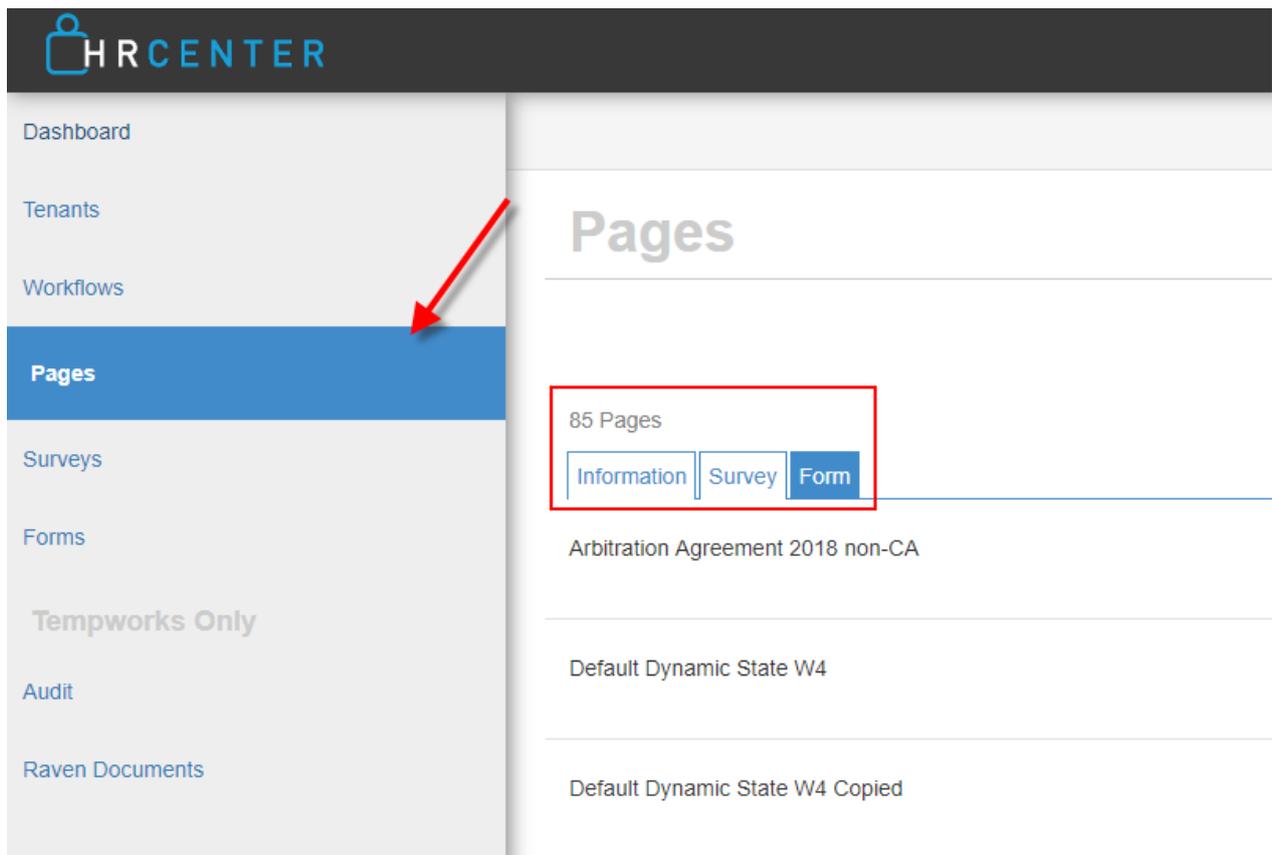
# How to Create Information Pages

Last Modified on 12/08/2020 7:45 am CST

## What is a Page?

In HRCenter applicants/employees use applications called "workflows". Every "workflow" in HRCenter is made up of "steps" and those steps are made up of "pages". An easy way to illustrate this is to think of workflows as a book and the steps are the chapters. That means that pages are the individual sections (ex. Work History, Education, Resume) an applicant will fill out during each step.

There are three types of pages: information, survey, and form.



The screenshot displays the HRCenter interface for managing pages. The left sidebar contains a navigation menu with the following items: Dashboard, Tenants, Workflows, Pages (highlighted in blue with a red arrow), Surveys, Forms, Tempworks Only, Audit, and Raven Documents. The main content area is titled "Pages" and shows a summary of 85 pages. Below this, there are three tabs: Information, Survey, and Form (the "Form" tab is selected). A list of pages is displayed below the tabs, including "Arbitration Agreement 2018 non-CA", "Default Dynamic State W4", and "Default Dynamic State W4 Copied".

## What is an Information Page?

Information pages are the most common type of page utilized in HRCenter. They include different sets of information for an applicant to fill out such as pre-screening, contact info, or education.

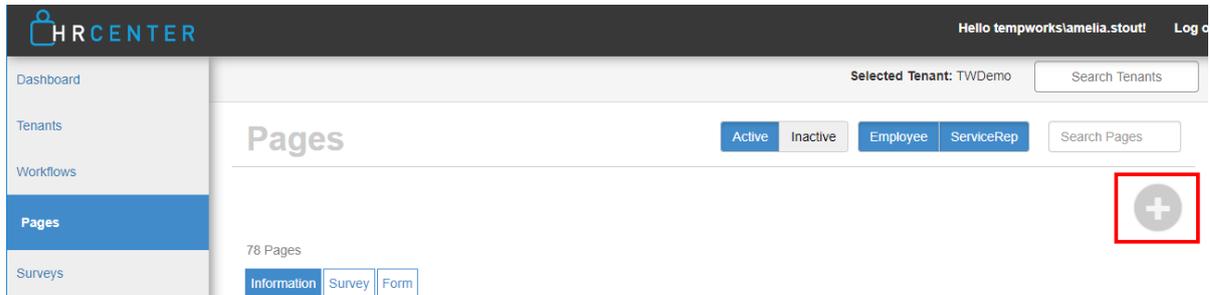
This article covers:

1. [Creating Information Pages](#)
2. [Editing Information Pages](#)
3. [Next Steps](#)

## Creating Information Pages

To create a new information page in HRCenter, you must first log into your HRCenter Admin portal. Then navigate to pages on the left.

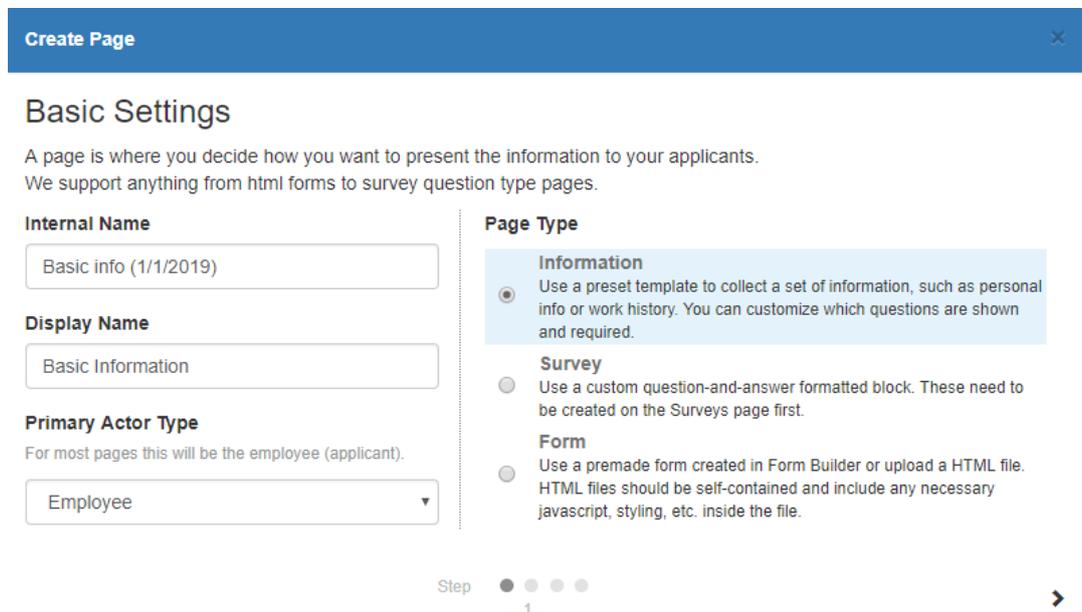
1. Select the + Icon on the right to add a page



2. A new window will open, fill out the basic settings

- Enter the following information:

- Internal name - a name that makes it easy to identify this page within HRCenter Admin- this will not be displayed publicly
- Display name - the name that will display as the title of the page for applicants
- Primary Actor Type - select employee
- Page Type - select information

The image shows a 'Create Page' dialog box with a blue header and a close button. The main section is titled 'Basic Settings' and includes a descriptive paragraph: 'A page is where you decide how you want to present the information to your applicants. We support anything from html forms to survey question type pages.' Below this are three input fields: 'Internal Name' with the value 'Basic info (1/1/2019)', 'Display Name' with the value 'Basic Information', and 'Primary Actor Type' with a dropdown menu set to 'Employee'. To the right is a 'Page Type' section with three radio button options: 'Information' (selected), 'Survey', and 'Form'. Each option has a brief description. At the bottom, there is a 'Step' indicator showing '1' and a right-pointing arrow.

- Select the arrow on the bottom right to continue

3. Select the information page requirements

- Under the page section, select the page type
  - Each page type will contain different sets of information. Once you have selected a page type, the fields included will be shown on the right
- On the opposite side, customize each field

- Select 'Hide' to stop a field from being shown
- Select 'Required' to make an applicant fill out this field before they can continue or submit the application

Field	Hide	Required
First Name	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Last Name	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Middle Name or Initial	<input type="checkbox"/> No	<input type="checkbox"/> No
Suffix	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Maiden Name	<input type="checkbox"/> No	<input type="checkbox"/> No
Nick Name	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
SSN	<input type="checkbox"/> No	<input type="checkbox"/> No

- Select the arrow on the bottom right to continue

#### 4. Enter configuration details

- This section allows you to dictate additional settings and options for a page
  - Category does not need to be filled out as it will default to the correct type
  - Postfill procedures are an additional customization option available to change where specific fields populate. If you are interested in learning more, contact your account manager or TempWork's support
    - These procedures need to be set up by a TempWork's employee
- This page may have different options depending on what page type you select
  - For example, the application info page type contains information about convictions and felonies. The configuration page for this page type includes:

##### Conviction Reject

If an employee has ever been convicted or plead guilty to a crime reject them.

##### Felony Explanation

Text that will display to user to explain what qualifies as a Felony.

[add localization](#)

#### 5. Review page details

- This is the last page before saving. Please review the summary information before selecting save.

## Page Details

This is the page that you are about to create.  
You may still go back and edit the page once it has been saved.

Summary

Name	<b>Basic info (1/1/2019)</b>
Type	<b>Information</b>
Language	<b>English (US)</b>

Step   
4



Save

### List of common information page types available:

- Additional Qualifications: includes military experience and certification information
- Application Information: includes how heard of info, convictions, and position type
- Availability: includes date available, desired pay, and shifts
- Basic Information: includes address, first and last name, etc.
- Contact Information: includes phone numbers, emergency contact, etc.
- EEO: includes equal employment opportunity questions
- Education: includes dates attended, GPA, high school, etc.
- Identification: includes drivers license/id info
- Languages: includes questions for writing, or speaking different languages
- Pre-Screen: includes background check, felony, and drug test information
- References: includes name, contact , and company information
- Resume: gives your applicants the option to upload a resume
- Skills: gives your applicants the option to select their skills (public interest codes)
- Transportation: includes transportation options
- Work History: gives your applicants the ability to enter past job information

---

## Editing Information Pages

To update page information including name and required fields:

1. In HRCenter Admin, navigate to Pages on the left
2. Click on the name of the page you wish to edit
3. You will be brought through the steps to rename, change required fields, etc.
  - Note that you can not change the page type once it has been set

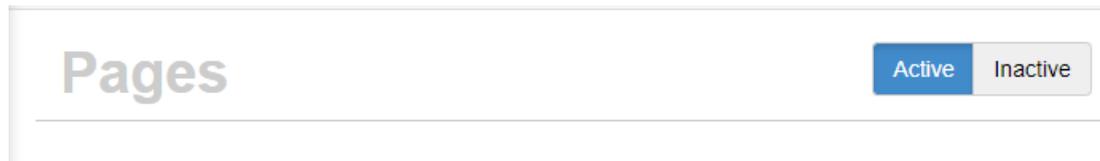
4. Select save at the end to save your edits

To deactivate a page that should no longer be used:

1. In HRCenter Admin, navigate to Pages on the left
2. Click on the yellow deactivate button to the right of the page you wish to deactivate



3. The page will then disappear from the active view
  - To see pages that have been deactivated, select the "inactive" toggle button at the top of the page



---

## Next Steps

Once a page has been added, you can add it to an existing workflow or create a new workflow for applicants or employees to fill out. See [How to Create & Edit Workflows](#) for more information.

See related articles below for additional page creation options.

## Related Articles

---