

# Posting Messages to the WebCenter Home Page

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## What is the Messages Section of WebCenter?

In the Employee and Contact portal of WebCenter, the home page contains a section titled messages where they can quickly see a list of recent notifications or personal messages from their recruiter or sales staff.

The screenshot shows the WebCenter interface. At the top is a navigation bar with icons for Home, Assignments, Calendar, Timecards, Pay History, Documents, JobBoard, and HRCenter. The main content area is titled "Your To Do List" and includes links for "My Information" and "Manage W-2s". Below this are three sections: "(6) Pending Documents" with a "GoTo Documents" link, "Current Assignments" featuring an "Order Puller - 7/5/2020" for "West Building" with a "Details" link, and "Timecards" with a status list: "- Active", "Needs Attention", "Submitted", and "- Completed". On the right, the "Messages (207)" section has an "Availability: Check in as Available" button and a "Send message to staffing representative" link. A table lists recent messages with columns for Message, From, and Received. The messages include reminders to turn in timecards, friendly reminders, and general communications from Derek Palm, Rachel Langehough, and Mark Kerber. A pagination bar shows "Showing 1-10 of 253" and navigation links. Below the table, a message from Derek Palm on 8/6/2020 is displayed, including the text "Happy Thursday, Friendly Reminder to Turn in Timecard" and a "Reply to Derek Palm's Message" link.

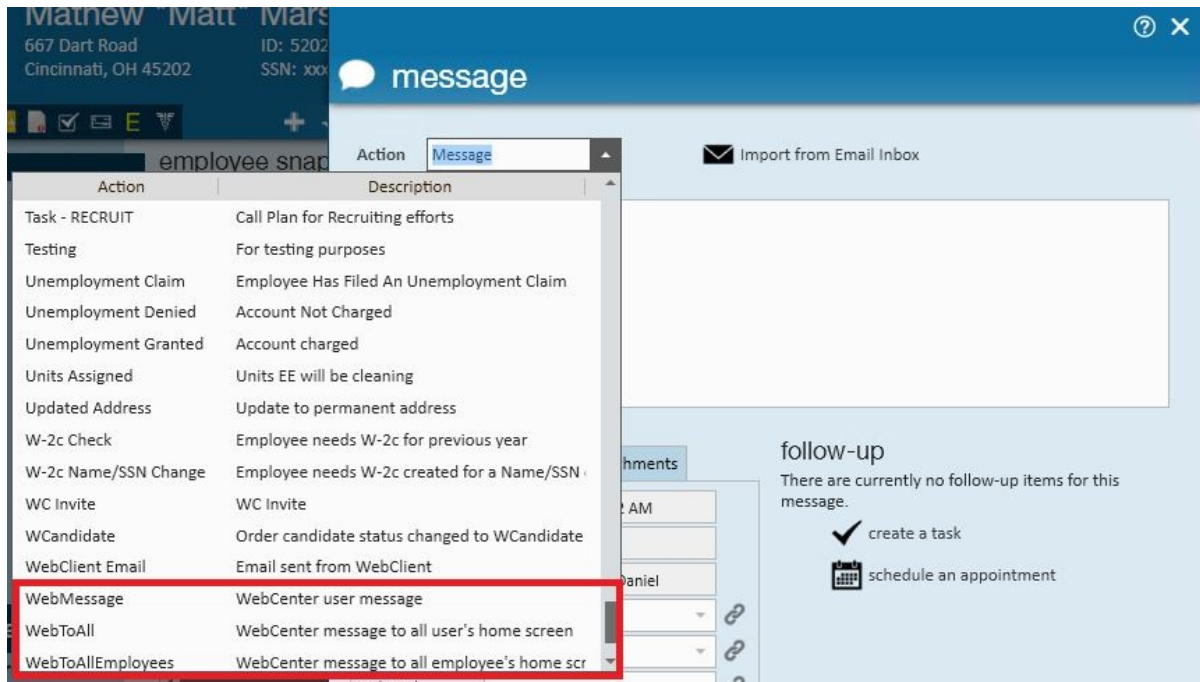
Message	From	Received
TURN IN TIMECARDS!	Derek Palm	8/6/2020
Happy Thursday, Friendly Reminder to...	Derek Palm	8/6/2020
Happy Thursday, Friendly reminder to...	hosteval17	8/6/2020
Hello Jolene	Derek Palm	8/5/2020
Reminder to turn in timecards	Derek Palm	8/5/2020
hope you're having a great...	Rachel Langehough	8/5/2020
Reminder to turn in timecards	Derek Palm	7/31/2020
happy Wednesday! dont forget to...	Rachel Langehough	7/29/2020
Dont forget to fill out...	Mark Kerber	7/27/2020
Hope all is well with...	Mark Kerber	7/27/2020

It's quick and easy to get messages out to an employee, a contact, all of your employees and all of your contacts. All you have to do is log a message!

## Adding a New Message to a WebCenter Portal

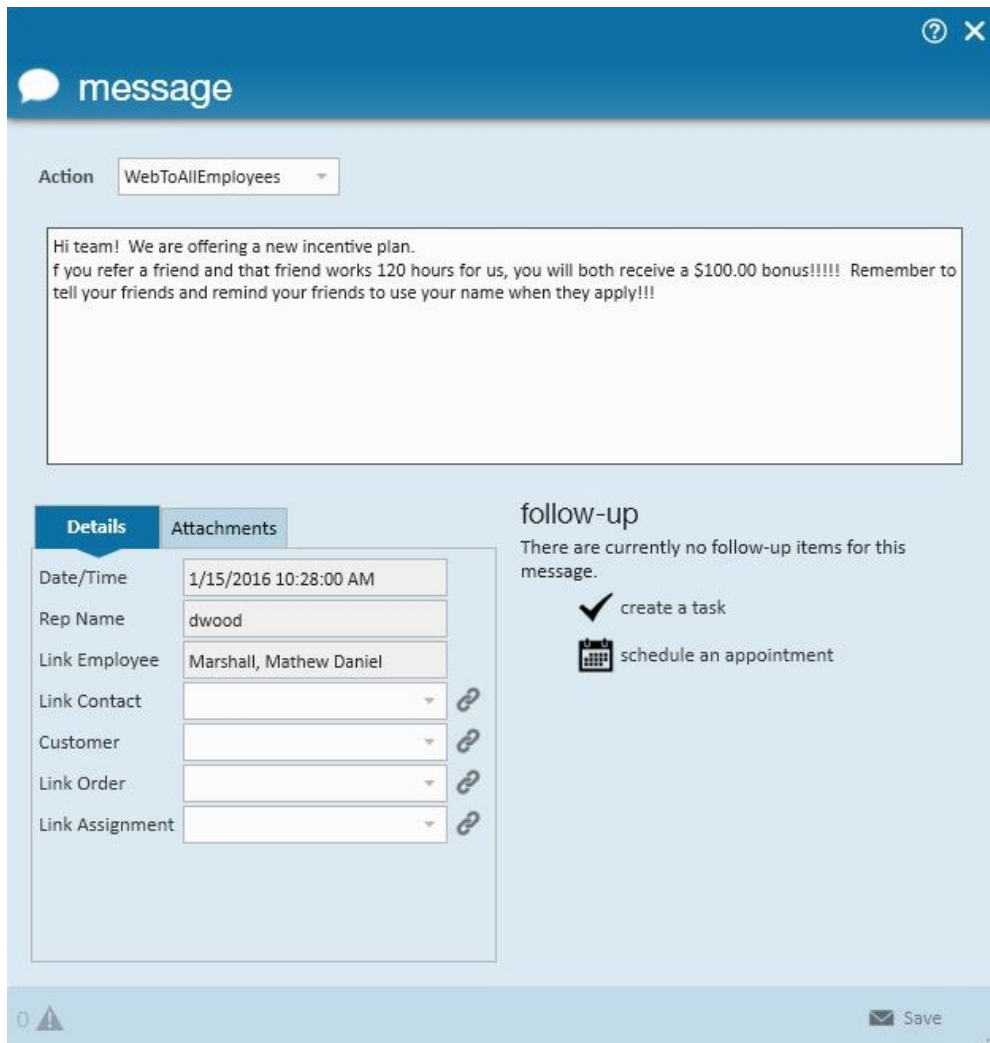
You can add a message to an individual or blast out a message to all employees or all contacts.

1. Log a message on an employee or contact record
2. Set the message action code:



- **Web Message** – will post what is entered only to the person’s web center portal that you are logging the message on.
- **Web To All** – will post what is entered to EVERYONE (contacts and employees) who log into the web center portal.
- **Web To All Employees** – will post what is entered to all employees who log into web center.

3. Enter the message as you want it to display in the WebCenter Portal



4. Select Save

Examples of when to use what:

- An employee has a birthday, use **Web Message**
- The office is going to be closed for a holiday, use **Web To All**
- Announcement of referral bonus plan, **Web to All Employees**

The same process is used when logging messages on a contact, the only difference is you will see Web To All Contacts when logging a message on the contact record instead of Web to All Employees.

Looking for more information on logging messages? Check out:

- [Beyond - Message Logging](#)
- [Tips for Message Logging](#)

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## What Happens Next

After you log the message on an employee or contact record will display on the home tab of their portal.

## Your To Do List

[My Information](#)  
[Manage W-2s](#)  
[Manage Paystubs](#)

Availability:  Check in as Available  
[Show Candidacies](#)



### Current Assignments

**Forklift** - 1/7/2016  
Primary  
[Details »](#)



### Timecards

- Active  
- Needs Attention (2)  
- Submitted (1)  
- Completed

## Messages (24)

Message	From	Received
Hi team! We are...	Dalyce Brell	1/15/2016
Happy Birthday Mathew!!!!	Dalyce Brell	1/8/2016
Hot job... been trying to...	Dalyce Brell	12/30/2015
We are having interview practice...	Lindsey Schneider	12/16/2015
Happy Birthday!!!	Dalyce Brell	12/15/2015

Showing 1-5 of 92      « Previous **1** 2 3 4 5 Next »

#### From Dalyce Brell on 1/15/2016

Hi team! We are offering a new incentive plan. f you refer a friend and that friend works 120 hours for us, you will both receive a \$100.00 bonus!!!! Remember to tell your friends and remind your friends to use your name when they apply!!!

[Reply to Dalyce Brell's Message »](#)

To learn more, check out:

- [Employee: The Home Tab](#)
- [Customer: Home Screen](#)

**\*Note\*** If your employees are using Buzz, messages will appear within the app too. Check out [What is Buzz](#) for more information.

## Related Articles