ISO WebCenter Timecard Review

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ISO certification can play a vital role ensuring that products or services offered are reliable, safe, and provide credibility to your customers. WebCenter ISO configurations will allow contacts to answer the main ISO certification questions before proceeding to submit timecard information. Here we will see how to find the configuration, managing the configuration, and rating the timecard.

Find the Config

To begin, login to WebCenter administration and navigate to the 'Config' tab and 'Timecard' category:

tempworl	ks	Users Roles Config	Sites Document
Entity	Category	Create New Label For Timecard Cost Default: Cost Center Centers	Show Rules (0) ►
Default - 1	Adjustments	Enter text to replace the label "Cost Center" on the application.	
HFStaffing - 150	Applicant Portal		Show Rules (2) ►
HiTech - 2	Candidate Statuses	Timecard Create Days In Advance Default: 14 How many days in advance of the current	
Sales - 65	Cost Centers	payroll week do you want to be able to create timecards for.	
CSS - 64	Customer		Show Rules (0) ►
	Customer Candidate	Timecard Use ExpectedEndDate On Day Default: false Check	
	Document Types	If set to true the system will also look at the assignments expected end date when	
	Employee	checking to make sure the entered time is within the assignment date.	
_	Miscellaneous	Enable Second Lunch Verification Default: false	Show Rules (0) ►
	Notifications	If this is enabled, the system will check, on the employee side, if the daily total	
	Order	hours exceed the given threshold and warn the user if they have not entered a	
	Pay Codes	second lunch	
	Required Documents	Timecard Rounding Default: true	Show Rules (1)
		Select true if timecards should be rounded to the nearest quarter hour. If false, timecards will be rounded to	

Once there, select the 'Enable ISO Certification Questions.' By default, the rule is set to 'False':

Enable ISO Certification Questions When enabled, the ISO certification questions will appear on the Timecard Review page.	Default: false	Hide Rules (0) 🔻
Rules When: Select a filter V is	Use: O True O False	Add Rule

Turning On the ISO Config

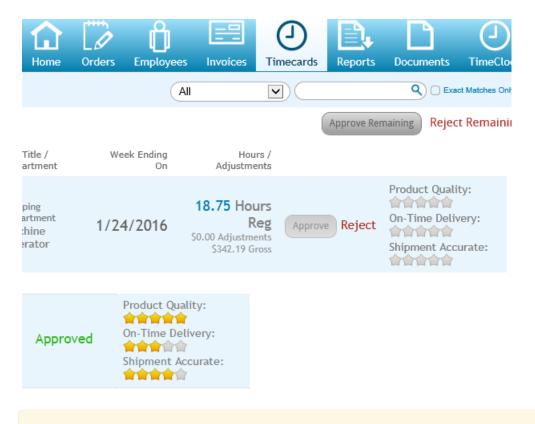
To turn this rule on for a customer (or department of a customer), click to expand the 'Hide Rules' option. Specify what department and/or customer the rule applies to and set the rule to 'True':

When ena	60 Certification Question abled, the ISO certification s will appear on the Time age.	n	•
Rule	2S		
When:	Select a filter •	is Use: O True O False Add Rule	
	Select a filter	↑	
Edit	Department	Nursing (778658) Default - 1	
	Customer		
	<u>.</u>		

When the configuration is enabled, ISO certification questions will appear within the timecard review area of the contact to view.

Rating the Timecard

The timecard approver must answer all three ISO questions before they can proceed to approve or reject the timecard. Contacts simply select the stars to rate product quality, on-time delivery, and shipment accuracy on a scale from 1-5:



Note ISO star ratings given by contacts are viewable only through the customer portal of WebCenter, not

through Enterprise. If you are in need of reporting for this feature, please reach out to your TempWorks Account Manager to discuss options.

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