

# Customer Portal - Reports

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## Overview

If you are given access to the Reports tab in WebCenter, you will be able to run specific reports for different sets of information that you may need regularly.

**\*Note\*** Please contact your Staffing Provider in the event you require access to the Reports tab.

## Searching for Reports

Selecting the "Reports" tab on the left will navigate you to the main reports window, allowing you to utilize filters to search for specific reports:

The screenshot shows the 'Reports' page in the Customer Portal. The sidebar on the left contains navigation links: Home, Job Orders, Emps, Invoices, Time Cards, Reports (highlighted), Docs, and Time Clock. The main content area is titled 'Reports' and contains a search bar with fields for Group, Report Name, and Report Description. Below the search bar, there are four report categories: Assignment History by Department, Daily Time, Daily Time (Hours), and Ended Assignments. Each category has a 'RUN REPORT' button.

You can select an individual report group, enter a specific report name, and/or enter a report description:

The screenshot shows the 'Reports' page with the search bar expanded. The dropdown menu for the 'Group' field is open, showing a list of report groups: Assignments, Employees, Hours, Invoice, Order, Payments, Purchase Orders, and Spending. The search bar also includes fields for 'Report Name' and 'Report Description', and a 'SEARCH' button.

Once information has been entered within the filters, select "Search" to find the intended report(s):

Reports

Group

Assignments

Report Name

Ended

Report Description

RESET

SEARCH

Ended Assignments

Assignments

Shows a list of all assignments that are NOT currently active

RUN REPORT

# Running Reports

Once the report has been found, select the "Run Report" option to the right:

Group

Assignments

Report Name

Ended

Report Description

RESET

SEARCH

Ended Assignments

Assignments

Shows a list of all assignments that are NOT currently active

RUN REPORT

Enter the information within the parameters that are specific to each report:

Start Date\*

01/01/2023

End Date\*

12/31/2024

Group By\*

Reason

Select "View Report" to run the report:

Start Date\*

01/01/2023

End Date\*

12/31/2024

Group By\*

Reason

VIEW REPORT

Once the report is run, you will have the option to either print or download depending on the option selected to the right:

Start Date\*

01/01/2023

End Date\*

12/31/2024

Group By\*

Reason

VIEW REPORT

Ended Assignments

Vandy Enterprises Primary

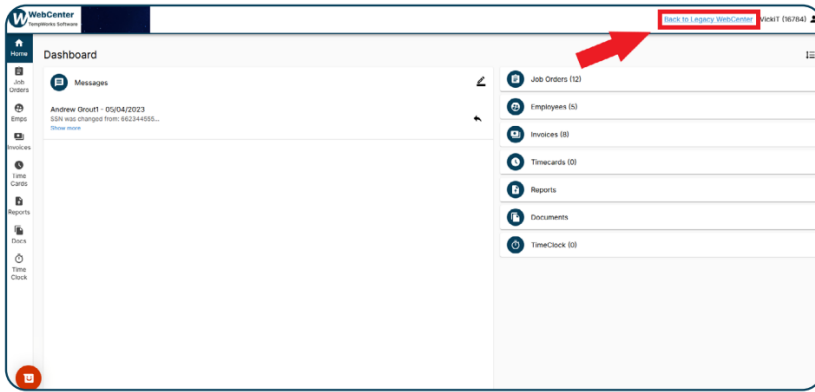
Assignments with an end date between 1/1/2023 and 12/31/2024

Employee	Order#	Job Title	Start Date	End Date	Bill Date
Rate Change Optimus					
Dish18, Pete test	4295022955	Unknown	2/27/2024	8/31/2024	\$28.60
Complete					
test567, test789 123	4295022688	Loan Clerk	3/3/2023	6/5/2023	\$94.26
zzPostManTest_Barton	4295052737	Construction Worker	6/20/2024	6/20/2024	\$0.00
Hired Perm					
test567, test789 123	4295022680	Account Analyst	3/3/2023	3/3/2023	\$5,206.24

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**\*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:



[Back to Legacy WebCenter](#)

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