

# Customer: How to Create and Submit Orders

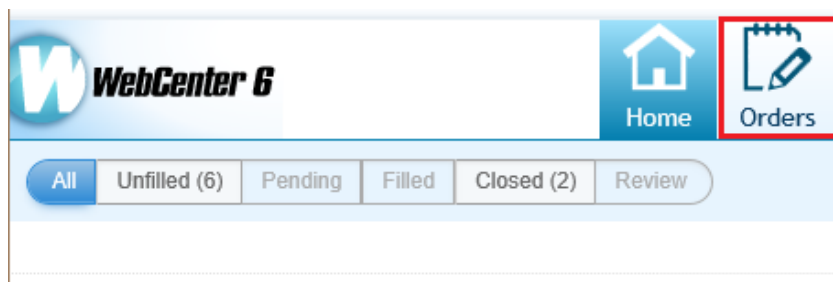
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## WebCenter™ & Orders

If you are given access to the orders tab in WebCenter, you will be able to review and possibly request new orders from your staffing provider from your computer. Want to learn more about WebCenter? Check out [Customer: Home Screen](#).

### To Find Order Information:

1. Log into WebCenter
2. Navigate to the Orders tab



### This Article Includes:

1. [Reviewing Orders](#)
2. [Creating Order Requests](#)
3. [Approving Orders](#)

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## Reviewing Orders

The orders tab allows you to see any Job Orders (requests for staff) from your company. This includes basic information, who is currently assigned here and what the current status of the order is.

**WebCenter 6**

Home Orders Employees Invoices Timecards Reports Documents TimeClock

All Unfilled (3) Pending (6) Filled (4) Closed (5) Review (1) All  Exact Matches Only

(+) Create Order Request | Manage Cost Centers

Showing 1-18 of 18 « Previous 1 Next »

Job Title	Status	Worksite	Start Date	Workers Needed
Warehouse Worker	Pending Approval	Lightyear Assembly - Minneapolis, MN 55432	4/15/2019	3
Access Operator	Pending Web Order	Cal. Site - EXCELSIOR, MN 55331	4/2/2019	2
Welder	Pending Web Order	Warehouse 3 - Saint Paul, MN 55121	4/1/2019	3
Unknown	Closed	Lightyear Assembly - Minneapolis, MN 55432		1
Yogurt Organizer	Filled	Lightyear Assembly - Minneapolis, MN 55432	1/1/2019	0
Warehouse Worker	Pending Web Order	Warehouse B - Eagan, MN 55121	12/18/2018	5
Yogurt Organizer	Filled	Warehouse B - Eagan, MN 55121		0
Unit Clerk	Closed	Lightyear Assembly - Minneapolis, MN 55432	11/25/2018	0

[Unlock Order Request](#)  [Approve Order Request](#) [Reject](#)

### Warehouse Worker

*Start Date: 4/15/2019*

OrderID:	4295091128	Department:	Primary
Order Status:	Pending Approval	Shift:	
Order Date:	4/10/2019	Start Time:	8:00 AM
Duration:	1 week	End Time:	
Workers Assigned:	0 of 3	Dress Code:	
Candidates:	0	Safety Notes:	
PO Number:	12344558	Bill Rate:	\$0.00
PO Value:	28000.0000	Pay Rate:	\$0.00
Cost Center:			
SubEntity:			

**Description** Contacts Assignments Reviewers Skills

need 3 people to help organize materials coming in.

Utilize the view options in the upper left to change which set of orders you are viewing:

All Unfilled (3) Pending (6) Filled (4) Closed (5) Review (1)

Click on any order to see the details of that order:

 [Copy Order](#)
 [Enter Time](#)
 [Candidates](#)

## Yogurt Organizer

*Start Date: 1/1/2019*


OrderID: 4295090542	Department: Primary
Order Status: Filled	Shift: AM shift
Order Date: 1/23/2019	Start Time: 8:00 AM
Duration: Indef	End Time: 4:00 PM
Workers Assigned: 3 of 3	Dress Code: Safety Glasses Bump Cap Cut Resist Sleeves Cut Resist Gloves
Candidates: 0	Safety Notes:
PO Number: 45678942	Bill Rate: \$33.00
PO Value: 4000.0000	Pay Rate: \$22.00
Cost Center:	
SubEntity:	




Description
Contacts
Assignments
Reviewers
Skills

Enjoy Yogurt? Love Organizing? come join our talented crew at Buy N Large Yogurt! We are currently looking for someone to join our warehouse team. The job includes organizing incoming and outgoing yogurt supplies, finding creative storage solutions, and collaborating with other Yogurt Organizers. Requirements: - Be able to lift at least 50 lbs. - Have an interest in Yogurt - Have at least a High School Diploma We would prefer applicants who have work experience in warehouse environments with forklift and organization experience.

## Reviewing Candidates

Depending on how you work with your staffing provider, you may be given access to review and approve candidates. Your staffing company will add potential people they think would be great for the job as candidates for you to review and approve in WebCenter.

If there are candidates available for you to review, the  [Candidates](#) button in the upper right of the orders detail will be blue.

 [Copy Order](#)
 [Enter Time](#)
 [Candidates](#)

## Access Operator


*Start Date: 4/2/2019*

OrderID: 4295091081	Department: Electric
Order Status: Unfilled	Shift:
Order Date: 4/2/2019	Start Time: 8:00 AM
Duration: Indef	End Time:
Workers Assigned: 0 of 2	Dress Code:
Candidates: 1	Safety Notes:
PO Number: 12344558	Bill Rate: \$22.00
PO Value: 28000.0000	Pay Rate: \$0.00
Cost Center:	
SubEntity:	

Description
Contacts
Assignments
Reviewers
Skills

will be needed for 3 weeks

A new window will open with a list of candidates:


Review Candidates - Order 4295091081 ✕

### Access Operator

Job Description: will be needed for 3 weeks

**White, Walter**  
Edina, MN  
Candidate Status: Candidate

[Full Resume](#)

Select...
Select...
Approved
Interview
MoreInfo
Rejected

Additional comments (optional)

No Messages

Save Changes

You may be able to update statuses letting your staffing provider know which candidates you approve, reject, or want to interview. You can also add any additional comments before selecting Save Changes.

**\*Note\*** If no candidates are associated with this order, the candidates area will be grayed out. Navigate to the assignments area to view employees who have been

placed out to the order.

The screenshot displays the WebCenter interface. At the top, a navigation bar includes tabs for Orders, Employees, Invoices, Timecards, Reports, Documents, and TimeClock. Below this is a search bar with a dropdown menu set to 'All' and a search icon. A secondary navigation bar contains links for '(+) Create Purchase Order', '(+) Create Order Request', and 'Manage Cost Codes'. On the left side, there is a sidebar with a 'Workers Needed' section showing a list of numbers (4, 1, 5, 6, 5, 5, 2) and a 'us 1 Next »' indicator. The main content area features a card for an 'Access Operator' order. The card includes a 'Start Date: 4/14/2015' and a list of details: OrderID: 4295034045, Order Status: Unfilled, Order Date: 4/14/2015, Duration: Indef, Workers Assigned: 1 of 5, Candidates: 1, PO Number, PO Value, Cost Center, SubEntity, Department: Human Resources, Shift, Start Time: 6:34 AM, End Time, Dress Code, Safety Notes, and Bill Rate: \$16.00. At the top of the card are buttons for 'Copy Order', 'Enter Time', and 'Candidates'. Below the details is a tabbed interface with 'Description', 'Contacts', 'Assignments' (highlighted with a red box), 'Reviewers', and 'Skills'. The 'Assignments' tab shows 'Gergen, Francesca' with a 'Bill Rate: \$16.00' and a status of '4/14/2015 - Present'.

Have access to the Reports tab in WebCenter?



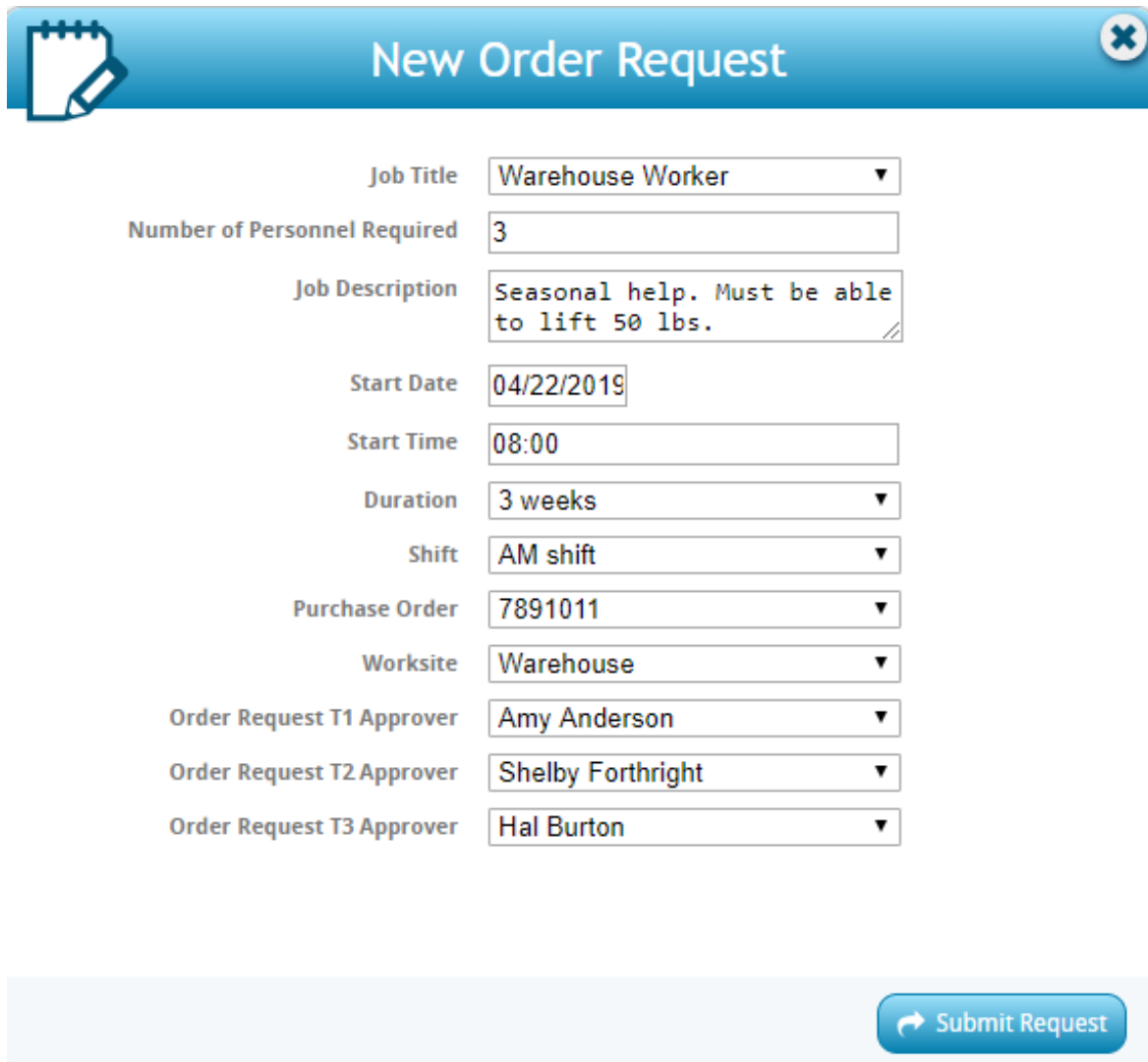
Check out the Open Order & the Order Fill Ratio reports for more information on your orders.

## Creating Order Requests

If you are given access to the order request option in WebCenter, you will be able to create a request for workers that goes directly to your staffing provider.

## To Create an Order Request:

1. In WebCenter, navigate to the orders tab
2. Select the [\(+ Create Order Request](#) button near the top of the page
3. A new window will open, fill out all required information



**New Order Request**

Job Title	Warehouse Worker
Number of Personnel Required	3
Job Description	Seasonal help. Must be able to lift 50 lbs.
Start Date	04/22/2019
Start Time	08:00
Duration	3 weeks
Shift	AM shift
Purchase Order	7891011
Worksite	Warehouse
Order Request T1 Approver	Amy Anderson
Order Request T2 Approver	Shelby Forthright
Order Request T3 Approver	Hal Burton

[Submit Request](#)

4. Select Submit Request when done

**\*Note\*** The fields on your order request form may be different than the ones pictured here. Refer to your staffing provider for any additional instructions.

# Approving Order Requests

If given access by your staffing provider, you may also be able to approve or reject any new or pending order requests. This is great for managers or owners in larger companies that would like to have some say in what orders supervisors are requesting.

Order requests may need approval from one or more managers that can either be preset from the staffing provider or chosen on each order by the order requester.

On an order request, if you are selecting the approvers you will see the following options:

Order Request T1 Approver

Order Request T2 Approver

Order Request T3 Approver

Select who the approver(s) should be using the drop down.

## To Approve an Order Request:

If you are an approver, you will receive an email when a new order is available to be approved.

1. In WebCenter, navigate to the Orders tab
2. Select the Review tab to see all orders that need your approval

The screenshot shows the WebCenter 6 interface. At the top, there is a navigation bar with 'Home' and 'Orders' tabs. Below the navigation bar, there is a filter bar with buttons for 'All', 'Unfilled (4)', 'Pending (5)', 'Filled (4)', 'Closed (5)', and 'Review (1)'. The 'Review (1)' button is highlighted. Below the filter bar, there is a table with the following data:

Job Title	Status	Worksite	Start Date	Workers Needed
Warehouse Worker	Pending Approval	Lightyear Assembly - Minneapolis, MN 55432	4/15/2019	3

3. Review the order details on the right

[Unlock Order Request](#)
[Approve Order Request](#)
[Reject](#)

## Warehouse Worker

*Start Date: 4/15/2019*

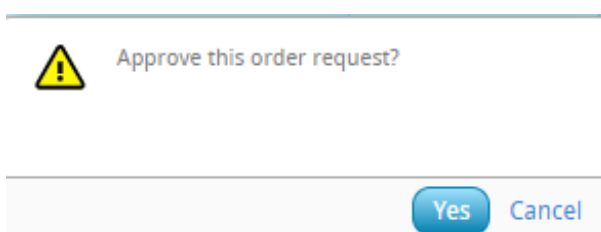
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Candidates: 0	Safety Notes:
PO Number: 12344558	Bill Rate: \$0.00
PO Value: 28000.0000	Pay Rate: \$0.00
Cost Center:	
SubEntity:	

Description
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need 3 people to help organize materials coming in.



4. On each order, there will be an [Approve Order Request](#) button or a [Reject](#) button you can use to approve/reject the request

- If you approve, there will be a confirmation screen that appears



- If you reject, there will a comments box where you can enter the reason for you rejection



Reject Order Request

Please enter your reasons:

CancelSave Changes

## Related Articles