

Customer Portal - Documents

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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 contains navigation options: Home, Job Orders, Emps, Invoices, Time Cards, Reports, Docs (selected), and Time Clock. The main content area displays a table with the following columns: Name, Description, Group, and Last Modified. There are three documents listed:

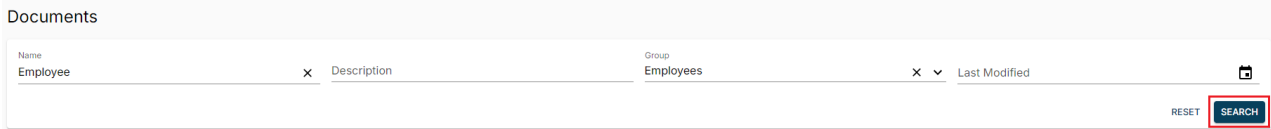
Name	Description	Group	Last Modified	Download
	Download Selected			
11011	Assignments		Last Modified 12/13/2018	DOWNLOAD
Assignment Doc	Assignments		Last Modified 7/12/2024 New WC assignment doc for testing	DOWNLOAD
BG Check Form			Last Modified 9/26/2013	DOWNLOAD

Searching for Documents

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

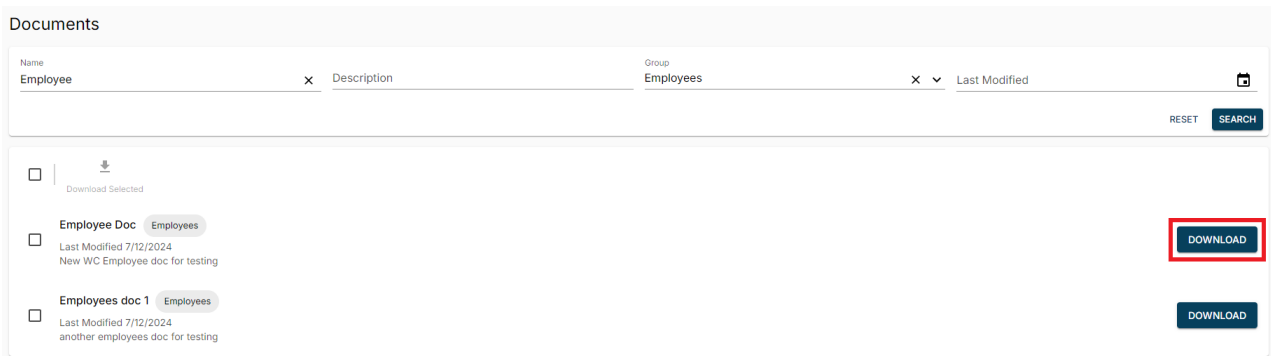
The screenshot shows the search filters in the Documents page. The filters are: Name, Description, Group, and Last Modified. There are 'RESET' and 'SEARCH' buttons.

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

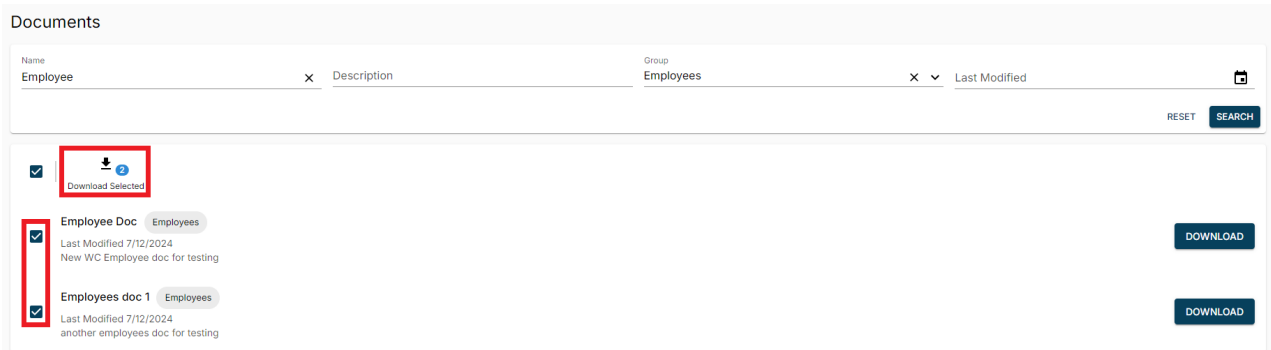


Downloading Documents

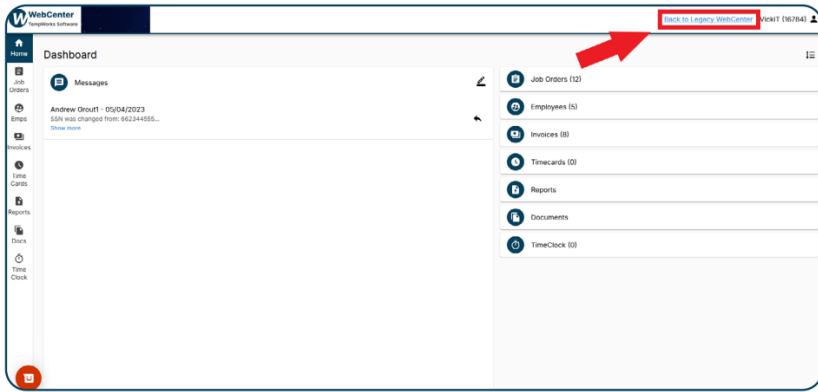
Once the document has been found, you can select the "Download" option to the right to download that individual document:



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:



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