Customer Portal - How to Create and Submit Orders

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WebCenterTM & Job Orders

If you are given access to the Job Orders tab in WebCenter, you will be able to review and possibly request new orders from your staffing provider.

Note Please contact your Staffing Provider in the event you require access to the Job Orders tab.

This Article Includes:

- 1. Reviewing Orders
- 2. Creating Order Requests
- 3. Approving Orders

Reviewing Orders

The Job Orders tab allows you to see any Job Orders (requests for staff) from your company. This includes basic information, who is currently assigned here, and what the current status of the order is.

A Home	Job Orders				CREATE PURCHASE ORDER	CREATE JOB ORDER REQUES	т	MANAGE COST CEN	ITERS
Job Orders	Quick Filters	× v Status	✓ Job Order ID		Department	Start Date	🖬 St	art Time	0
emps				MORE	FILTERS			RESE	TSEARCH
Invoices	Job Title		Status	Wo	rksite	Start Date		Workers N	eed
0	1programmer		Pending Approval	Flor	rida Branch - Jacksonville, FL 32220			1	:
Time Cards	Aaaaaa		Pending Approval	Flor	rida Branch - Jacksonville, FL 32220			1	:
ŧ	12 hour Nurse		Pending Approval	War	rehouse - Los Angeles, CA 90001	2/1/2024		1	:
Reports	12 hour Nurse		Pending Approval	War	rehouse - Los Angeles, CA 90001	2/1/2024		1	:

Utilize the Quick Filters at the top to change which set of orders you are viewing:

Quick Filters All X	✓ Status	V Job Order ID	Department	Start Date	Start Time	Ø
Worksite	PO Number	Job Title	Order Type	Branch	Assigned	~
		FEV	VER FILTERS			RESET SEARCH

Either double-click on the job order or select the icon to the left of the order and select "Details" which will open the order details in a sidebar to the right:

	Job Orders					CREATE PURCHAS	EORDER	CREATE JOB ORDER REQI	UEST	MANAGE	COST CENT	ERS
Job Orders	Quick Filters	× •	Status	*	Job Order ID	Department		Start Date	ä	Start Time		Q
emps	Worksite		PO Number		Job Title	Order Type		Branch		Assigned		~
Invoices						FEWER FILTERS					RESET	SEARCH
C Time	Job Title		Status			Worksite		Start Date			Workers Nee	ed
Cards	1programmer		Pendir	g Approval		Florida Branch - Jacksonville, F	L 32220				1	:
Reports	Aaaaaa		Pendir	ig Approval		Florida Branch - Jacksonville, F	L 32220				1	:
	12 hour Nurse		Pendir	g Approval		Warehouse - Los Angeles, CA 9	90001	2/1/2024			1	:
Docs	12 hour Nurse		Pendir	g Approval		Warehouse - Los Angeles, CA 9	90001	2/1/2024			1	Details

×

12 hour Nurse

Start Date: 2/1/2024

UNLOCK JOB ORDER APPROVE JOB ORDER REJECT REQUEST REQUEST Job Order ID: 4295057863 Department: Primary Job Order Status: Pending Approval Shift: Morning Job Order Date: 9/9/2024 Start Time: 8:00 AM Duration: Indef End Time: 4:30 PM Workers Assigned: 0 of 1 Est. End Date: 1/31/2026 Candidates: 0 Dress Code: PO Number: 123 Safety Notes: PO Value: \$123.00 Bill Rate: \$120.00 Cost Center: SubEntity: DESCRIPTION CONTACTS ASSIGNMENTS REVIEWERS SKILLS Test

Note Selecting the arrows at the bottom of the order details allows you to quickly navigate between order records while also showing your current location within the list:

Quick Filters	X V Status V	Job Order ID	Department	UNLOCK JOB ORDER APPROVE JOB ORDER REJECT REQUEST REQUEST REJECT
Worksite	PO Number	Job Title	Order Type	Job Order ID: 4295057863 Department: Prim Job Order Status: Pending Approval Shift: Morr
			FEWER FILTERS	Job Order Date: 9/9/2024 Start Time: 8:00 Duration: Indef End Time: 4:30 Workers Assigned: 0 of 1 Est. End Date: 1/31/24
Job Title	Status		Worksite	Candidates: 0 Dress Code: PO Number: 123 Safety Notes:
1programmer	Pending Approval		Florida Branch - Jacksonville, FL 32220	PO Value: \$123.00 Bill Rate: \$120 Cost Center:
Аааааа	Pending Approval		Florida Branch - Jacksonville, FL 32220	SubEntity:
12 hour Nurse	Pending Approval		Warehouse - Los Angeles, CA 90001	DESCRIPTION CONTACTS ASSIGNMENTS REVIEWERS SKILLS
12 hour Nurse	Pending Approval		Warehouse - Los Angeles, CA 90001	Test
Super Hero	Pending Approval		Florida Branch - Jacksonville, FL 32220	
-test-	Pending Approval		Florida Branch - Jacksonville, FL 32220	
-test-	Pending Approval		Florida Branch - Jacksonville, FL 32220	
-test-test	Pending Approval		Florida Branch - Jacksonville, FL 32220	
Aaaaaa	Pending Approval		Florida Branch - Jacksonville, FL 32220	
-test-testtest	Pending Approval		Florida Branch - Jacksonville, FL 32220	
Азазаз	Pending Approval		Florida Branch - Jacksonville, FL 32220	
12 hour Nurse	Pending Approval		Florida Branch - Jacksonville, FL 32220	
Аваааа	Pending Approval		Pittsburg - Eagan, MN 55121	
Аааааа	Pending Approval		Pittsburg - Eagan, MN 55121	
C Operator	Pending Approval		Korey Test - Apple Valley, MN 55124	← <u>3</u> →

Reviewing Candidates

Depending on how you work with your staffing provider, you may be given access to review and approve candidates. Your staffing company will add potential people they think would be great for the job as candidates for you to review and approve in WebCenter.

If there are candidates available for you to review, the Candidates button in the upper right of the order details will be blue and can be selected:

2 Day Benefit Start Date: 8/1/2024				×
COPY JOB ORDER	ENTE	R TIME	c	ANDIDATES
Job Order ID:	4295057116	Depart	ment:	Primary
Job Order Status:	Unfilled	Shift:		
Job Order Date:	8/6/2024	Start Ti	ime:	8:00 AN
Duration:	Indef	End Tir	ne:	
Workers Assigned:	0 of 5	Est. En	d Date:	8/1/2026
Candidates:	1	Dress (Code:	
PO Number:	1212312	Safety	Notes:	
PO Value:	\$12,312.00	Bill Rate	e:	\$0.00
Cost Center:				
SubEntity:				
DESCRIPTION CONT	ACTS ASSIGN	IMENTS	REVIEWERS	SKILLS

A new window will open with a list of candidates:

Review Candidates - Job Order 4295057116	×
TEST123	
Jaeger, Eren null, MN No Resume	Select 🗸
Additional Comments *	
* Required	0
	Send Message
CANCEL	SAVE

You may be able to update statuses letting your staffing provider know which candidates you approve, reject, or want to interview. You can also add any additional comments before selecting "Save":



Note If no candidates are associated with this order, the Candidate button will be grayed out. Navigate to the assignments area to view employees who have been placed out to the order.

Note Have access to the Reports tab in WebCenter? Check out the "Open Order" & "Order Fill Ratio" reports for more information on your orders.

↑ Home	Reports			
Job Orders	Group	Report Name Order	× Report Description	
emps				RESET
Invoices	Open Orders Order Shows a list of all currently open orders			RUN REPORT
C Time Cards	Order Fill Ratio Order Shows a list of orders and the percent filled in a chosen date range			RUN REPORT
Reports	Purchase Orders by Department Purchase Orders			RUN REPORT
Docs	Shows a list of purchase orders, grouped by department, within a chosen date rang	e		

Creating Order Requests

If you are given access to the Order Request option in WebCenter, you will be able to create a request for workers that goes directly to your staffing provider.

To Create an Order Request:

- 1. In WebCenter, navigate to the Job Orders tab.
- 2. Select the "Create Job Order Request" button at the top right of the page:

A Home	Job Orders			CREATE PURCHASE ORDER	CREATE JOB ORDER REQUEST	MANAGE COST CENTERS
Job Orders	Quick Filters	X Y Status	✓ Job Order ID	Department	Start Date	Start Time
Emps				MORE FILTERS		RESET SEARC

3. Fill out the information within the "New Job Order Request" window:

New Job Order Request	×
Purchase Order * 1	× ×
* Required	
Job Title * Welder	× ×
* Required	
Worksite Warehouse	× •
Job Description Welding	×
Pay Rate 35.00	×
Bill Rate 45.00	×
Start Date 09/02/2024	
Start Time 07:00 AM	0
Duration 12 months	× •
Shift Morning	× ×
Number of Personnel Required	×
Order Request T1 Approver * Scott Vandy	×
* Required	
Order Request T2 Approver *	v
CANCEL	CREATE ORDER REQUEST

4. Select "Create Order Request" once complete.

Note The fields on your order request form may be different than the ones pictured here. Refer to your staffing provider for any additional instructions.

Approving Order Requests

If given access by your staffing provider, you may also be able to approve or reject any new or pending job order requests. This is great for mangers or owners in larger companies that would like to have some say in what orders supervisors are requesting.

Order requests may need approval from one or more managers that can either be preset from the staffing provider or chosen on each order by the order requester.

On an order request, if you are selecting the approvers, you will see the following options:

Order Request T1 Approver *		
Scott Vandy	×	~
* Required		
Order Request T2 Approver *		
John Vandy	×	~
* Required		
Order Request T3 Approver*		
Julie Vandy	×	~
* Required		

Select who the approver(s) should be using the drop down.

To Approve an Order Request:

If you are an approver, you will receive an email when a new job order is available to be approved.

- 1. In WebCenter, navigate to the "Job Orders" tab.
- 2. Select the "Review" and "Pending Approval" options within the "Quick Filters" and select "Search" to see all orders that need your approval:

A Home	Job Orders		CREATE PURCHASE ORDER	CREATE JOB ORDER REQUEST	MANAGE COST CENTERS
Job Orders	Quick Filters Review (57)	x v Pending Approval x v Job Order ID	Department	Start Date	Start Time (3)
emps			MORE FILTERS		RESET
Invoices	Job Title	Status	Worksite	Start Date	Workers Need
0	Super Hero	Pending Approval	Primary - Eagan, MN 55121	9/16/2024	5 🚦
Time Cards	Welder	Pending Approval	Warehouse - Los Angeles, CA 90001	9/2/2024	2 :

3. Either double-click on the job order or select the icon to the left of the order and select "Details" which will open the order details in a sidebar to the right:

ft Home	Job Orders		CREATE PURCHASE ORDER	CREATE JOB ORDER REQUEST	MANAGE COST CENTERS
Job Orders	Quick Filters Review (57)	x v Pending Approval x v Job Order ID	Department	Start Date	Start Time
e mps			MORE FILTERS		RESET SEARCH
Invoices	Job Title	Status	Worksite	Start Date	Workers Need
O	Super Hero	Pending Approval	Primary - Eagan, MN 55121	9/16/2024	5
Time Cards	Welder	Pending Approval	Warehouse - Los Angeles, CA 90001	9/2/2024	2 Details

4. On each order, there will be an "Approve Job Order Request" button or a "Reject" button you can use to

-

Super Hero

Start Date: 9/16/2024

UNLOCK JOB ORD REQUEST	ER APPROVE JO REQU			2	REJECT
Job Order ID:	43	295057970	Departr	ment:	Primary
Job Order Status:	Pendin	ng Approval	Shift:		Morning
Job Order Date:		9/12/2024	Start Ti	me:	8:00 AM
Duration:		11 months	End Tin	ne:	4:30 PM
Workers Assigned:		0 of 5	Est. End	d Date:	8/17/2025
Candidates:		0	Dress C	Code:	
PO Number:		101252525	Safety	Notes:	
PO Value:		\$150.00	Bill Rate	e:	\$300.00
Cost Center:					
SubEntity:					
DESCRIPTION	ONTACT	S ASSIGNN	IENTS	REVIEWERS	SKILLS

• If you approve, there will be a confirmation screen that appears:

Confirmation			
Are you sure you would like to approve this job order request?			
CANCEL	ок		

• If you reject, there will a comments box where you can enter the reason for you rejection:

Reject Order request	×
Please enter your reasons	
CANCEL	SAVE

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:

WebCenter Pergendents Infrarer Dashboard	Test to Legacy WestCenter Vesit the?	Back to Legacy WebCenter
Destroyation D	A Grans (2) A A Grans (2) Prepayees B3 Prepayees B3 Prepayees B3 Prepayees B3 Timecards (6) Prepaye Prepayee Prepayees Prepayees Prepayees TimeCrock (6)	
C		

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.

Related Articles