Customer Portal - Documents (Pre-Release)

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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:

Searching for Documents

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

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

☑ ⬇ ②
Download Selected

☑ Employee Doc Employees
Last Modified 7/12/2024
New WC Employee doc for testing
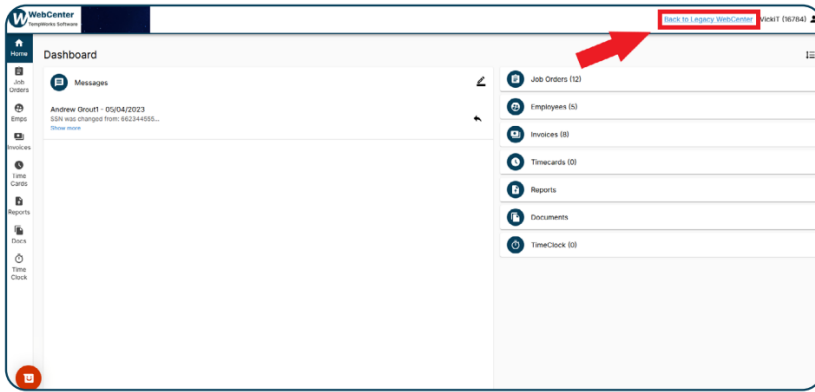DOWNLOAD

☑ 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:

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