# Customer: WebCenter Notifications

Last Modified on 09/16/2019 3:23 pm CDT

## What is WebCenter?

The customer portal of WebCenter gives you, the customer contact, access to important information including invoices, reporting, and employee lists from the staffing company.
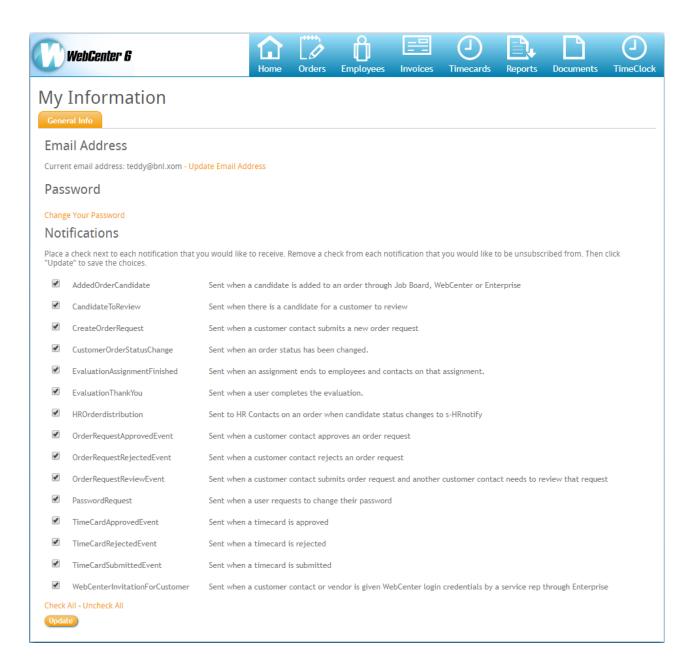
**\*Note\*** Each staffing company has a unique URL link to WebCenter and will need to provide you with log in credentials. Log in credentials are created for each customer contact.

## WebCenter Notifications

Each customer contact may receive email notifications related to important information in WebCenter. Each contact will have the ability to customize which notifications they are receiving.

**To Find Notification Preferences:**

1. Log into WebCenter (as a customer contact)
2. Select the My Information option from the Home Page next to Your To Do List
3. Scroll down to Notifications

## My Information

### General Info

### Email Address

Current email address: teddy@bnl.xom - 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.

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

Check All - Uncheck All

Update

On this screen you can update your email address that will receive the notifications.



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You will also have a selection of notification options that you can review. Uncheck any option that you do not want to receive email notifications about.

## Notifications

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Make sure you select Update at the bottom to save your selection.

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