HRCenter Data Log Report

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What is the HRCenter Data Log Report?

The HRCenter Data Log is a report that will show all information entered or modified on an Employee's application from WebCenter. This report is available in Enterprise or Beyond for all TempWorks customers utilizing HRCenter.

Why use the HRCenter Data Log?

Having the ability to track activity on an online application is important for several reasons; including: knowing who has applied, how much an applicant has finished, when pages were completed, and if forms have been signed by everyone involved (applicant, service rep, both). The HRCenter data log allows Enterprise users to manage, track and filter such information based on a specified date range.

Note The HRCenter data log is available for TempWorks customers using the HRCenter online onboarding tool.

Running the Report in Enterprise:

Want to run the report in Beyond? Skip to Running the Report in Beyond

From the Employee Record:

1. Navigate to any employee who has applied via HRCenter and select the reports menu icon:



- 2. Select the HRCenter Data Log
- 3. Enter in the date range in both date fields to narrow in on a specific time period.

 Note Because the report is run from the employee record, TempWorks will automatically insert the employee id number into the report.

4. Select View Report in the upper right to run the report

e		Rej	port Viewer	
Start Date 8/1/20	015	End Date 10/9/2015		View Report
Employee ID 42950	16085			
42330	10003			
4 1 of 4		0	Find Next	1
HR Center Da			-0	
High Tech Staffing	la Log	Eatity Land (Used	n 🔿 temnworks	
light rech Stanning	stand between 8/4/2015 and 40/01	Entity Level (Hierid		
Date Entered	Field Name	Entered Value	Entered By User	
Employee: Aniston, Je	ennifer (4295016085)			
Jsername: doctest1				
Block Name: Basics	Pre-Filled in Data from System			
9/28/2015 11:35:00 AM	row1		doctest1	
9/28/2015 11:35:00 AM	Employee_FirstName	Jennifer	doctest1	
9/28/2015 11:35:00 AM	Employee LastName	Aniston	doctest1	
9/28/2015 11:35:00 AM	Employee Email	iennifera@nowhere123.com	doctest1	
9/28/2015 11:35:00 AM	Employee_State	MN	doctest1	
Block Name: Basics	Submitted Data			
28/2015 11:36:00 AM	Employee FirstName	Jennifer	doctest1	
9/28/2015 11:36:00 AM	Employee LastName	Aniston	doctest1	
9/28/2015 11:36:00 AM	Employee NickName		doctest1	
9/28/2015 11:36:00 AM	Employee SSN		doctest1	
9/28/2015 11:36:00 AM	Employee_Phone	(345) 345-3453	doctest1	
9/28/2015 11:36:00 AM	Employee_Address	2345 Main St	doctest1	
9/28/2015 11:36:00 AM	Employee Address2		doctest1	
9/28/2015 11:36:00 AM	Employee City	Minneapolis	doctest1	
9/28/2015 11:36:00 AM	Employee State	MN	doctest1	
9/28/2015 11:36:00 AM	Employee_Zip	55402	doctest1	
9/28/2015 11:36:00 AM	Employee_Email	jennifera@nowhere123.com	doctest1	
Block Name: Education	Submitted Data			
28/2015 11:36:00 AM	Group1		doctest1	
/28/2015 11:36:00 AM	Externalld		doctest1	
28/2015 11:36:00 AM	Education InstitutionAttended	d U of MN	doctest1	
28/2015 11:36:00 AM	Education DegreeAwarded	B.A.	doctest1	
28/2015 11:36:00 AM	Education GPA		doctest1	
28/2015 11:36:00 AM			doctest1	
	Education_DatesAttendedStart			
28/2015 11:36:00 AM	Education_DatesAttendedEn	d	doctest1	
28/2015 11:36:00 AM	Education_Graduated	True	doctest1	
0/28/2015 11:36:00 AM	Education_Address		doctest1	
2/28/2015 11:36:00 AM	Education State		doctest1	

Block Name: Default Fed	deral 19 Pre-Filled in Data fro	om System		
9/28/2015 11:45:00 AM	row1		doctest1	
9/28/2015 11:45:00 AM	FullName2	Aniston, Jennifer	doctest1	
9/28/2015 11:45:00 AM	CompanyFullName	High Tech Staffing	doctest1	
9/28/2015 11:45:00 AM	RepresentativeAddress	High Tech Staffing 701 Main St. Duluth, MN 70139	doctest1	
9/28/2015 11:45:00 AM	CompanyCity	Duluth	doctest1	
9/28/2015 11:45:00 AM	CompanyState	MN	doctest1	
9/28/2015 11:45:00 AM	CompanyZip	70139	doctest1	
Block Name: Default Fee	deral I9 Submitted Data			
9/28/2015 11:46:00 AM	Group1		doctest1	
9/28/2015 11:46:00 AM	FullName2	Aniston, Jennifer	doctest1	
9/28/2015 11:46:00 AM	CompanyFullName	High Tech Staffing	doctest1	
9/28/2015 11:46:00 AM	RepresentativeAddress	High Tech Staffing 701 Main St. Duluth, MN 70139	doctest1	
9/28/2015 11:46:00 AM	CompanyCity	Duluth	doctest1	
9/28/2015 11:46:00 AM	CompanyState	MN	doctest1	
9/28/2015 11:46:00 AM	CompanyZip	70139	doctest1	
9/28/2015 11:46:00 AM	navigationSelection	0	doctest1	
9/28/2015 11:46:00 AM	LastName	Aniston	doctest1	
9/28/2015 11:46:00 AM	FirstName	Jennifer	doctest1	
9/28/2015 11:46:00 AM	Initial		doctest1	
9/28/2015 11:46:00 AM	MadienName		doctest1	
9/28/2015 11:46:00 AM	Address	3423 Main St	doctest1	
9/28/2015 11:46:00 AM	Apt		doctest1	7
9/28/2015 11:46:00 AM	City	Minneapolis	doctest1	
9/28/2015 11:46:00 AM	State	MN	doctest1	
9/28/2015 11:46:00 AM	Zip	55402	doctest1	
9/28/2015 11:46:00 AM	DOB	07/01/1975	doctest1	
9/28/2015 11:46:00 AM	SSN1	546	doctest1	
9/28/2015 11:46:00 AM	SSN2	65	doctest1	
9/28/2015 11:46:00 AM	SSN3	6548	doctest1	
9/28/2015 11:46:00 AM	Email		doctest1	
9/28/2015 11:46:00 AM	Phone		doctest1	
9/28/2015 11:46:00 AM	Citizen	true	doctest1	
9/28/2015 11:46:00 AM	NonCitizen	false	doctest1	
9/28/2015 11:46:00 AM	PermRes	false	doctest1	
9/28/2015 11:46:00 AM	AlienAuth	false	doctest1	
9/28/2015 11:46:00 AM	USCISNUMBER		doctest1	
9/28/2015 11:46:00 AM	AuthAlien		doctest1	
9/28/2015 11:46:00 AM	USCISNumber2		doctest1	
9/28/2015 11:46:00 AM	AdmissionNumber		doctest1	
9/28/2015 11:46:00 AM	PassportNumber		doctest1	
9/28/2015 11:46:00 AM	Country		doctest1	
9/28/2015 11:46:00 AM	SetIndex	0	doctest1	
9/28/2015 11:50:00 AM	DocTitle2	Drivers License	ejames	
9/28/2015 11:50:00 AM	DocAuthority2	State Of CA	ejames	
9/28/2015 11:50:00 AM	DocNum2	A65468746878	ejames	
9/28/2015 11:50:00 AM	ExpDate2	10/1/2018	ejames	
9/28/2015 11:50:00 AM	DocTitle3	Social Security Card	ejames	
9/28/2015 11:50:00 AM	DocAuthority3	SSA	ejames	
9/28/2015 11:50:00 AM	DocNum3	546562157	ejames	
9/28/2015 11:50:00 AM	ExpDate3		ejames	
9/28/2015 11:50:00 AM	Firstday		ejames	
9/28/2015 11:50:00 AM	Text23	Staffing Supervisor	ejames	
9/28/2015 11:50:00 AM	Text2	James	ejames	
28/2015 11:50:00 AM	Text3	Elizabeth	eiames	

This report will include the date and time an event occurred, the field that was affected, what was entered into that field and who entered the information. If there are forms which require a recruiter action (such as an I9 form), the recruiter's name will be reflected as the user.

In the example above, "doctest1" is the applicant and "ejames" is the recruiter.

From the Reports section:

The HRCenter data log report can also be run from Enterprise's reports area.

1. From the navigational tree, go to reports, click "All" and search for hr center data log:



- 2. Enter a date range
- 3. Optionally, enter an employee ID
 - Viewing the HRCenter data log from the reports area allows all applicants to be displayed within the same report by leaving the "Employee ID" field blank:

G		Report Vie	wer - HR Center Data Log	
Start Date 10/1/2	2015	End Date 10/9/2015		View Repo
Employee ID				
				1
< < 1 of 11	N * 🛞 🚱 👹	🛄 📖 🔍 - 📋 100%	 Find Next 	
HR Center Dat	ta Log			
ligh Tech Staffing		Entity Level (H		
A list of post fill log data	entered between 10/1/2015 and	10/9/2015	- SOFTWARE	
Date Entered	Field Name	Entered Value	Entered By User	
mployee: Lynman, Ly Isername: Igresource	ynn (4295016103) esdemo			
Block Name: Skills	Submitted Data			
10/1/2015 12:33:00 PM	InterestCode6652	3	Igresourcesdemo	
10/1/2015 12:33:00 PM	InterestCode6653	2	Igresourcesdemo	
0/1/2015 12:33:00 PM	InterestCode6654	1	Igresourcesdemo	
	16. (1997010100)			
Employee: braun, she Isername: shelly3	lly (4295016109)			
Block Name: Basics	Pre-Filled in Data from Syste	m		
10/2/2015 8:40:00 AM	row1		shelly3	
0/2/2015 8:40:00 AM	Employee_FirstName	shelly	shelly3	
0/2/2015 8:40:00 AM	Employee_LastName	braun	shelly3	
10/2/2015 8:40:00 AM	Employee_Email	shellyzz@mail.com	shelly3	
10/2/2015 8:40:00 AM	Employee_State	MN	shelly3	
Block Name: Basics	Submitted Data			
0/2/2015 8:42:00 AM	Employee_FirstName	shelly	shelly3	
0/2/2015 8:42:00 AM	Employee_LastName	braun	shelly3	
0/2/2015 8:42:00 AM	Employee_NickName		shelly3	
0/2/2015 8:42:00 AM	Employee_SSN	461131313	shelly3	
0/2/2015 8:42:00 AM	Employee_Phone	(974) 631-3131	shelly3	
0/2/2015 8:42:00 AM	Employee_Address	563 Harper Ave	shelly3	
0/2/2015 8:42:00 AM	Employee_Address2		shelly3	
0/2/2015 8:42:00 AM	Employee_City	Minneapolis	shelly3	
0/2/2015 8:42:00 AM	Employee_State	MN	shelly3	
10/2/2015 8:42:00 AM	Employee_Zip	55419	shelly3	
10/2/2015 8:42:00 AM	Employee_Email	shellyzz@mail.com	shelly3	
lock Name: Education	Submitted Data			

Running the Report in Beyond

- 1. Navigate to the B in the upper left corner of Beyond
- 2. Select Reports

AS Memp High T	Amelia Stout ohis SE ēch Staffing	< K
f	Home	
Q	Search	
٥	Reports	
	Settings	
Û	Log Out	

3. Under All Reports, find and select HR Center Data Log

Report Gr	oup	Report Name Or Description HR	RESET
	FAVORITES	ALL	. REPORTS
SHOWING	2 OF 2		
	HR Center Data Log Displays the data that was entered in	HR Center by an applicant a	Employee Info

- 4. Select a start and end date
- 5. Optionally, enter an Employee ID to narrow your results to a single employee.
- 6. Select View Report

art Date*)/1/2018			End Date × 10/31/2	^{9*} 2018		K Employee ID	
M	<	PAGE 1 OF 26	>	M		ē ±	VIEW REPOR
HR Cent High Tech S A list of post fill	er Data I staffing log data enter	Log ed between 10/1/2018 a	ind 10/31/2018	Entity Level (Hierld 2)	🤹 ten	npworks	
Date Entered	F	ield Name		Entered Value	Entered E	By User	
Employee: Ma Username: G. Block Name: I	atterhorn, Greg Matterhorn Drug and Alco	g (4295080876) bhol Consent Pre-Fil	lled in Data from S	system			
10/1/2018 3:37	:00 PM	row1			G.Matterh	orn	
10/1/2018 3:37	:00 PM	Employer_Name		High Tech Staffing	G.Matterh	orn	
10/1/2018 3:37	:00 PM	Employer_FEIN		154645165	G.Matterh	orn	
10/1/2018 3:37	:00 PM	Employer_StateId		MN	G.Matterh	orn	
10/1/2018 3:37	:00 PM	Employee_ID		4295080876	G.Matterh	orn	
10/1/2018 3:37	':00 PM	Employee_SSN		654-84-6352	G.Matterh	orn	
10/1/2018 3:37	:00 PM	Employee_FirstNam	e	Greg	G.Matterh	orn	
10/1/2018 3:37	':00 PM	Employee_LastNam	e	Matterhorn	G.Matterh	orn	
10/1/2018 3:37	':00 PM	Employee_FirstLast		Greg Matterhorn	G.Matterh	orn	
10/1/2018 3:37	2:00 PM	Employee_Address1	12	455 Oak Hill Road	G.Matterh	orn	
10/1/2018 3:37	':00 PM	Employee_Address		455 Oak Hill Road	G.Matterh	orn	
10/1/2018 3:37	2:00 PM	Employee_CityState	Zip	Chaska MN 55318	G.Matterh	om	
10/1/2018 3:37	':00 PM	Employee_City		Chaska	G.Matterh	orn	
10/1/2018 3:37	:00 PM	Employee_State		MN	G.Matterh	orn	
10/1/2018 3:37	:00 PM	Employee_Zip		55318	G.Matterh	orn	
10/1/2018 3:37	00 PM	Employee_Phone		922-123-4309 0 Mattack are 242@areail.are	G.Mattern	om	
10/1/2010 3:37	00 PM	Employee_Email		G.Watternom212@gmail.col	n G.Mattern	om	
10/1/2010 3.37	.00 PW	Employee_Firstivam	e1	Greg	G.Mattern	om	
10/1/2010 3:37	.00 PM	Employee_CastNam		654 84 6352	G.widtlem	om	
10/1/2010 3.3/	-00 PM	Employee FirstNam	e2	Grea	G.widtleff	om	
10/1/2018 3:37	-00 PM	Employee LastNam	e2	Matterhorn	G Mattern	om	
10/1/2018 3:37	:00 PM	Employee SSN2	~~	654-84-6352	G Mattern	om	
Block Name: I	Drug and Alco	hol Consent Submi	itted Data				
10/1/2018 3:38	:00 PM	Group1			G.Matterh	orn	
10/1/2018 3:38	8:00 PM	Employer_Name		High Tech Staffing	G.Matterh	orn	
	00 PM	Employer FEIN		154645165	G Matterh	om	

Related Articles