

# Customer: The Home Tab

Last Modified on 10/29/2020 10:18 am CDT

## What is WebCenter?

The customer portal of WebCenter gives you, the customer contact access to important information including orders, invoices, and even reporting options. You can even review and approve time for your employees.

This article reviews the information you might find when logging into the contact WebCenter Portal

**\*Note\*** What appears on your home screen may vary depending on how your configurations have been set by your staffing partner. If you have questions on what you are seeing, not seeing or have access to, please contact your staffing representative for assistance.

## The Home Tab

When you first log in to WebCenter, you will be brought to your home screen, which looks something like this:

**WebCenter 6**

Home Orders Employees Invoices Timecards Reports Documents TimeClock

[My Information](#)

### Your To Do List

**Timecards**

- All
- Review
- Rejected
- Past Due

**Orders**

- All
- Unfilled (12)
- Pending
- Filled (3)
- Closed (2)
- Review

### Messages (52)

Send message to staffing representative

Message	From	Received
Networking HH this Friday at...	sarah.rodny	5/31/2017
test	wc_admin	5/10/2017
testing	wc_admin	5/10/2017
Happy Friday from all of...	shawna.brادت	4/21/2017
OPEN HOUSE THIS FRIDAY!!...	erika.winberg	4/12/2017

Showing 1-5 of 59    « Previous 1 2 3 4 5 Next »

**From sarah.rodny on 5/31/2017**

Networking HH this Friday at Houlihan's in Eagan. Be there at 7 to enjoy a complimentary beverage and snack.

Reply to sarah.rodny's Message »

Let's break it down into three main parts:

1. Home Orders Employees Invoices Timecards Reports Documents TimeClock

2. Your To Do List 2a. My Information

2b. Timecards  
- All  
Review  
Rejected  
Past Due

2c. Orders  
- All  
- Unfilled (12)  
Pending  
- Filled (3)  
- Closed (2)  
Review

3. Messages (52) 3a. Send message to staffing representative

Message	From	Received
Networking HH this Friday at...	sarah.rodgy	5/31/2017
test	wc_admin	5/10/2017
testing	wc_admin	5/10/2017
Happy Friday from all of...	shawna.brادت	4/21/2017
OPEN HOUSE THIS FRIDAY!!...	erika.winberg	4/12/2017

Showing 1-5 of 59 « Previous 1 2 3 4 5 Next »

**From sarah.rodgy on 5/31/2017**  
Networking HH this Friday at Houlihan's in Eagan. Be there at 7 to enjoy a complimentary beverage and snack.

3b. Reply to sarah.rodgy's Message »

1. Use the tabs at the top of your home screen to navigate to the different places available to you in WebCenter. If you are missing any of the tabs shown above, please contact your staffing partner for help.



2. View 'Your To Do List'. Here you will find your action items or items requiring your attention or review.

2a. My Information

## Your To Do List

2b. Timecards  
- All  
Review  
Rejected  
Past Due

2c. Orders  
- All  
- Unfilled (12)  
Pending  
- Filled (3)  
- Closed (2)  
Review

- **2a.** View 'My Information'. Here, you may update your e-mail address, change your password and select which notifications you would like to receive or not receive:

**My Information**

General Info

**Email Address**  
Current email address: sarah.rodgy@tempworks.com - [Update Email Address](#)

**Password**  
[Change Your Password](#)

**Notifications**  
Place a check next to each notification that you would like to receive. Remove a check from each notification that you would like to be unsubscribed from. Then click "Update" to save the choices.

<input checked="" type="checkbox"/>	AddedOrderCandidate	Sent when a candidate is added to an order through Job Board, WebCenter or Enterprise
<input checked="" type="checkbox"/>	CandidateToReview	Sent when there is a candidate for a customer to review
<input checked="" type="checkbox"/>	CreateOrderRequest	Sent when a customer contact submits a new order request
<input checked="" type="checkbox"/>	CustomerOrderStatusChange	Sent when an order status has been changed.
<input checked="" type="checkbox"/>	EvaluationAssignmentFinished	Sent when an assignment ends to employees and contacts on that assignment.
<input checked="" type="checkbox"/>	EvaluationThankYou	Sent when a user completes the evaluation.
<input checked="" type="checkbox"/>	HROrderdistribution	Sent to HR Contacts on an order when candidate status changes to s-HRnotify
<input checked="" type="checkbox"/>	OrderRequestApprovedEvent	Sent when a customer contact approves an order request
<input checked="" type="checkbox"/>	OrderRequestRejectedEvent	Sent when a customer contact rejects an order request
<input checked="" type="checkbox"/>	OrderRequestReviewEvent	Sent when a customer contact submits order request and another customer contact needs to review that request
<input checked="" type="checkbox"/>	PasswordRequest	Sent when a user requests to change their password
<input checked="" type="checkbox"/>	TimeCardApprovedEvent	Sent when a timecard is approved
<input checked="" type="checkbox"/>	TimeCardRejectedEvent	Sent when a timecard is rejected
<input checked="" type="checkbox"/>	TimeCardSubmittedEvent	Sent when a timecard is submitted
<input checked="" type="checkbox"/>	WebCenterInvitationForCustomer	Sent when a customer contact or vendor is given WebCenter login credentials by a service rep through Enterprise

Check All - Uncheck All  
[Update](#)

- **2b.** View 'Timecards'. This will show you how many time cards require your review, which timecards have been completed and which timecards are past due. Clicking any of the links in this section will automatically move you to the 'Timecards' tab at the top of the window.



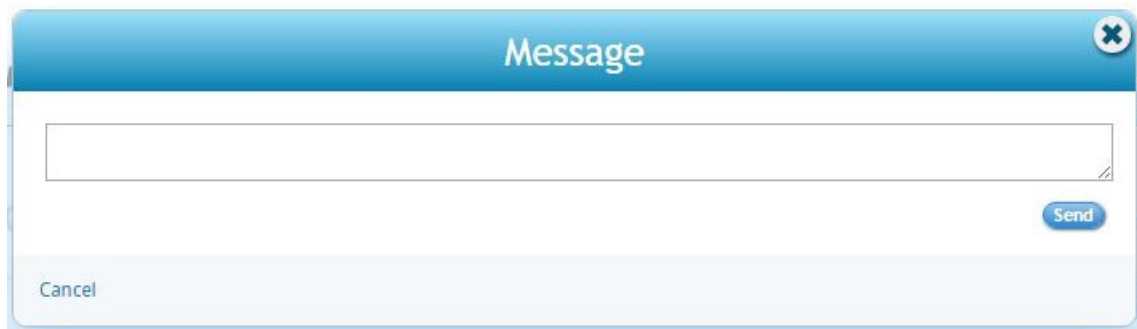
- **2c.** View information about your 'Orders'. Click any of these links will automatically move you to the 'Orders' tab.



**3.** View and send 'Messages'. Here you may see messages from your staffing partners, reply to those messages and even send messages of your own.

- **3a.** Click here if you want to 'Send message to staffing representative'.

**\*Note\*** This message will be sent to your service rep.

A screenshot of a web-based message composition window. The window has a blue header bar with the word "Message" in white text and a close button (an 'X' in a circle) in the top right corner. Below the header is a large, empty white text input field. At the bottom right of the input field is a blue "Send" button. At the bottom left of the window is a light gray bar containing a "Cancel" button.

- **3b.** Click here to reply to the representative whose message you have selected. This will open a new e-mail message window, with the representative's e-mail pre-populated in the 'To:' field.

**\*Note\*** You might see messages posted by representatives other than those you wish to reach. The name of the representative in this link is who will receive your message.

## Related Articles

---