

# WebCenter - Intro to Administration

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## What is WebCenter?

TempWorks makes it easy for people to do business with you through our online portal, which allows clients and internal staff to access timely information and reports at any time.

Effortlessly connect to your teams, ensure relevant information flows both ways, and improve operational control. Best of all, candidates can log in via a web browser or from the staffing industry's first native mobile app for employee engagement.

WebCenter has employee, customer contact, and vendor portals.

## Getting Access to the Administration Portal

A WebCenter Admin is a service rep with the ability to log into WebCenter in order to manage users, set security levels, and turn on or off different WebCenter features. Typically, these credentials are setup for administrators or managers that will be using the WebCenter Admin Portal to configure options for the employees, customer contacts, and vendors that will use this portal to communicate with your staffing company.

### How to Setup Admin Credentials

**\*Note\*** In order to setup admin credentials for a user, you must have access to the service rep section within Enterprise Administration. The user must already be your system as a service rep. (See [Managing Users in Bridge \(Hosted Clients Only\)](#) for more information)

1. In Enterprise, navigate to All Options > Administration

2. Select Service Rep on the left

The screenshot shows the 'Administration' interface. On the left sidebar, the 'service rep' menu item is highlighted with a red box. In the main content area, a search bar contains 'Find a service rep' and '322 items available' is displayed. Below the search bar, a list of service reps is shown with 'Administrator' selected and highlighted by a red box. The 'Administrator' entry is under the 'Active' status. To the right of the list, there are tabs for 'ServiceRep Info', 'Security Groups', and 'WebUser Management'. The 'ServiceRep Info' tab is active, showing details for the 'Administrator' service rep, including SRIdent (14), Active (checked), Rep Name (Administrator), Rep Full Name (Administrator), Initials (dd), EINC (0), Email (testgregg@tempworks.com), Phone Number ((651)452-0366), Order Type (Temp), Sales Team ID (Default), Time Zone (Eastern Standard Time), Use Daylight Savings (checked), Web Portal System (unchecked), and Employee (empty).

3. Find the service rep you want to set up as an admin

4. Select the WebUser Management tab

The screenshot shows the 'WebUser Management' interface. The 'WebUser Management' tab is selected and highlighted with a red box. Below the tab, the 'manual creation' section is visible, with the instruction 'Create a web account and link the employee to one or more products.' The form contains the following fields: Username (example.admin), Password (BeveragesProbablyApolloRemote), and a checkbox for 'Automatically Link Product Instances' which is checked. Below the checkbox, there is a note: 'The new Web User Account will be automatically linked to the appropriate product instances based on your current hierarchy.'

5. Enter a username (we recommend using first.lastname or email to keep things easy)

6. Enter a temporary password or click the  to generate a temporary password

7. Automatically link product instances or manually choose WebCenter

The screenshot shows the 'Automatically Link Product Instances' checkbox, which is checked. Below the checkbox, there is a note: 'The new Web User Account will be automatically linked to the appropriate product instances based on your current hierarchy.'

Automatically Link Product Instances  
Check the products below to link to the web account.

<input checked="" type="checkbox"/> WebCenter	
Product Instance	Default
Role	Administrator

8. Select Create in the lower right
9. Make sure the user has an Administrator related role set

Linked Products

<input checked="" type="checkbox"/> WebCenter	
Product Instance	Default
Role	Administrator

10. Select Save in the upper left

## Ready to Start Learning?

Once you have administrator credentials, you will need to log into your WebCenter portal. For your WebCenter URL Link, ask your administrator or talk to your TempWorks Account Manager. Use the links below to start learning about all the options you have in the administration portal.

### Getting Started

- [Setting up Roles](#)
- [Intro to Configurations](#)

### Setting up Time

- [Configuring Timecard Templates](#)
- [Setting up Timecards in WebCenter](#)

### Setting up TimeClocks

- [TimeClock Overview](#)
- [TimeClock Setup Guide - Enterprise](#)

## Additional WebCenter Feature Options

- [Configuring WebCenter Order Requests](#)
- [Administration: How to Add Documents to Portals](#)
- [WebCenter Reports Manual](#)
- [Administration: Setting Up Notifications](#)

# Related Articles