Customer Portal - WebCenter Notifications

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.

1. Log into WebCenter.

2. Select the profile icon at the top right and select the "My Information" option:
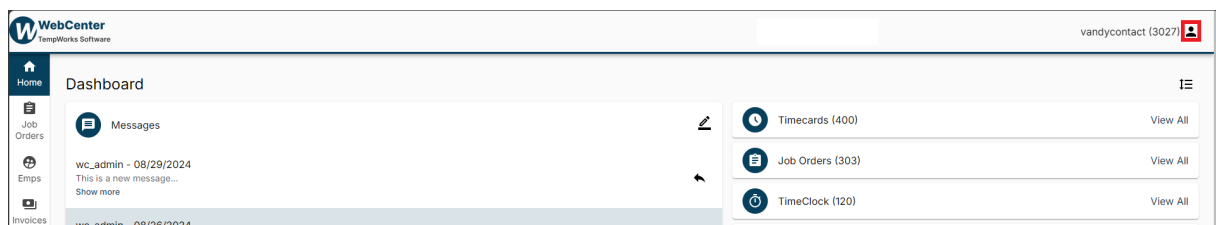
3. Within the "My Information" window, you can update your email address that will receive the notifications by selecting the pencil icon:
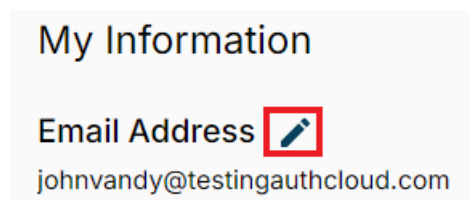
4. Scroll down to find the "Notifications" section and uncheck any option that you do not want to receive email notifications for:

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
☑	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

5. Once a selection is made, the updates are saved automatically.

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:
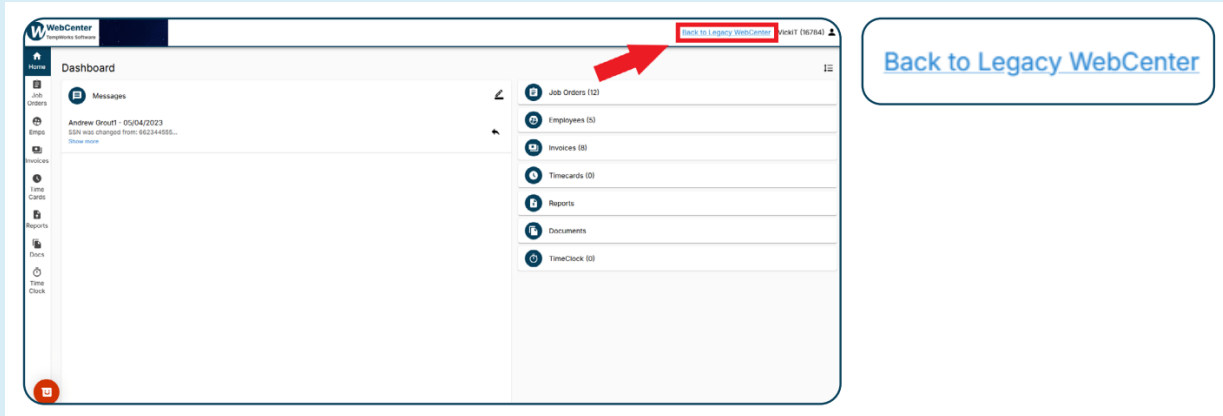
For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled Customer Portal - Navigating to Legacy & Feedback Survey.

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