

WebCenter Admin - Intro to Configurations

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As an administrator of TempWorks WebCenter, you have control of configuring your WebCenter. This is an introduction to setting your configurations.

Config Tab

Login to your version of WebCenter using the username/password provided by TempWorks. Your configurations will be found within the 'Config' tab. If you have multiple entities, select the entity you would like to work with from the 'Entity' column. The configurations are separated into different categories:

Entity	Category	Configuration Name	Default	Show Rules
Default - 1	Adjustments	Back Belt Allow the Adjustment of "Back Belt" to be used	Default: False	Show Rules (1) ▶
HFStaffing - 150	Applicant Portal	DHFee Allow the Adjustment of "DHFee" (Placement Fee for Direct Hire Orders) to be used	Default: False	Show Rules (0) ▶
HiTech - 2	Candidate Statuses			
Sales - 65	Cost Centers			
CSS - 64	Customer	ReissueFee Allow the Adjustment of "ReissueFee" (Reissue fee charged for check reissue) to be used	Default: False	Show Rules (0) ▶
	Customer Candidate			
	Document Types			
	Employee	Clerk Allow the Adjustment of Clerk to be used	Default: false	Show Rules (3) ▶
	Miscellaneous			
	Notifications	Equipment Allow the Adjustment of Equipment to be used	Default: false	Show Rules (4) ▶
	Order			
	Pay Codes	Judge Allow the Adjustment of Judge to be used	Default: false	Show Rules (1) ▶
	Required Documents			
	Timecard			
	TimeClock	Mileage Allow the Adjustment of Mileage to be used	Default: false	Show Rules (7) ▶
	TimeClock Rules			
	Users	Parking Allow the Adjustment of Parking to be used	Default: false	Show Rules (2) ▶
	Vendor			
		Per Diem Allow the Adjustment of Per Diem to be used	Default: false	Show Rules (2) ▶

Once a category is selected, the individual and various configurations within that category will be displayed:

Category	Applicant Home Show Candidacies Allow applicants to see their candidacies, change their candidacy status to 'removed'	Default: false	Show Rules (6) ▶
Adjustments			
Applicant Portal			
Candidate Statuses	Allow Employees To Delete Documents Allow employees to delete documents	Default: true	Show Rules (1) ▶
Cost Centers			
Customer	Employee Home Show Candidacies Allow employees to see their candidacies, change their candidacy status to 'removed'	Default: false	Show Rules (3) ▶
Customer Candidate			
Document Types			
Employee	Show Pay Stub Links Allows an employee to manage their pay stub options	Default: false	Show Rules (4) ▶
Miscellaneous			

Rules

The configuration will be explained in the description area. The default setting for the configuration will be displayed. In the example above, the ability for applicants to see where they are being considered as a candidate and the ability for them to change their candidate status to 'removed' is false, meaning they will NOT see or be able to change their candidacy status. This default can be overridden. To override a default configuration click to select the show rules button, this will allow you to override the default by any number of filters:

Rules

When: Select a filter.. is Use: True False Add Rule

Edit	Contact	(26379)	Default - 1	✘
	Employee			
Edit	Department	thew (5202)	Default - 1	✘
	Customer			
Edit	Vendor	n (4294969179)	Default - 1	✘
	Branch Name			
Edit	Entity	ent (10623)	Default - 1	✘
	User Role			
Edit	Origin Type	SE	Default - 1	✘
	WebCenter Application Name			

Note It is recommended you use the filters that make sense to the configuration you are overriding. Meaning, in the example we are setting a configuration for a feature which shows up to employees to see what candidate worksheets they are on. This filter would make sense to set this override to effect a group of employees but it would not make sense to be customer or contact specific. When setting the filters on the configurations, the following definitions apply:

- Contact - will apply a rule to a specific contact.
- Employee - will apply a rule to a specific employee.
- Department - will apply a rule to a specific department.
- Customer - will apply a rule to a specific customer.
- Vendor - will apply a rule to a specific vendor.
- Branch Name - will apply a rule to all records within the branch selected.
- Entity - will apply a rule to all records within an entity.
- User Role - will apply a rule to all records which have a particular WebCenter user role.
- Origin Type - will apply a rule to only all employees, customers, vendors, applicants or service reps.
- WebCenter Name - will apply a rule to all users of a particular WebCenter portal.

Once the filter is selected, click to drop-down the options within the 'is' field. Once selected, choose to override the configuration by selecting true or false.

The screenshot shows the 'WebCenter - Config' page in a browser. The page has a navigation bar with icons for Users, Roles, Theme, Email, Time, Order Form, Sites, and Documents. Below the navigation bar is a table with columns for Entity, Category, and configuration details. The table lists various rules such as 'Applicant Home Show Candidacies', 'Allow Employees To Delete Documents', 'Employee Home Show Candidacies', 'Show Pay Stub Links', 'Show W-2 Links', 'Show pending HRCenter workflows/documents', 'Message action for Employee accepting an order', 'Hide Salary Payrate', and 'Employee Profile Documents - Show Resumes Only'. Each row includes a description of the rule, a default value, and a 'Show Rules' link.

Entity	Category	Configuration	Default	Show Rules
Default - 1	Adjustments	Applicant Home Show Candidacies Allow applicants to see their candidacies, change their candidacy status to 'removed'	Default: false	Show Rules (8) ▶
HFStaffing - 150	Applicant Portal	Allow Employees To Delete Documents Allow employees to delete documents	Default: true	Show Rules (1) ▶
HiTech - 2	Candidate Statuses	Employee Home Show Candidacies Allow employees to see their candidacies, change their candidacy status to 'removed'	Default: false	Show Rules (3) ▶
Sales - 65	Cost Centers	Show Pay Stub Links Allows an employee to manage their pay stub options	Default: false	Show Rules (4) ▶
CSS - 64	Customer	Show W-2 Links Allows an employee to manage their W-2 options	Default: true	Show Rules (4) ▶
	Customer Candidate	Show pending HRCenter workflows/documents allows an employee to see pending HRCenter workflows/documents	Default: Display Linkout	Show Rules (1) ▶
	Document Types	Message action for Employee accepting an order Default contact message action for Employee accepting an order	Default: Message	Show Rules (2) ▶
	Employee	Hide Salary Payrate Hide Salary Payrate from Employees under assignment details	Default: False	Show Rules (3) ▶
	Miscellaneous	Employee Profile Documents - Show Resumes Only Hides the "Other Documents" tab on an Employee's profile so that they can only view and upload resumes (if "Profile Employee" is enabled in their role).	Default: false	Show Rules (0) ▶
	Notifications	Custom Employee Report Name of the custom report that runs when an employee clicks the custom link on the home page. This report will run with link the first two parameters		Show Rules (0) ▶

Note Configurations may be layered, meaning you may want to override a configuration for everyone except a certain group of users. In the example below, we override the configuration for the entire branch of Memphis SE to 'True' but have added another rule to set all applicants with a role of 'Applicant - Narrowed Scope' to 'False.' Therefore, all applicants in the Memphis SE branch WILL be able to see candidacies but applicants with a WebCenter user role of 'Applicant - Narrowed Scope' will NOT be able to see their

Applicant Home Show Candidacies
Allow applicants to see their candidacies,
change their candidacy status to
'removed'

Default: false

Hide Rules (2) ▼

Rules

When: is Use: True False

Add Rule

Edit	When User Role is Applicant - Narrowed Scope Default - 1	✘
	Use False	
Edit	When Branch Name is Memphis SE Default - 1	✘
	Use True	

candidacy.

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