

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:

Entity	Category	Configuration Name	Default	Rules
Default - 1	Adjustments	Create New Label For Timecard Cost Centers	Default: Cost Center	Show Rules (0)
HFStaffing - 150	Applicant Portal			
HiTech - 2	Candidate Statuses	Timecard Create Days In Advance	Default: 14	Show Rules (2)
Sales - 65	Cost Centers			
CSS - 64	Customer			
	Customer Candidate	Timecard Use ExpectedEndDate On Day Check	Default: false	Show Rules (0)
	Document Types			
	Employee			
	Miscellaneous	Enable Second Lunch Verification	Default: false	Show Rules (0)
	Notifications			
	Order			
	Pay Codes			
	Required Documents			
	Timecard	Timecard Rounding	Default: true	Show Rules (1)

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

Enable ISO Certification Questions Default: false [Hide Rules \(0\)](#)

When enabled, the ISO certification questions will appear on the Timecard Review page.

Rules

When: is Use: True 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':

Enable ISO Certification Questions Default: false → Hide Rules (1) ▾

When enabled, the ISO certification questions will appear on the Timecard Review page.

Rules

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

Edit Department Nursing (778658) Default - 1 ✕

Customer

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:

Home
 Orders
 Employees
 Invoices
 Timecards
 Reports
 Documents
 TimeClock

All ▾ 🔍 Exact Matches Only

Approve Remaining
Reject Remaining

Title / Department	Week Ending On	Hours / Adjustments		
Shipping Department Operator	1/24/2016	18.75 Hours Reg \$0.00 Adjustments \$342.19 Gross	Approve Reject	Product Quality: ★★★★★ On-Time Delivery: ★★★★★ Shipment Accurate: ★★★★★

Approved

Product Quality:
 ★★★★★
 On-Time Delivery:
 ★★★★★
 Shipment Accurate:
 ★★★★★

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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