

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:



Tenant Login

User name	<input type="text" value="tempworks\alexander.swanson"/>
Password	<input type="password" value="....."/>
	<input type="button" value="Log in"/>



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:

HR CENTER Hello tempworks!alexander.swanson! Log out

Dashboard Selected Tenant: TWDemo Search Tenants

Tenants Active Inactive twdemo

2 Tenants

TWDemo	a281ec09-a5d0-4eb5-82af-2d9aa1b2b0a4	https://api.tempworks.com	4 - Production - Central 1a / East 3
TWDemoUK	bf8592b1-adcc-4e30-b919-72a7e43f25ee	https://api.tempworks.com	4 - Production - Central 1a / East 3




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.

Application	
 Enable Large Document Viewer Will now have the option to view large documents in line with regular forms.	<input checked="" type="checkbox"/> On
 Quick Sign Prefill previously entered signature as long as the user remains logged in.	<input type="checkbox"/> Off
 Sync WorkN Sync employee information with WorkN	<input type="checkbox"/> Off
Auto Complete Workflows When all operations related to a workflow are done, automatically mark the workflow as completed.	<input checked="" type="checkbox"/> On
Forgot Username on Landing Adds the forgot username and forgot password links to the home page	<input checked="" type="checkbox"/> On
Include IP Address In Signature Includes signer IP Address on the saved pdf document	<input checked="" type="checkbox"/> On
Signature in cursive Applicant signature will converted to cursive in the PDF	<input checked="" type="checkbox"/> On
Skip Intro Application will skip the introduction page and move into the work flow.	<input type="checkbox"/> Off
Use Date Type Input Application will use Date type on forms when in a mobile view	<input checked="" type="checkbox"/> On
Validate Signature Applicant signature will be matched against first and last name for accuracy	<input checked="" type="checkbox"/> On

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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

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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.	<input type="text" value="████████████████████"/>
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.	<input type="checkbox"/> Off
Notify Branch When Applicant Rejected Controls whether an email should be sent to the branch, when an applicant is rejected.	<input checked="" type="checkbox"/> On
Notify Branch When Step Submitted Controls whether an email should be sent to the branch, when an applicant completes a step.	<input checked="" type="checkbox"/> On
Return Path Domain A custom domain to use for the message's return-path.	<input type="text" value="████████████████████"/>
Signing Domain A custom domain to use for SPF/DKIM signing instead of Mandrill (for "via" or "on behalf of" in email clients).	<input type="text" value="████████████████████"/>
Tracking Domain A custom domain to use for tracking opens and clicks instead of mandrillapp.com.	<input type="text" value="████████████████████"/>

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Errors

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

Errors
Error Email The email address to be displayed on the error screen. <input type="text" value="support@tempworks.com"/>
Error Phone The phone number to be displayed on the error screen. <input type="text" value="651-452-0366"/>
Error Website The website to be displayed on the error screen. <input type="text" value="https://www.tempworks.com"/>

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Inactivity

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

Inactivity
Inactivity Dialog Enabled Controls whether or not an Inactivity Dialog is shown after a configurable amount of time. On <input checked="" type="checkbox"/>
Inactivity Redirect Time After the inactivity dialog is shown; Amount of time that when reached, logs the user out. <input type="text" value="60"/>
Inactivity Time Amount of time that when reached, shows an inactivity dialog. <input type="text" value="300"/>



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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](#)


Language	
 English Language Controls whether English translations will be available in the application.	<input checked="" type="checkbox"/> On
 UK Language Controls whether UK translations will be available in the application.	<input type="checkbox"/> Off
Spanish Language Controls whether Spanish translations will be available in the application.	<input checked="" type="checkbox"/> On

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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](#).

Registration	
 Branch Address Show the branches address on the selection dropdown.	<input checked="" type="checkbox"/> On
Custom Email Text Text that will appear above the email address on the registration page. Requires email address to be enabled on the registration page.	<input type="button" value="Update"/>
Custom Procedure Custom Procedure that runs after registration if any query string parameters exists.	<input type="text"/>
Custom Registration Button Text Text that will override the default registration button text on the registration page.	<input type="button" value="Update"/>
Custom Registration Page Message A message to show on the registration page	<input type="button" value="Update"/>
Employment Category on Registration Adds a field to enter an employment category on the registration page.	<input checked="" type="checkbox"/> On
Get Branch by Location When enabled, turns on the option to search for branch by entering zip-code or allowing the browser to use the current location	<input checked="" type="checkbox"/> On
How Heard Of Details on Registration Adds a field for how heard of details to the registration page.	<input type="text" value="How did you hear about High Tech Staffing?"/>
How Heard Of on Registration Adds a drop down for how heard of to the registration page.	<input checked="" type="checkbox"/> On
Middle Name on Registration Adds a required middle name input to the registration page.	<input type="checkbox"/> Off

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Security

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

Security

Kiosk Mode






For shared computer systems. When enabled, turns off autocomplete on login forms and disables the "Remember Me" option on login.

On

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Tenant

These configurations allow for customization of the individual HRCenter Tenant.

Tenant	
 Custom Property Tenant Name Tenant Name for Custom Properties and Function	<input type="text"/>
 Show Support Widget on Dashboard Controls the visibility of the support widget on the admin dashboard.	On <input checked="" type="checkbox"/>
 Template Tenant Template tenant for new tenant creation	<input type="checkbox"/> Off
 Tenant Unavailable Controls whether or not a HR Center Unavailable page will be displayed when visiting a page belonging to the tenant.	<input type="checkbox"/> Off
 Tenant Unavailable Text Customizable text/html to display on the Tenant Unavailable page.	<input type="button" value="Update"/>
Google Analytics Enter your Google Analytics 4 Tracking ID.	<input type="text" value=""/>

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.

Tenant



Custom Property Tenant Name

Tenant Name for Custom Properties and Function



Show Support Widget on Dashboard

Controls the visibility of the support widget on the admin dashboard.

 On

Template Tenant

Template tenant for new tenant creation

 On

Tenant Unavailable

Controls whether or not a HR Center Unavailable page will be displayed when visiting a page belonging to the tenant.

 Off

Tenant Unavailable Text

Customizable text/html to display on the Tenant Unavailable page.

Google Analytics

Enter your Google Analytics 4 Tracking ID.

Currently, Google Analytics within HRCenter tracks page views, which is user activity around the different pages in HRCenter.




For more information on Google Analytics 4, please see the following [Google Support article](#).

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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](#).

Theme	
Branding FavIcon Browser FavIcon (16 x 16px). 	<input type="button" value="Upload"/>
Branding Logo Dark Background Branding logo for a dark background (176 x 40px recommended with transparent background). 	<input type="button" value="Upload"/>
Branding Logo White Background Branding logo for a white background (250 x 55px recommended with transparent background). 	<input type="button" value="Upload"/>
Custom CSS Custom CSS for HR Center	<input type="button" value="Update"/>
Custom Java script Custom java script for HR Center	<input type="button" value="Update"/>
Primary Color Customize your primary color to a preferred color.	<input type="color" value="#499329"/>
Secondary Color Customize your secondary color to a preferred color.	<input type="color" value="#895c5c"/>

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Validation Options



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

Validation Options	
<p>SSN and LastName Combo Validation on Registration</p> <p>Adds a required last four digits of SSN to the registration page, and checks for duplicates with that and last name when trying to create an account.</p>	<input checked="" type="checkbox"/> On
<p>SSN validation on registration</p> <p>Adds a required SSN input to the registration page, and checks for duplicates when trying to create account.</p>	<input type="checkbox"/> Off
<p>Validation error for duplicate Emails</p> <p>The error message that will be displayed to the user when a duplicate Email is entered.</p>	<input type="button" value="Update"/>
<p>Validation error for duplicate SSN and Last Name</p> <p>The error message that will be displayed to the user when a duplicate SSN and Last Name combo is entered.</p>	<input type="button" value="Update"/>
<p>Validation error for duplicate SSNs</p> <p>The error message that will be displayed to the user when a duplicate SSN is entered.</p>	<input type="button" value="Update"/>

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Workflow Preview

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

Workflow Preview
<p> Workflow Preview Password</p> <p>Password for Workflow Preview</p> <input type="password" value=""/>
<p> Workflow Preview Username</p> <p>Username for Workflow Preview</p> <input type="password" value=""/>

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Certificate

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

Certificate

Signing Certificate

Clicking the link to the right will allow you to download a digital certificate to verify the signatures on pdfs signed by your users.

[Download](#)

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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](#).

Email Templates

Modify

Create and modify email templates.

[Modify Templates](#)

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