

Customer Portal - Documents (Pre-Release)

Last Modified on 03/27/2025 9:16 am CDT

Overview

If you are given access to the Docs tab in WebCenter, you will be able to download specific documents that can relate to employees, assignments, timesheets, and more.

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

Accessing Documents

Selecting the "Docs" tab on the left will navigate you to the documents window, allowing you to search for and download the documents that you have access to:

The screenshot shows the 'Documents' page in the Customer Portal. The left sidebar has a 'Docs' tab selected. The main content area displays a list of documents with columns for Name, Description, Group, and Last Modified. Three documents are listed: '11011' (Assignments, Last Modified 12/13/2018), 'Assignment Doc' (Assignments, Last Modified 7/12/2024), and 'BG Check Form' (Last Modified 9/26/2013). Each document has a 'DOWNLOAD' button. A 'RESET' button and a 'SEARCH' button are also visible.

Searching for Documents

You can search for documents by the document name, description, group, and/or the date the document was last modified:

The screenshot shows the search filters section of the Documents page. It displays the same table structure as the previous screenshot, but with empty input fields for Name, Description, Group, and Last Modified. The 'SEARCH' button is highlighted.

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

Documents

Name	Description	Group	Last Modified
Employee		Employees	

RESET SEARCH

Downloading Documents

Once the document has been found, you can select the "Download" option to the right to download that individual document:

Documents

Name	Description	Group	Last Modified
Employee		Employees	

RESET SEARCH

☐

Download Selected

☐

Employee Doc

Employees

Last Modified 7/12/2024

New WC Employee doc for testing

DOWNLOAD

☐

Employees doc 1

Employees

Last Modified 7/12/2024

another employees doc for testing

DOWNLOAD

If you need to download multiple documents, you can select them within the list via the checkbox to the left of each document and then selecting the "Download Selected" option:

Documents

Name	Description	Group	Last Modified
Employee		Employees	

RESET SEARCH

☒

Download Selected

☒

Employee Doc

Employees

Last Modified 7/12/2024

New WC Employee doc for testing

DOWNLOAD

☒

Employees doc 1

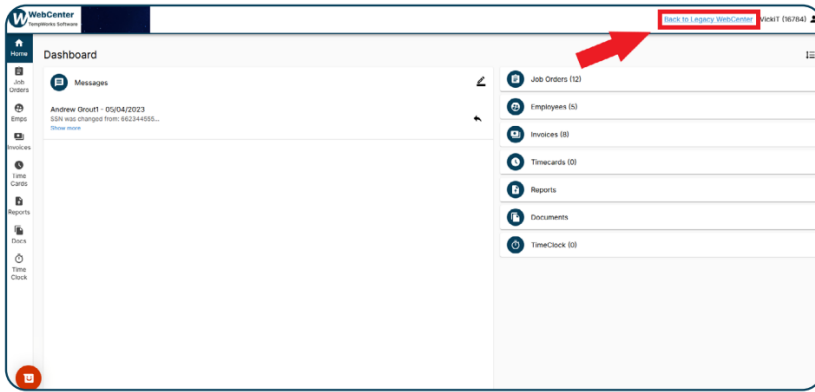
Employees

Last Modified 7/12/2024

another employees doc for testing

DOWNLOAD

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 \(Beta\)](#).

Related Articles