# **HRCenter Tenant Configurations**

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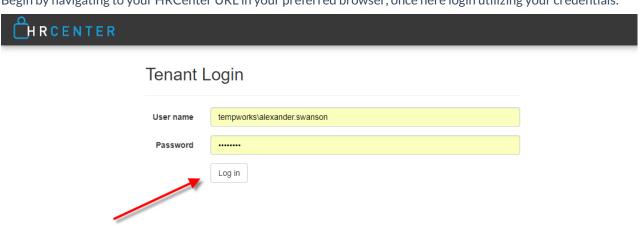
# **Configuring HRCenter Tenants**

Each HRCenter Tenant your company has contains a plethora of configurations that can be set to help make your HRCenter portal as unique as your company is. Typically, your HRCenter instance setup by you and your TempWorks Implementation Specialist. If you would like to adjust those configurations you can do so by accessing your HRCenter administration URL. Each Tenant will have its own unique HRCenter URL and thus may be configured separately.

\*Note\* This article is intended for HRCenter admins to assist them in configuring their HRCenter Tenants.

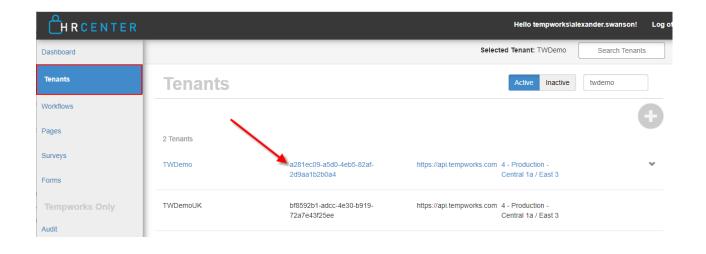
## **Navigating to HRCenter Admin**

Begin by navigating to your HRCenter URL in your preferred browser, once here login utilizing your credentials:



\*Note\* Not all users are HRCenter admins, if your credentials do not work, please contact TempWorks Support.

You will be taken to the HRCenter Admin Dashboard. From here, select "Tenants" from the left-hand side of the screen. You may then select your tenant to open up all the configurations for said tenant:



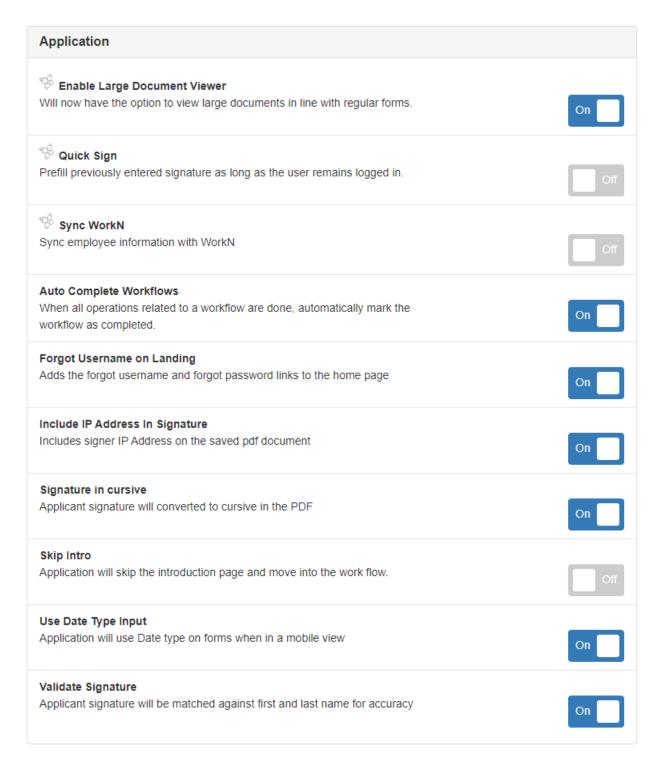
## **Tenant Configurations Overview**

Configurations are broken out into the following sections:

- Application
- Auto Assign
- Email Notifications
- Errors
- Inactivity
- Language
- Registration
- Security
- Tenant
- Theme
- Validation Options
- Workflow Preview
- Certificate
- Email Templates

## **Application**

These are configurations that governs HRCenters behavior with regards to workflows, steps and signatures.



#### **Auto Assign**

Once enabled, the configurations allow for the auto-assigning of specific workflows or steps.

Auto Assign	
Allow Self Assign Workflow ids that when selected will allow auto assigning.	
Auto Assign Auto Assigns a Selected Workflow	On
Step ID Step ID of the Auto Assigned Workflow	
Workflow ID Workflow ID of the Auto Assigned Workflow	

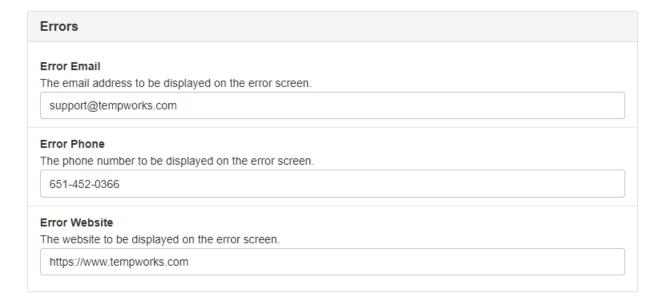
## **Email Notifications**

These configurations govern notifications that are sent out in response to HRCenter activity.

Email Notifications	
Mandrill From Address Controls the e-mail address that all e-mails will be sent from.	
Notify Applicant When New Item Assigned Controls whether an email should be sent to applicants, when they have a new page, step, or workflow assigned.	Off
Notify Branch When Applicant Rejected  Controls whether an email should be sent to the branch, when an applicant is rejected.	On
Notify Branch When Step Submitted  Controls whether an email should be sent to the branch, when an applicant completes a step.	On
Return Path Domain A custom domain to use for the message's return-path.	
Signing Domain  A custom domain to use for SPF/DKIM signing instead of Mandrill (for "via" or "on behalf of" in email clients	s).
Tracking Domain A custom domain to use for tracking opens and clicks instead of mandrillapp.com.	

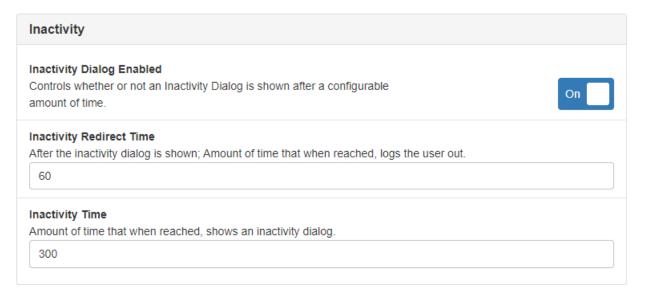
## **Errors**

Should an error be displayed to the user, contact methods that will be displayed to that user can be adjusted here.



#### **Inactivity**

These configurations are used to define how long a session should be active before the user is automatically logged out.



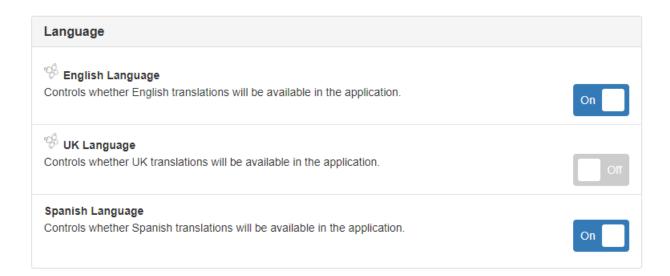
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#### Language

These configurations control what languages are available to be utilized by any web user.

\*Note\* For more information and instruction, please see the following articles:

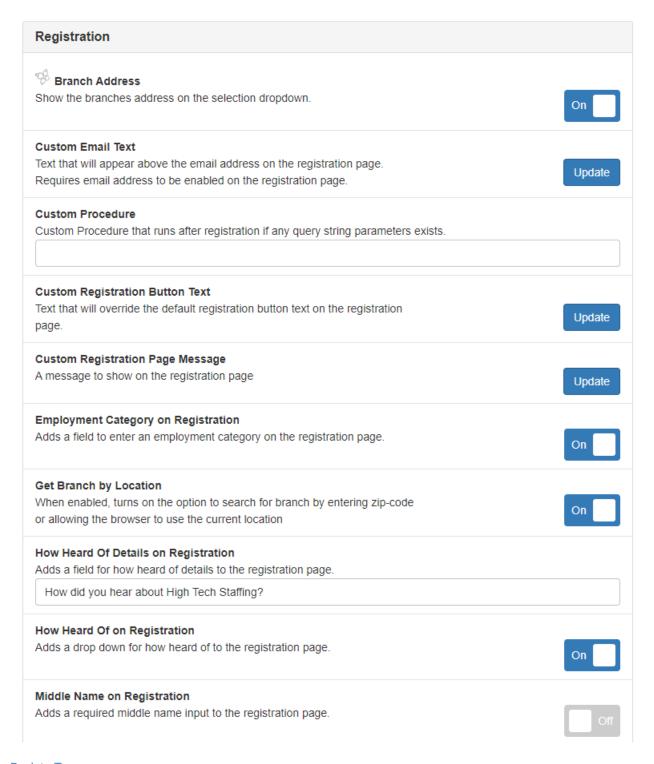
- Application Translations (for Spanish)
- Optimizing Your Application for Spanish Language Users



## Registration

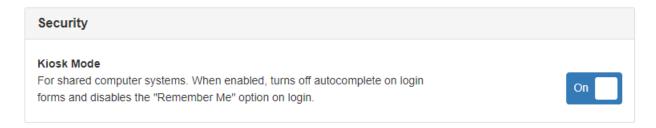
These configurations control information displayed on the Registration screen.

\*Note\* For more information and instructions for HRCenter Registration, please see the article titled Registration Page Setup.



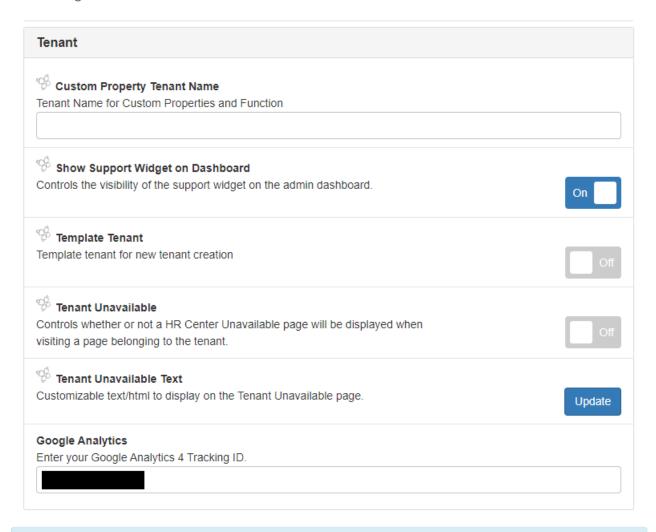
#### **Security**

This configuration includes "Kiosk Mode", which turns off autocomplete on login forms and disables the "Remember Me" option on login.



#### **Tenant**

These configurations allow for customization of the individual HRCenter Tenant.



\*Note\* To utilize Google Analytics Tracking within HRCenter Admin, you will need to enter your Google Analytics 4 Tracking ID via HRCenter Admin > Tenant > Configuration > Tenant > Google Analytics:

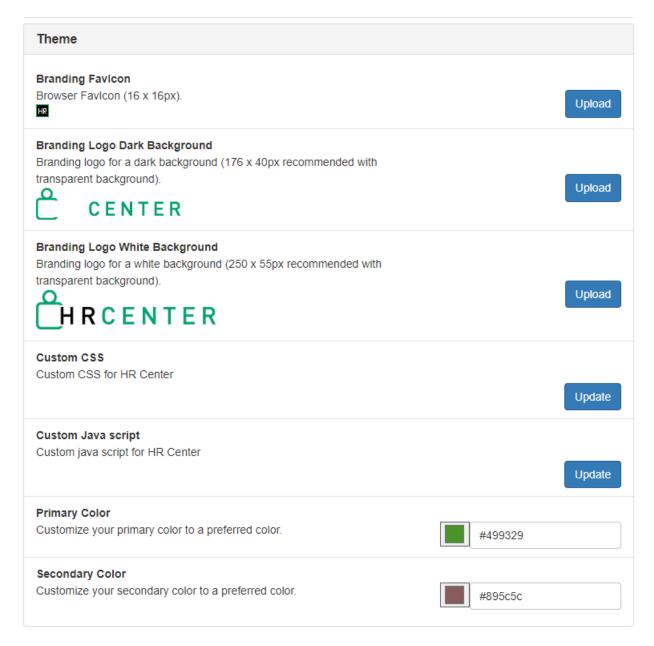
Tracking IDs of previous Google Analytics versions are **no longer** supported.

A				
	/idget on Dashboard			
Controls the visibility	of the support widget or	n the admin dasi	nboard.	On
Template Tenant				
Template tenant for n	ew tenant creation			On
Tenant Unavaila	ble			
Controls whether or n visiting a page belong	ot a HR Center Unavail jing to the tenant.	able page will b	e displayed when	Off
্ঠ Tenant Unavailal				
Customizable text/htr	nl to display on the Tena	ant Unavailable	page.	Update
Google Analytics		1		
Enter your Google An	alytics 4 Tracking ID.			
		•		

#### Theme

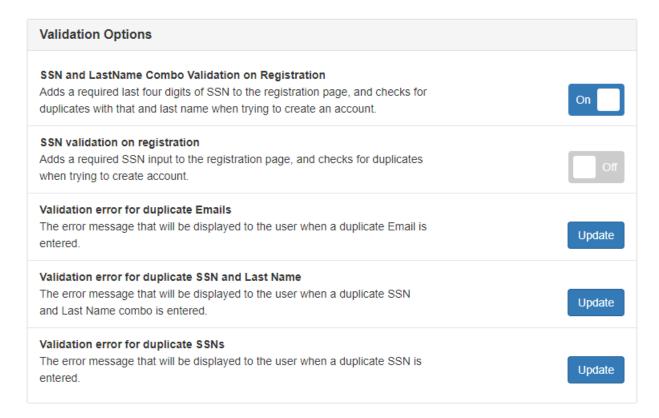
These configurations control the branding of your HRCenter environment and will control the overall aesthetic of the experience for your users.

\*Note\* For more information and instructions for HRCenter Branding, please see the article titled Branding HRCenter.



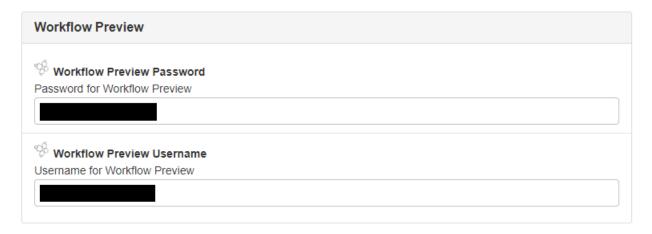
#### **Validation Options**

These configurations help control employee records that come into your system by checking for duplicates.



#### **Workflow Preview**

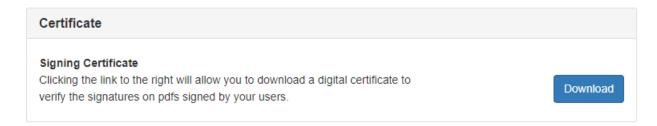
This configuration allows the user to add credentials that are used to preview workflows before being made active for applicants.



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#### Certificate

This configuration allows the user to download a digital certificate to verify service rep signatures.



#### **Email Templates**

This configuration allows for the managing of email templates within HRCenter.

\*Note\* For more information and instruction, please see the article titled How to Set up HRCenter Email Templates.



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