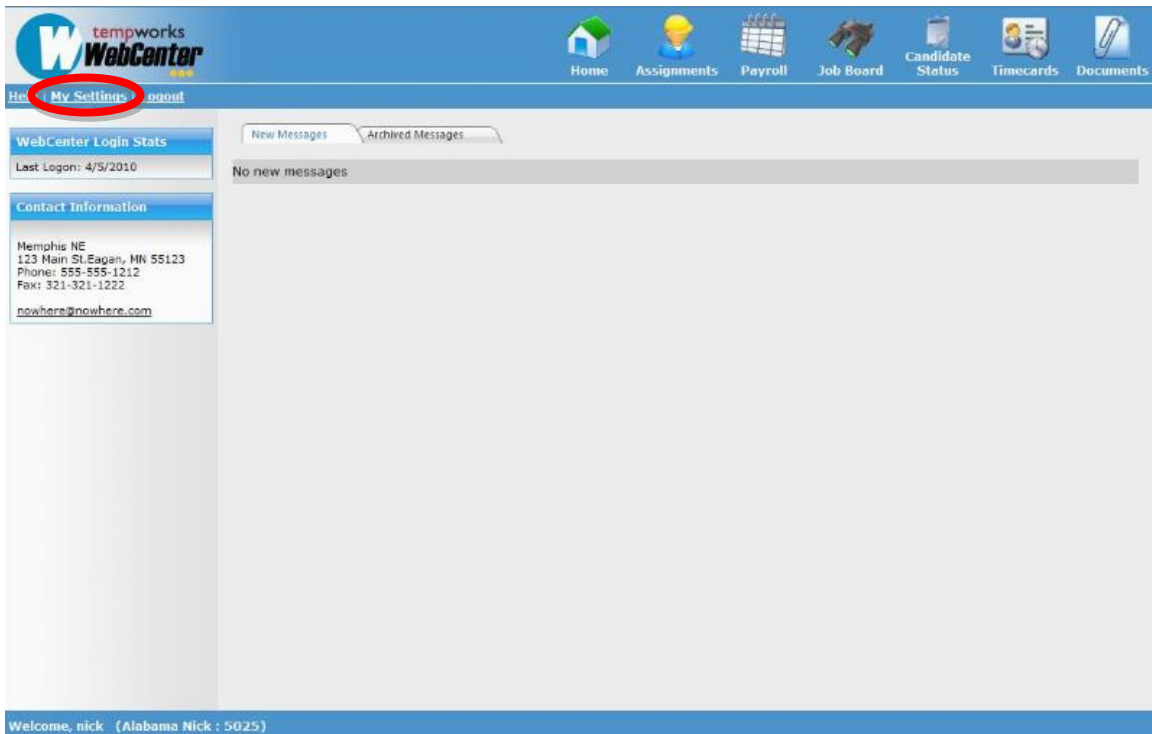


WebCenter v. 5 Notification Settings Management

TempWorks' WebCenter 5 creates automatic notification emails that are sent to users when certain actions are taken in the system. For an employee using WebCenter they could receive notification of an online application being completed, online submission to an order, timecard has been submitted, approved, rejected, etc. For a customer contact using the WebCenter they could receive emails when timecards have been submitted for approval, a candidate has been submitted for an order, an order has been submitted, etc. Vendor contact users on WebCenter receive notification when a new order has been distributed and when a candidate has been submitted.

User-selected Settings

In the upper left corner of the employee, customer contact, or vendor contact webpage is the [My Settings](#) link which will navigate the user to the **My Settings** page where the user can change their password or email address and add notification subscriptions that they have opted out of. To navigate to this page click on the [My Settings](#) link as circled below.



After the user clicks on the *My Settings* link the following webpage will be displayed:

tempworks
WebCenter

Home Information Assignments Payroll Job Board Candidate Status Timecards Documents Resumes

Personal Settings Notification Settings

Personal Settings

Change Password

To change your password, please type your old password and then enter your new password in the boxes below.

Old Password:

New Password:

New Password Retype:

Change Email

Current Email Address: rapplebee@gmail.com
To change your email, please type in your new email address below

Email Address:

Welcome, Randy (Applebee Randy : 12322) [My Settings](#) | [Logout](#)

In the **My Settings** page there are two tabs: *Personal Settings* and *Notification Settings*. The *Personal Settings* tab view will be displayed when a user first navigates to the **My Settings** page. In this tab there are two sections: Change Password and Change Email.

To change the user's notification email address for WebCenter the user should enter the desired email address in the *Email Address* input field. Once this is completed click on the *Change Email* button (as circled) to update.

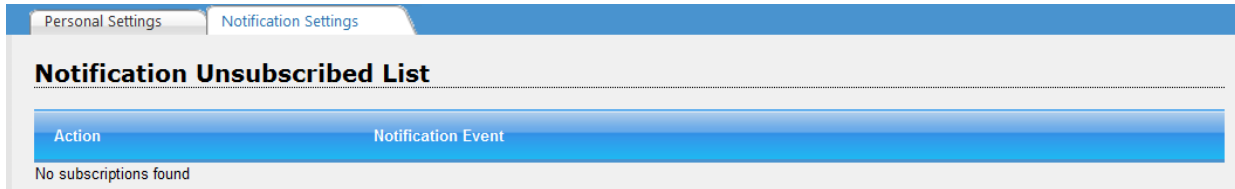
Change Email

Current Email Address: rapplebee@gmail.com
To change your email, please type in your new email address below

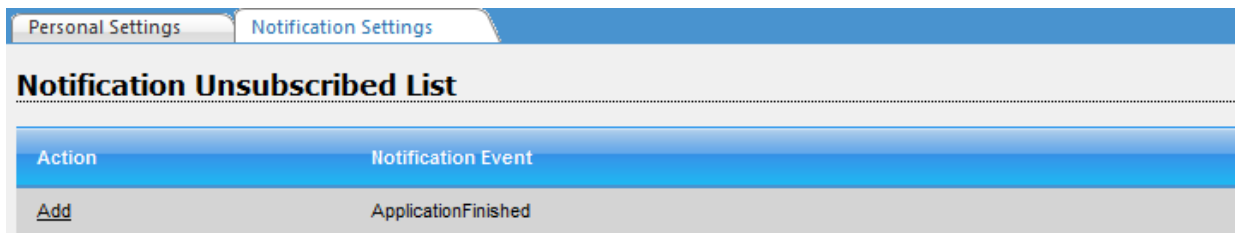
Email Address:

*Note – This will also update the email address listed on the "Email" contact method type on their employee or contact record.

The *Notification Settings* tab will display any system-generated notifications that the user has unsubscribed to. To unsubscribe to a notification they must select the *Unsubscribe* link in the email notifications that they receive. If the user is subscribed to all notifications their screen will display the following:



Once a user has chosen to unsubscribe from a notification it will display in the *Notification Settings* tab as shown below:



To re-subscribe to a notification in the list, the user should click on the *Add* link for that *Notification Event*.

Administrator Functions

The **Subscription Management** page is similar to the *Notification Settings* tab for the employee, customer contact, and vendor contact users, however, it displays the unsubscribed notifications of multiple users. On the **Control Panel** page of the Administrator Portal select the *Subscription Management* option from the menu on the left to display a screen similar to the one below:

The screenshot shows the 'tempworks WebCenter' administrator portal. The top navigation bar includes the logo and a 'Control Panel' link. On the left, there is a 'Search' section with dropdown menus for 'Notification Event Type' (set to 'All Event Types') and 'Origin Type' (set to 'Service Rep'), and a 'Search' button. The main content area is titled 'Subscriptions' and contains a table with the following data:

Action	Event Type	Name	OriginID
Add	WebCenterError	Administrator	14
Add	WebCenterError	Brenda Larson	24
Add	WebCenterError	Cory Hintz	33
Add	WebCenterError	dbo	40
Add	WebCenterError	Dalyce Wood	46
Add	WebCenterError	Gregg Dourgarian	48
Add	WebCenterError	Gregg Dourgarian	49
Add	WebCenterError	Nguyen Tran	92
Add	WebCenterError	Phi Ngo	94
Add	WebCenterError	Phi Ngo	97
Add	WebCenterError	Melanie Thomson	20068
Add	WebCenterError	Brenda Larson	20083
Add	WebCenterError	David Dourgarian	20116
Add	WebCenterError	Gregg Dourgarian	20118
Add	WebCenterError	Matt Gallagher	20124

At the bottom of the page, there is a status bar that says 'Welcome, alisha' on the left and 'My Settings | Logout' on the right.

Under the *Search* section enter the *Notification Event Type* and *Origin Type* then click *Search* to display. To re-subscribe the user to a notification in the list, click on the *Add* link for that line. The *OriginID* is the specific ID of whatever type is chosen.

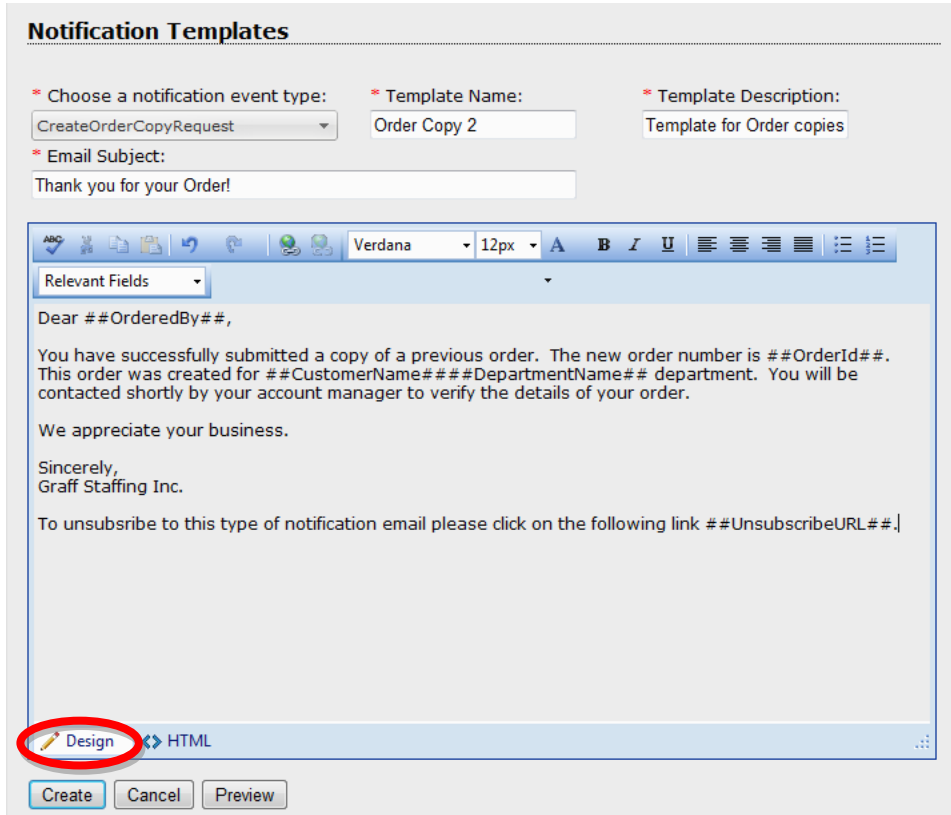
To set up or change the templates that are used with the email notifications select the *Template Editor* from the menu on the left of the **Control Panel** page.

The screenshot displays the tempworks WebCenter Control Panel interface. The top navigation bar includes the tempworks WebCenter logo on the left and a 'Control Panel' link with a globe icon on the right. A left-hand navigation menu lists various system settings, with 'Template Editor' under the 'Notifications' category circled in red. The main content area is titled 'Notification Templates' and features two icons: 'New Template' (a green plus sign) and 'Edit Template' (a pencil), both set against an envelope background.

Welcome, alisha [My Settings](#) | [Logout](#)

To add an email template to the notification templates click on the *New Template* option.

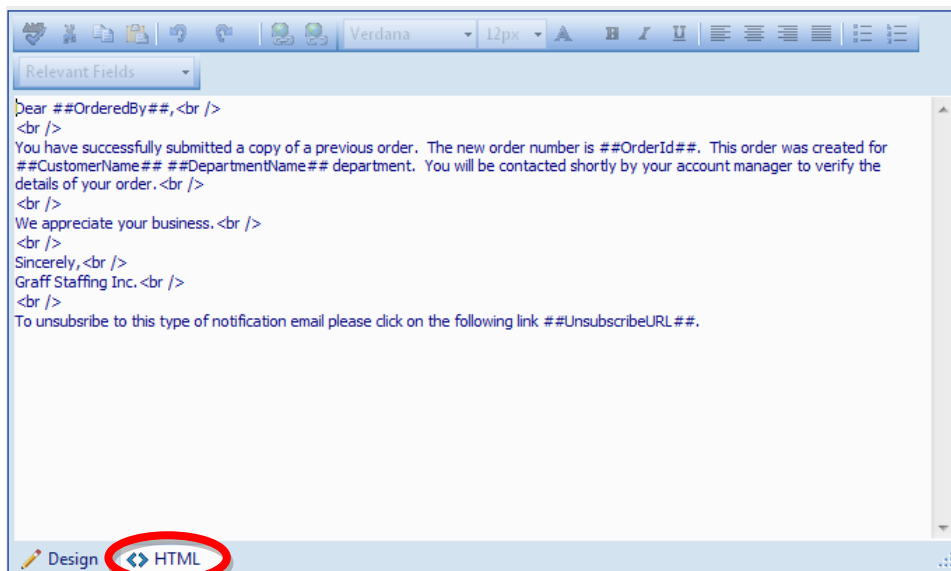
When *New Template* is selected the form below will be displayed:



The screenshot shows a web form titled "Notification Templates". It has three input fields at the top: "Choose a notification event type:" with a dropdown menu showing "CreateOrderCopyRequest"; "Template Name:" with a text box containing "Order Copy 2"; and "Template Description:" with a text box containing "Template for Order copies". Below these is an "Email Subject:" field with the text "Thank you for your Order!". A "Relevant Fields" dropdown menu is set to "Relevant Fields". The main text area contains a draft email body with placeholders like ##OrderedBy##, ##OrderId##, ##CustomerName##, ##DepartmentName##, and ##UnsubscribeURL##. At the bottom, there are "Design" and "HTML" view toggles, with "Design" selected and circled in red. There are also "Create", "Cancel", and "Preview" buttons.

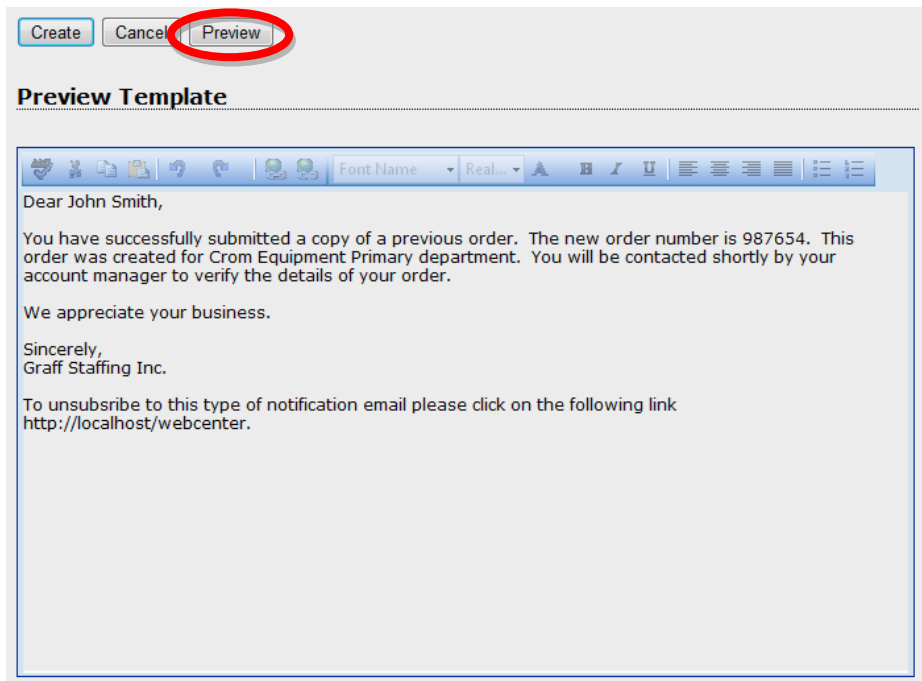
Choose a *Notification Event Type* from the drop down menu and enter the *Template Name*, *Template Description* and *Email Subject*. The text box at the bottom will be used for the text that should be included in the body of the email. The *Relevant Fields* drop down menu allows you to insert information that will be pulled from the database into the email to personalize it to the recipient.

The *Design* view (above) allows the user to enter the information as if they're creating a word document. To enter the information in HTML format, select the *HTML* view (shown below).

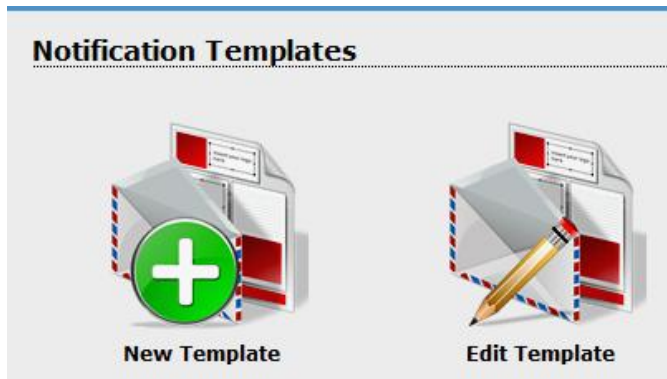


The screenshot shows the same "Notification Templates" form, but now in "HTML" view. The text area contains the HTML code for the email body, with the "HTML" view toggle circled in red at the bottom.

When the *Preview* button is selected the Preview Template will be displayed. It will populate generic information where personalized information would be pulled from the TempWorks database.



If the Preview Template looks correct, click on the *Create* button to add the new email template to WebCenter. To start over, click *Cancel*.



To update an existing email notification template, select the *Edit Template* button from the *Template Editor* screen.

Notification Templates

Choose a notification event type: Choose a template to edit:

* Email Subject:

Relevant Fields

Requested Information



Ordered By: ##OrderedBy##
 OrderID: ##OrderId##
 Customer Name: ##CustomerName##
 Department Name: ##DepartmentName##

To unsubscribe from this notification, please click [here](#)

Design HTML

Choose a Notification Event Type and Choose a Template to Edit from the drop down menus. Then enter the *Email Subject* and change any necessary information in the text body. Click *Preview* to see a sample or *Save* to make the template changes.


The email address and recipient name that the email notifications are sent from can be configured in the *User Config* form.

- Control Panel Home
- Users
 - User Search
- Roles
 - Roles
 - User Config**
 - Order Request Config
- Timecard Configuration
 - Pay Codes
 - Cost Codes
 - Adjustments
 - Create Timecard Template
- Reports/Documents
 - View Reports/Documents
 - Add Reports/Documents
 - Batch Add Reporting Services Reports
 - Required Document Type Config
- Applicants
 - Site Settings
 - Questionnaire and Agreement

User Configuration:

Name	Category	Description
+ Branding / Customization		
+ Customer		
+ Customer Candidate		
+ Employee		
+ Miscellaneous		
- Notifications		
Edit	Notifications: From Address	Notifications: From Address (The Email Address to be sent as the Reply To property on notifications)
Edit	Notifications: From Name	Notifications: From Name (The Name to be sent as the From property on notifications)
+ Timecard		
+ TimeClock		
+ Vendor		

From the **Control Panel** page select *User Config* from the menu on the left. Expand by using the  button by *Notifications*. Select the *Edit* link next to *Notifications: From Address* to change the email address this notification is sent from.

Notifications: From Address Configuration

Add new configuration value

When =

use

[Add new entry](#)

[Edit](#) [Delete](#) When **WebCenter Application Name** = **Default WebCenter5 Installation**
use Tworks.TWDEV00.SQL2005@tempworks.com

[Close](#)

Once the drop down menu for *Select an Item* is completed the drop down menu after the = (equals) will be populated with options to choose. Then enter the email address into the *Use* field. To add this new configuration, click on the [Add New Entry](#) link. To change an existing configuration, select the [Edit](#) link in front of it. Click on the *Close* button to return to the *User Config* list.

Notifications: From Name Configuration

Add new configuration value

When =

use

[Add new entry](#)

[Edit](#) [Delete](#) When **Customer** = **Alpine Inc (778763)**
use Test Notification Message Sender 3

[Edit](#) [Delete](#) When **Origin Type** = **Employee**
use Employee Test User on WebCenter 5

[Edit](#) [Delete](#) When **Origin Type** = **Contact**
use Contact User on WebCenter 5

[Edit](#) [Delete](#) When **WebCenter Application Name** = **Default WebCenter5 Installation**
use WebCenter 5 on twsql00.sql2005 tworks

[Close](#)

Select the *Edit* link next to *Notifications: From Name* to change the name this notification is sent from. The form above will be displayed. Use the instructions for *Notifications: From Address* above to add a new configuration or change an existing one.

Still Have Questions?

For more information about notification setting management contact our customer support group at 651-452-0366 or by sending an email to support@tempworks.com.

To submit suggestions on how to improve this document or to request documentation on other WebCenter functionality please contact Alisha Arnold (Corporate Trainer) at 651-287-8370 or by sending an email to Alisha@tempworks.com.