

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 displays the WebCenter 6 Home Page. The top navigation bar includes icons for Home, Orders, Assignments, Calendar, Timecards, Pay History, Documents, JobBoard, and HRCenter. The main content area is divided into several sections:

- Your To Do List:** Includes links for My Information, Manage W-2s, View 1095-Cs, View 1099s, and Manage Paystubs.
- (16) Pending Documents:** Includes a link to Go To Documents.
- Current Assignments:** Lists assignments such as Carpenter (2/1/2023, Venn Brewing Company), General Administrator II (1/5/2023, Primary), and Admin.support/receptionist (2/1/2021, Tempworks Software).
- Timecards:** Includes links for Active, Needs Attention, Submitted, and Completed.
- Messages:** Features an Availability dropdown set to "Check in as Available" and a "Show Candidacies" link. Below is a table of messages:

Message	From	Received
Test Web Message	Kyle Williams	2/24/2023

Showing 1-1 of 1. Navigation: « Previous 1 Next »

From Kyle Williams on 2/24/2023
Test Web Message
Reply to Kyle Williams's Message »

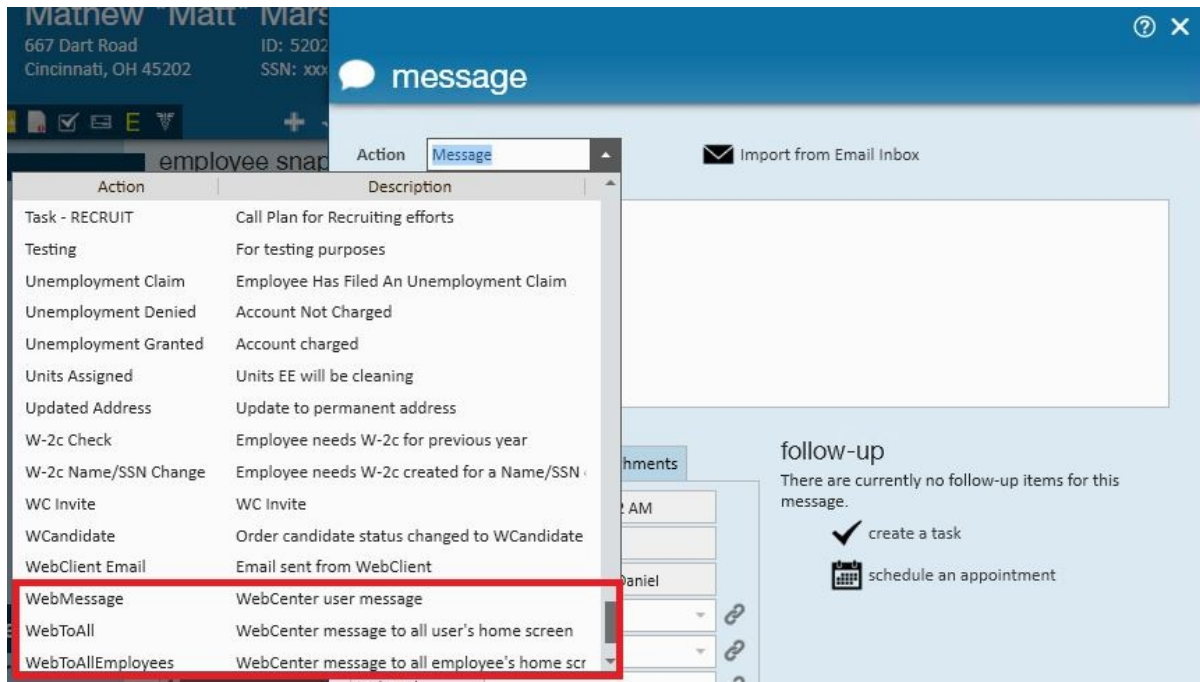
It's quick and easy to get messages out to an employee, a contact, all of your employees and all of your contacts. All you have to do is log a message!

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.

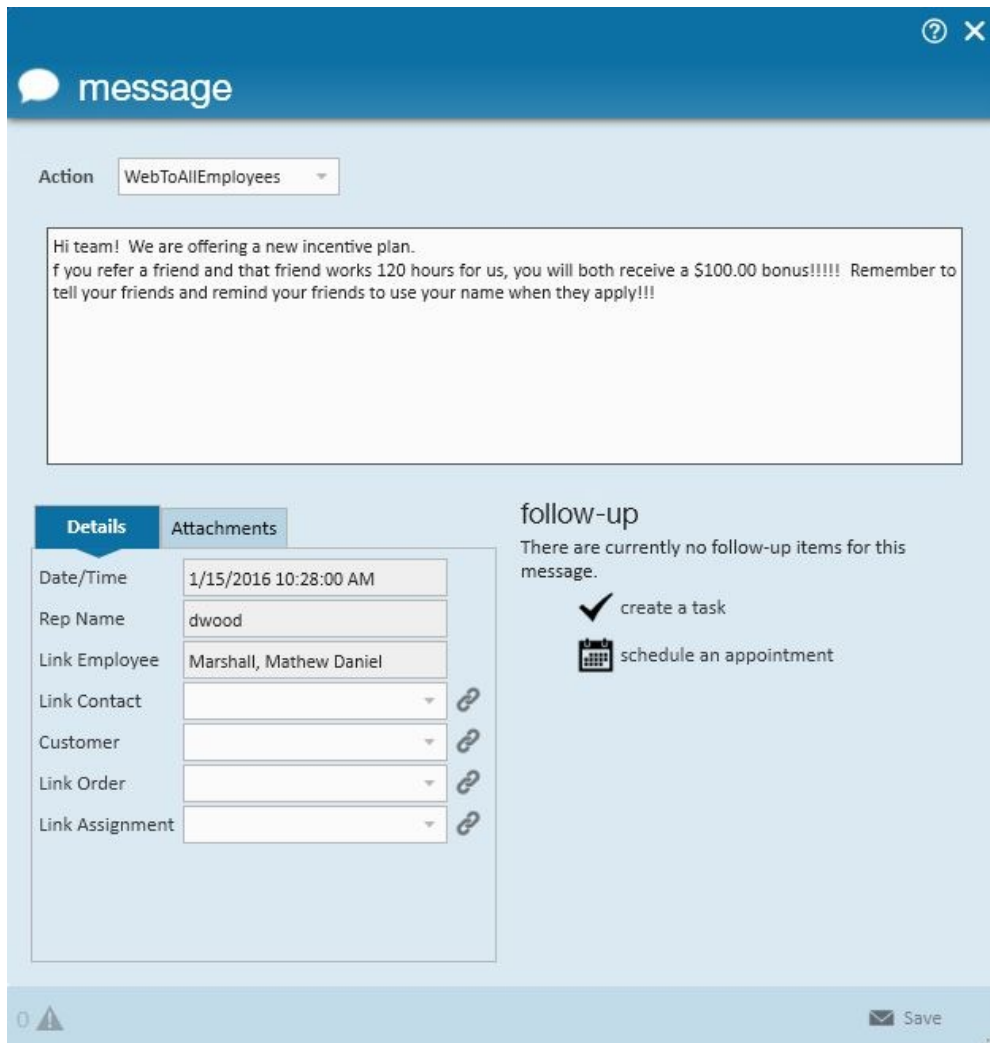
1. Log a message on an employee or contact record

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](#)

What Happens Next

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



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

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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.

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