# Customer Portal - The Home Tab

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 Dashboard

When you first log in to WebCenter, you will be brought to your Dashboard, which looks something like this:
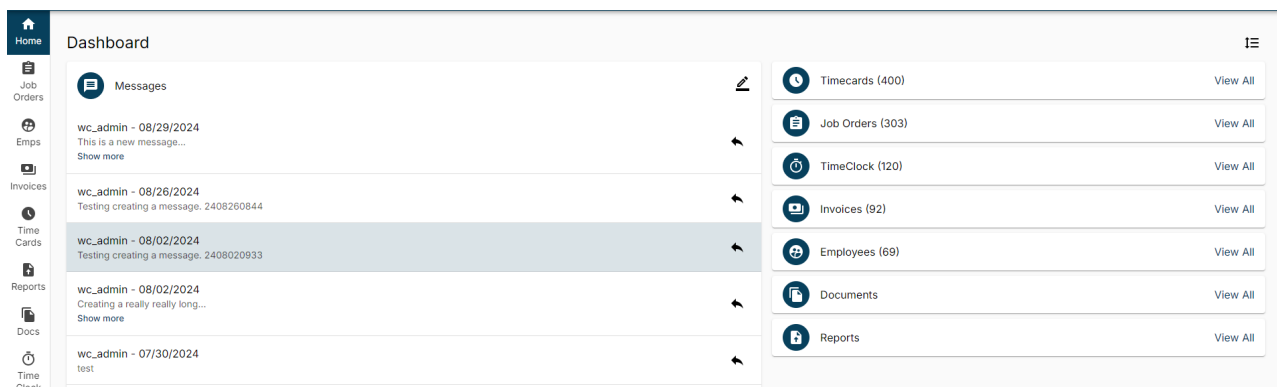
Within the Dashboard, you are able to interact with the following:

- Tab Navigation
- Messages
- Record Types
- Personal Information

Tab Navigation

Utilize the options on the left to quickly navigate to the different tabs available to you in WebCenter. If you are missing any of the tabs shown above, please contact your staffing partner for help.

Message

Utilize the Messages section to quickly see messages from your staffing partners, reply to those messages, and even send messages of your own.

Record Types

Utilize the Record Types section to quickly view all records related to that specific type:

Personal Information

Clicking on profile icon at the top right will allow you to select the "My Information" option, where you may update your e-mail address, change your password, select your WebCenter theme, and select which notifications you would like to receive or not receive:
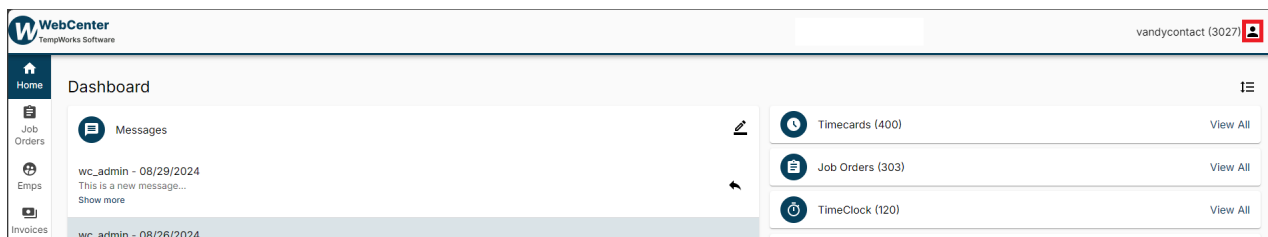
My Information

Email Address ✏
johnvandy@testingauthcloud.com

Password ✏
****

Theme
☀ Light Mode ⌄

Notifications
Manage your notifications by selecting the ones you want to receive and deselecting those that you want to unsubscribe from.

☑ Select All

☑ 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

Note The updated WebCenter Customer Portal contains all the functionality as Legacy WebCenter, but in the event you need to navigate back to Legacy, you can select the "Back to Legacy WebCenter" option to the top right of the WebCenter window:
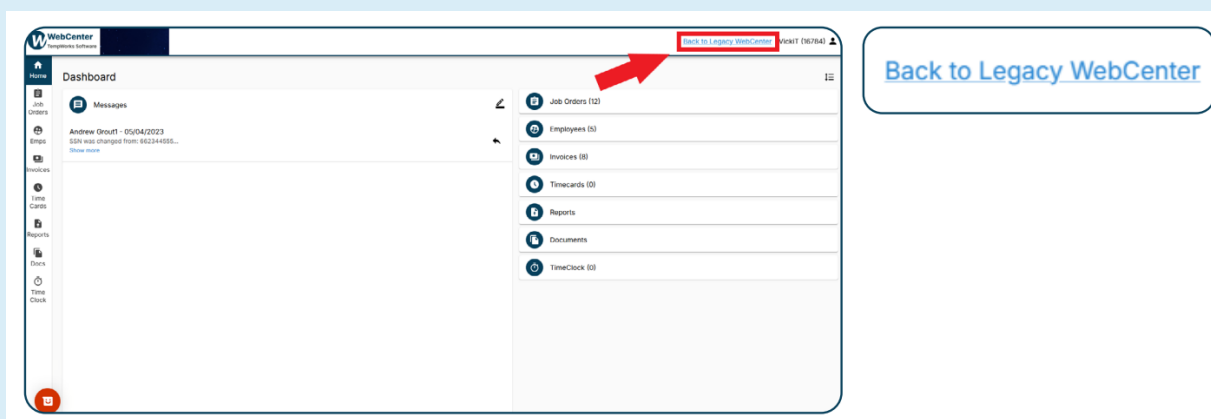
For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled Customer Portal - Navigating to Legacy & Feedback Survey.

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