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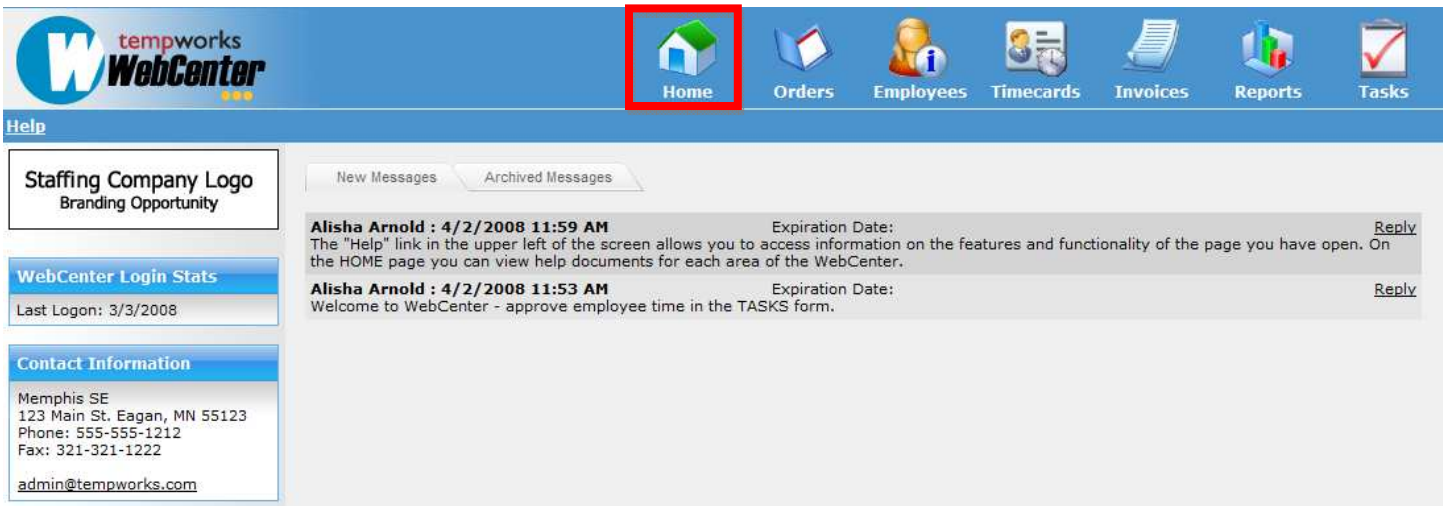
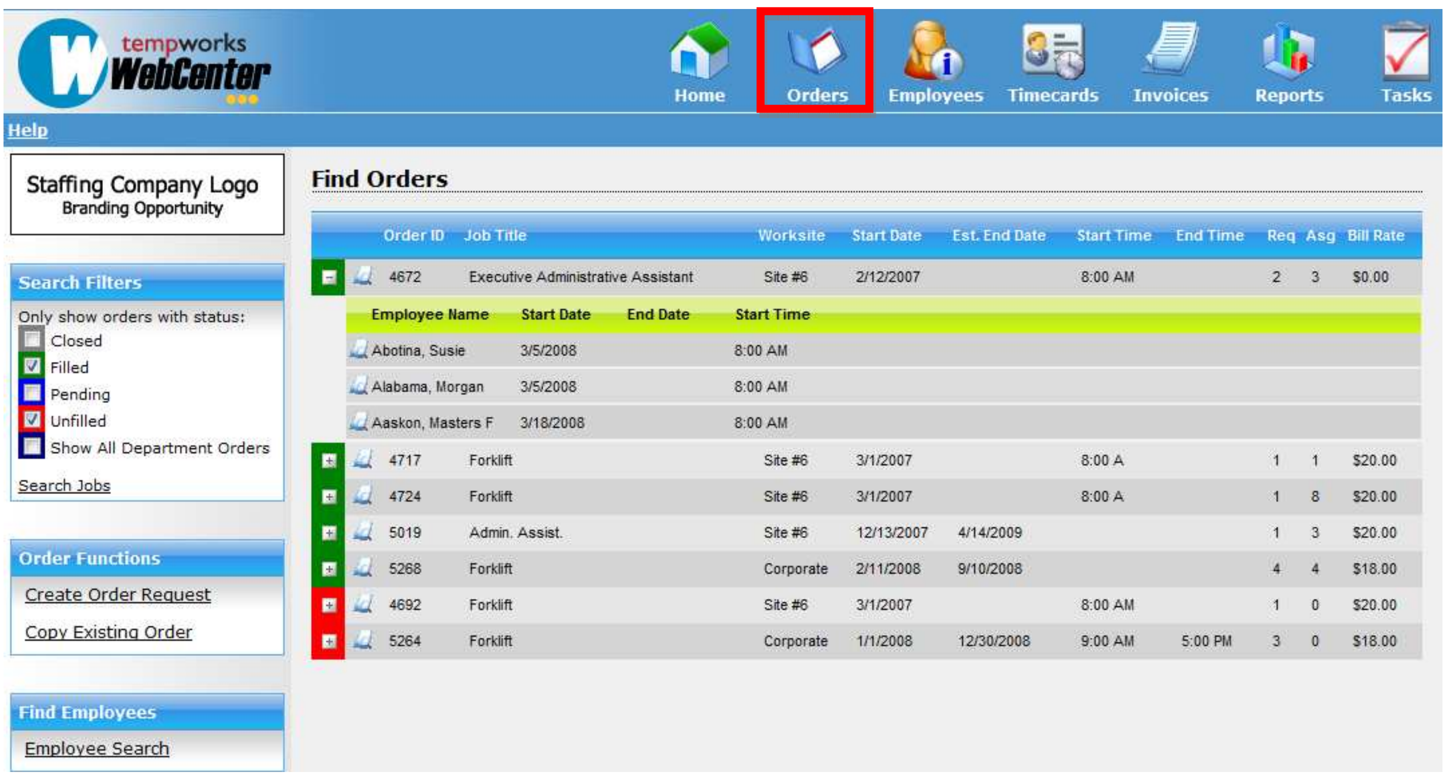
6/15/2009

WebCenter v. 5 Customer Portal

The following document will give you an overview of how the different functions work within the WebCenter v. 5 Customer Portal. You can also refer to the in-page help if you click on the *Help* link in the upper left corner on any page. Below is a picture of the **Home** page. This is the first page that you will see once you have logged into WebCenter.



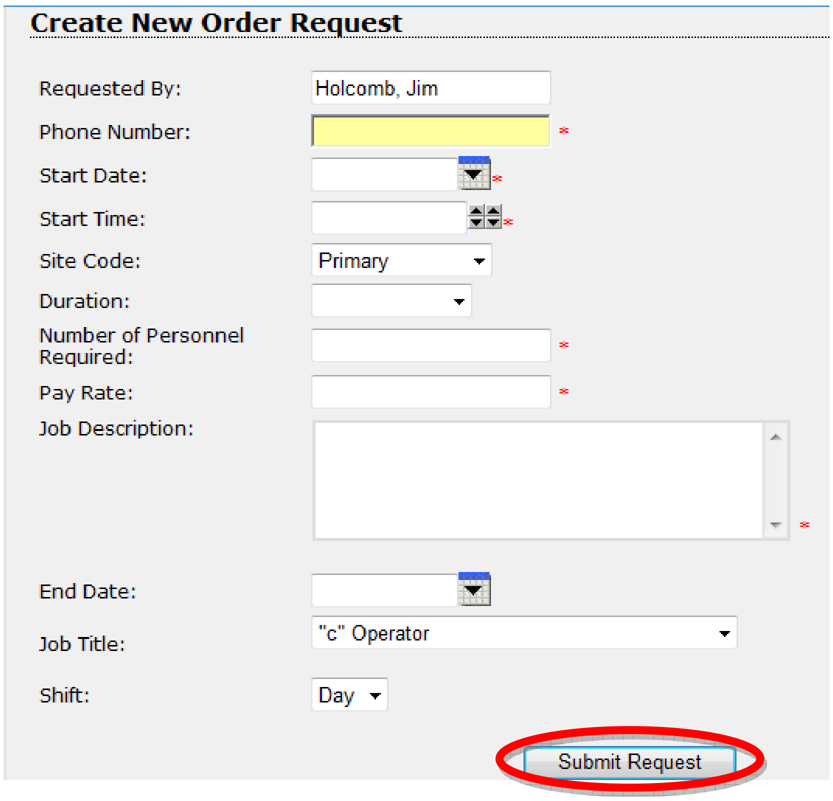
The **Home** page contains messages that have been added for you to view and you can open an email and reply to these messages by clicking on the *Reply* link on the right. You will also be able to see the last time you logged into WebCenter and the name and contact information for your vendor account representative on the left of the screen.



The **Orders** page allows you to view order history for your department. You can expand on individual orders to see the employees who have been assigned by using the button in front of the order number. Click on the icon to view the details of the order. If you expanded to see the employees assigned you can use the button to view the assignment details for that employee.

To submit a new job opening to your vendor select the link on the left called *Create Order Request*. If you would just like to copy an existing order click on the *Copy Existing Order* link.

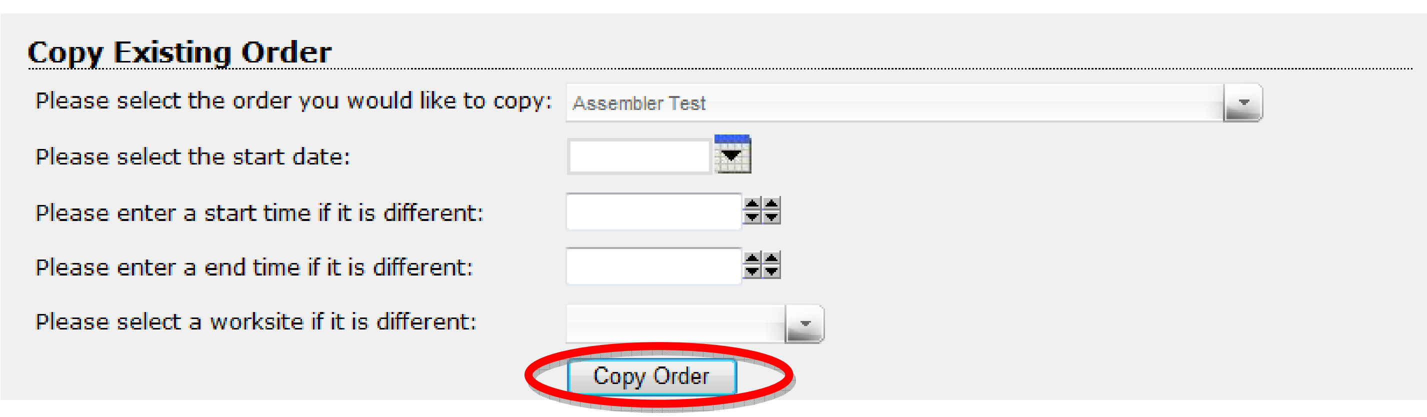
Create Order Request



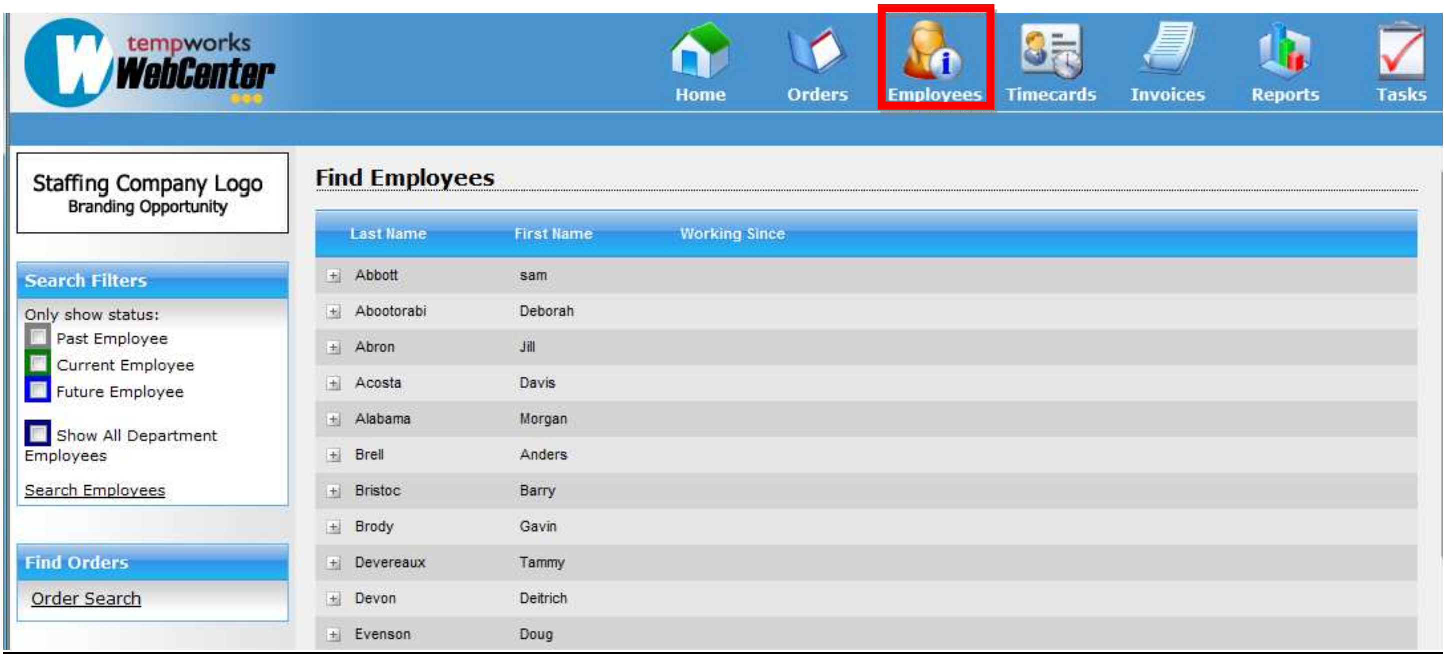
Once you have clicked on the link the page to the left will be displayed. Fill out all fields marked with an * as these fields are required. Once the fields have been populated, click on the *Submit Request* button (as circled in red below).

Copy Existing Order

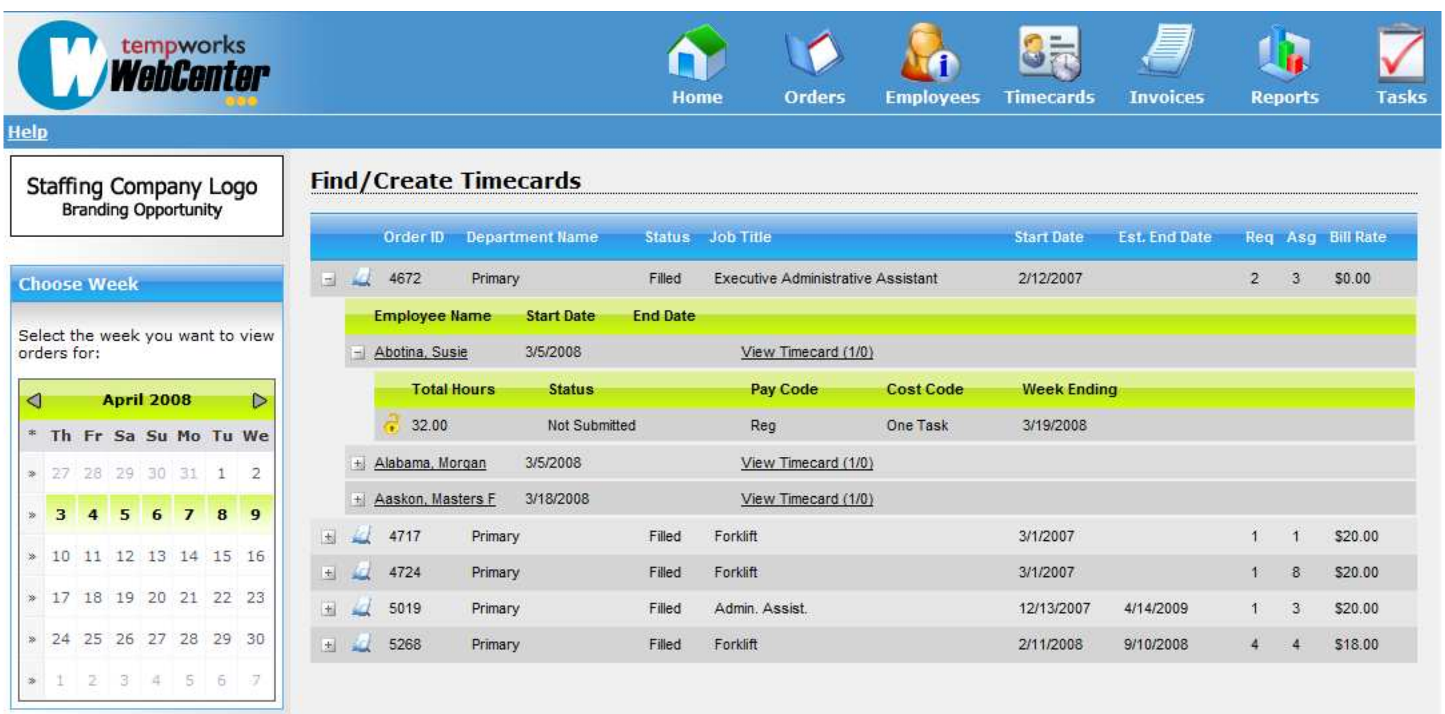
Once you have clicked on the link the following page will be displayed. Select the job title of the previously submitted order that you would like to copy from the drop down menu at the top of the page. Fill out any fields in the form that are different than what was on the original order submission then click on the *Copy Order* button.



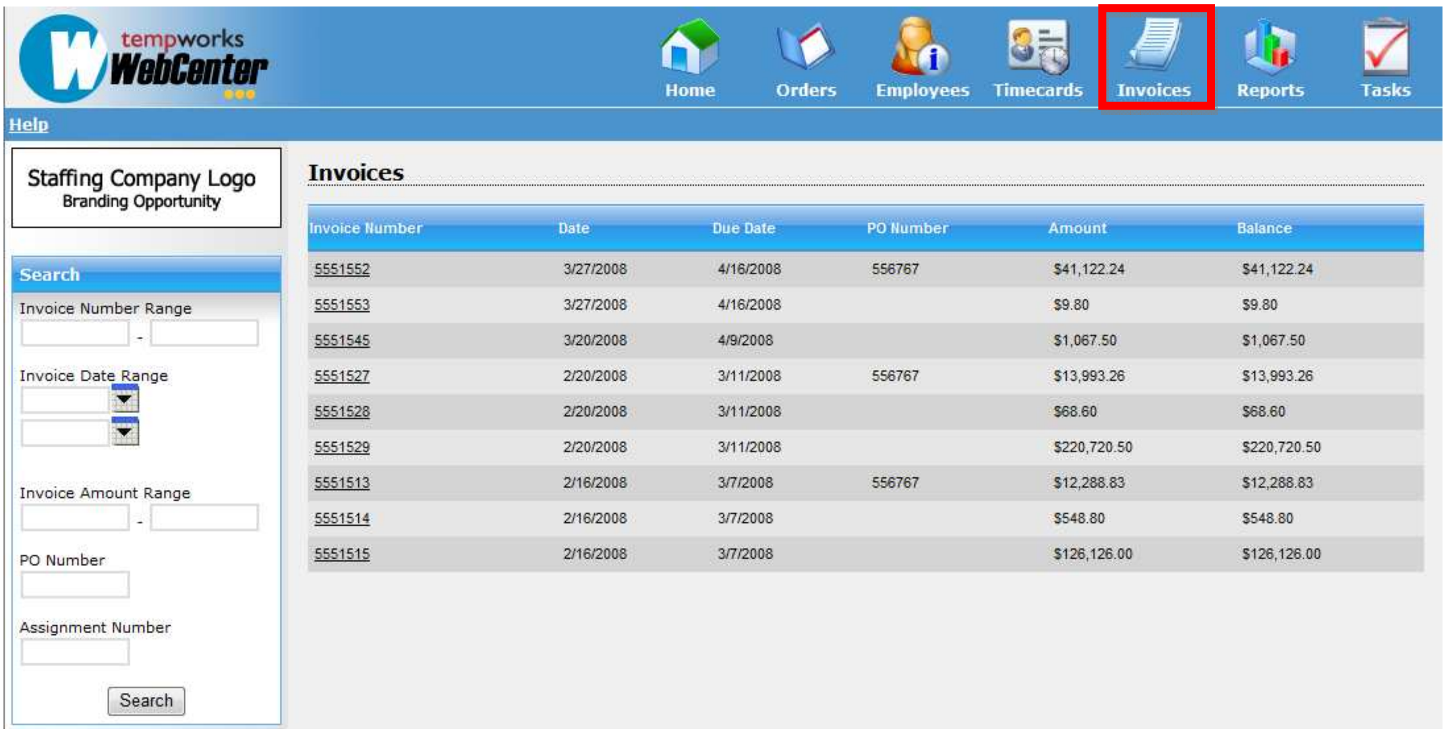
The **Employees** page allows you to view the assignment information for any vendor employee that will be working for you in the near future, as well as currently working and previous employees. Click on the button to expand and display the assignment summary for that employee. When their line is expanded, click on the icon to view the assignment details.



The **Timecards** page allows you to view timecard history. These are timecards that employees have submitted. This is not where you will go to approve employee time. To approve time submitted by employees navigate to the **Tasks** page. You can expand on an order by clicking on the button for that line. Use the same button in front of the employee name to see individual employee timecards. To view the timecard details click on the *View Timecard* link.

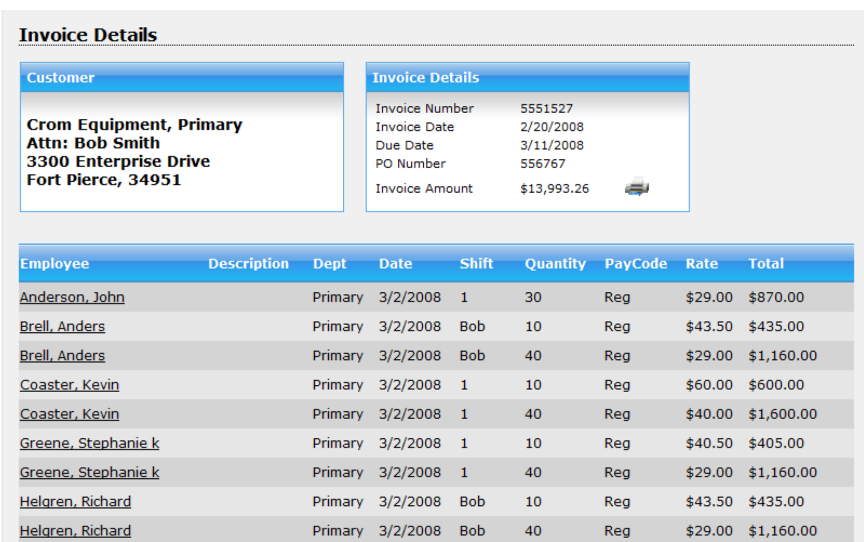


The **Invoices** page allows you to view, print and export vendor invoices that have been issued to your department.



Invoice Number	Date	Due Date	PO Number	Amount	Balance
5551552	3/27/2008	4/16/2008	556767	$41,122.24	$41,122.24
5551553	3/27/2008	4/16/2008		$9.80	$9.80
5551545	3/20/2008	4/9/2008		$1,067.50	$1,067.50
5551527	2/20/2008	3/11/2008	556767	$13,993.26	$13,993.26
5551528	2/20/2008	3/11/2008		$68.60	$68.60
5551529	2/20/2008	3/11/2008		$220,720.50	$220,720.50
5551513	2/16/2008	3/7/2008	556767	$12,288.83	$12,288.83
5551514	2/16/2008	3/7/2008		$548.80	$548.80
5551515	2/16/2008	3/7/2008		$126,126.00	$126,126.00

You can use the search functionality on the left side of the screen to locate specific invoices. To open and view an invoice, click on the link for the *Invoice Number*. Once an invoice has been selected a view similar to the one below will be displayed.



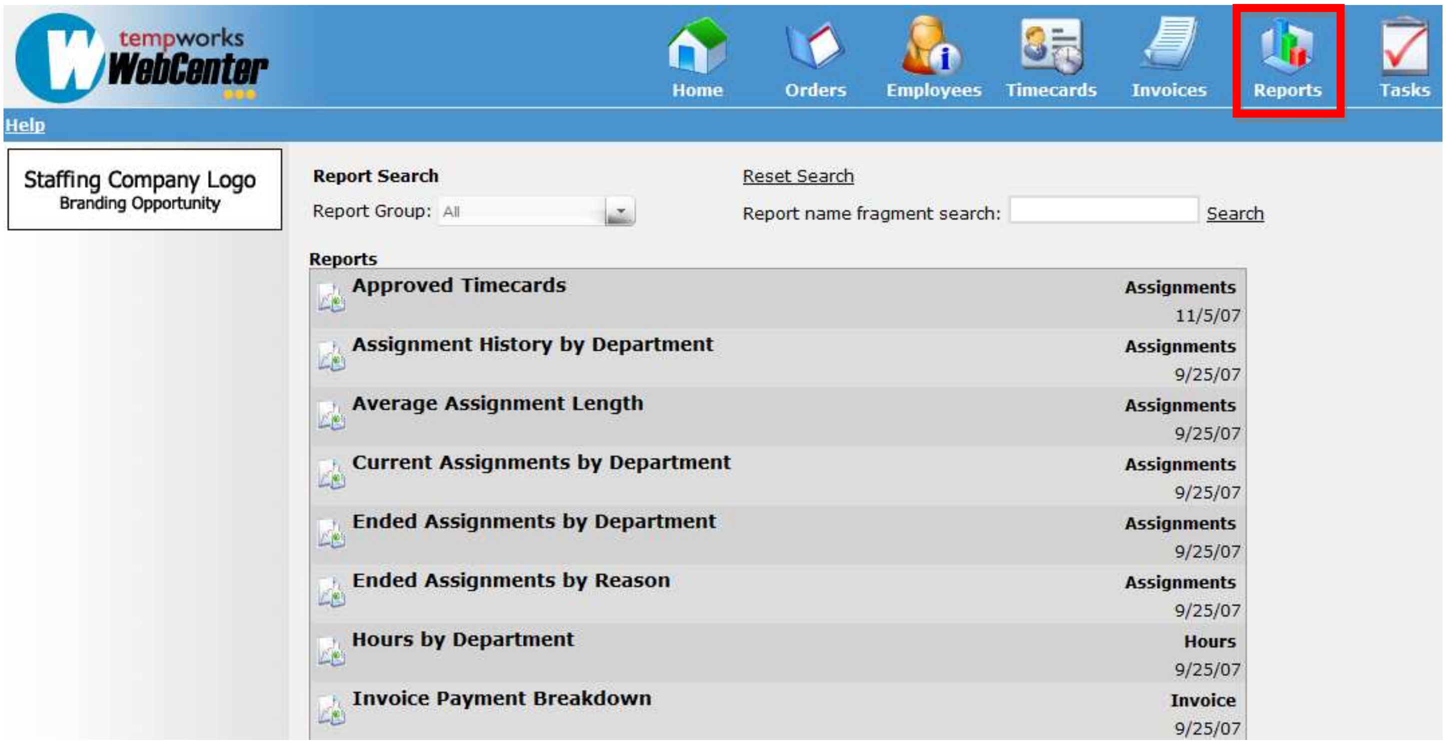
Employee	Description	Dept	Date	Shift	Quantity	PayCode	Rate	Total
Anderson, John		Primary	3/2/2008	1	30	Reg	$29.00	$870.00
Brell, Anders		Primary	3/2/2008	Bob	10	Reg	$43.50	$435.00
Brell, Anders		Primary	3/2/2008	Bob	40	Reg	$29.00	$1,160.00
Coaster, Kevin		Primary	3/2/2008	1	10	Reg	$60.00	$600.00
Coaster, Kevin		Primary	3/2/2008	1	40	Reg	$40.00	$1,600.00
Greene, Stephanie k		Primary	3/2/2008	1	10	Reg	$40.50	$405.00
Greene, Stephanie k		Primary	3/2/2008	1	40	Reg	$29.00	$1,160.00
Helgren, Richard		Primary	3/2/2008	Bob	10	Reg	$43.50	$435.00
Helgren, Richard		Primary	3/2/2008	Bob	40	Reg	$29.00	$1,160.00

You can view the assignment details for the employee by clicking their name link.

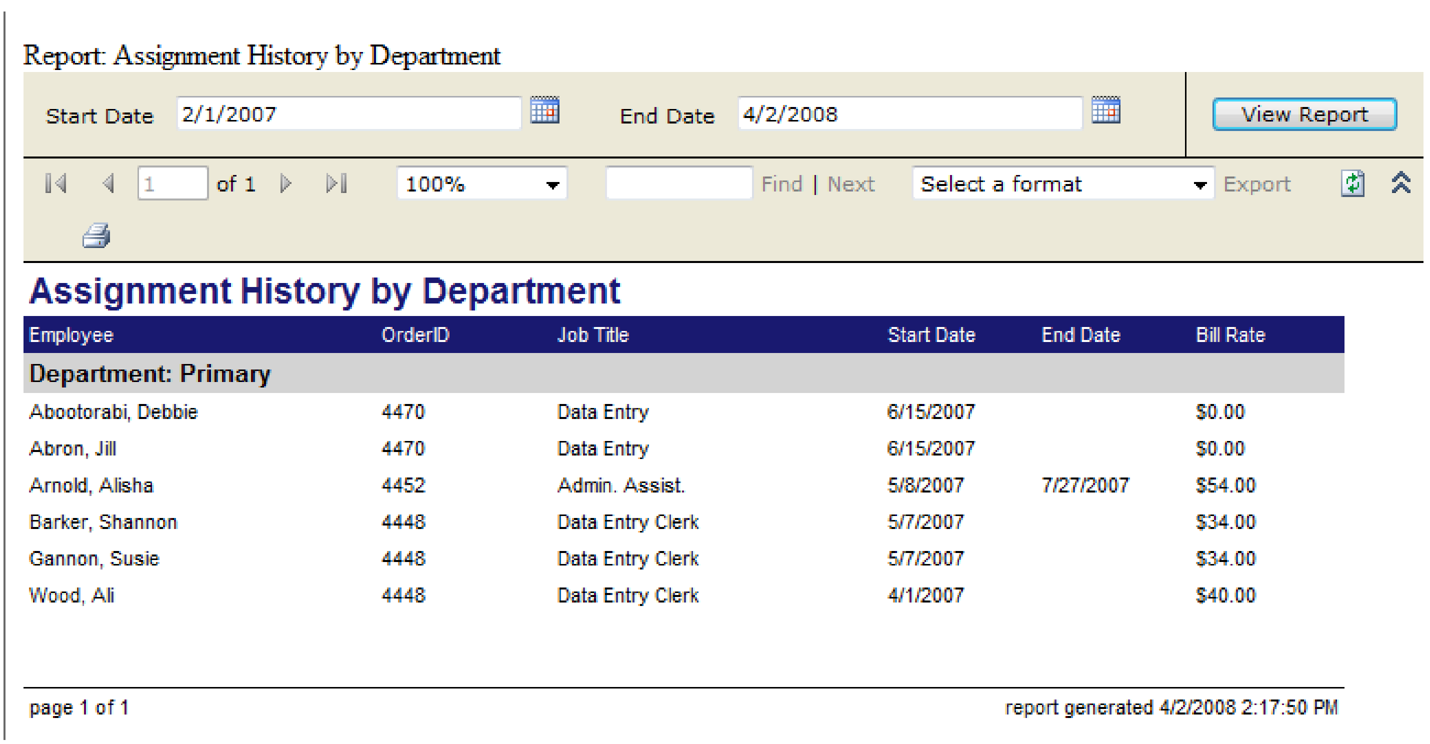
If the time was submitted via the WebCenter the right side of the page would have a *View Timecard* link.

To print a copy of the invoice, click on the icon. Once the invoice print preview is displayed click on the button to print or you can select the export format from the drop down menu. Then click on the link for *Export*.

In the **Reports** page you can view, print and export your own reports with real-time data so you can be proactive about your business needs and cost-tracking.



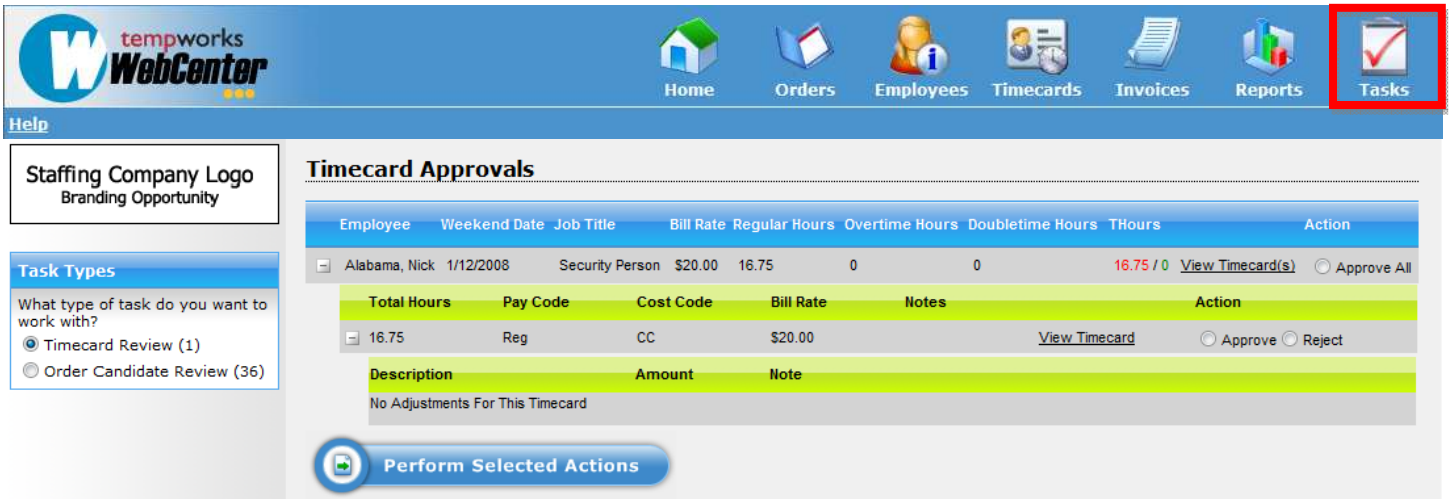
Select a report by clicking on the icon in front of the report name. When the report opens enter any report parameters required (ie. date range, department name, etc.) and then click on the button to *View Report*. You can also select to export the report. Choose the format that the report should be exported into and then click on the *Export* link.



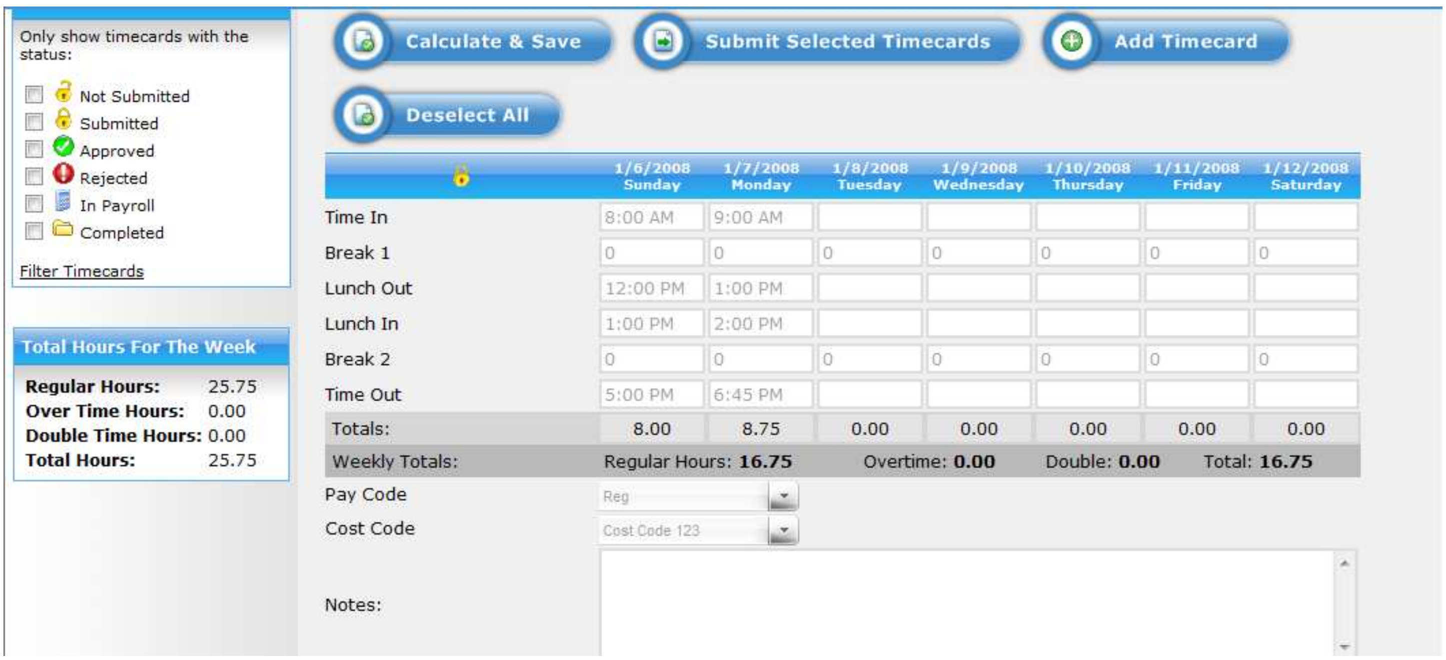
Employee	OrderID	Job Title	Start Date	End Date	Bill Rate
Department: Primary					
Abootorabi, Debbie	4470	Data Entry	6/15/2007		$0.00
Abron, Jill	4470	Data Entry	6/15/2007		$0.00
Arnold, Alisha	4452	Admin. Assist.	5/8/2007	7/27/2007	$54.00
Barker, Shannon	4448	Data Entry Clerk	5/7/2007		$34.00
Gannon, Susie	4448	Data Entry Clerk	5/7/2007		$34.00
Wood, Ali	4448	Data Entry Clerk	4/1/2007		$40.00

page 1 of 1 report generated 4/2/2008 2:17:50 PM

In the **Tasks** page you can select *Timecard Review* to display all timecards that require approval. To expand on an employee record, click on the ⊞ button. To view the timecard details click on the *View Timecard* link. You can expand on the timecard line to see if any adjustments have been submitted by the employee (ie. mileage, meals, per diem, etc.).



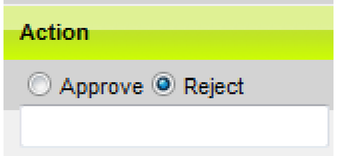
When the *View Timecard* link is clicked it will display a view similar to the one below:



Verify that the time submitted by the employee is correct and then navigate back to the timecard approvals page by using your browser's *Back* button.

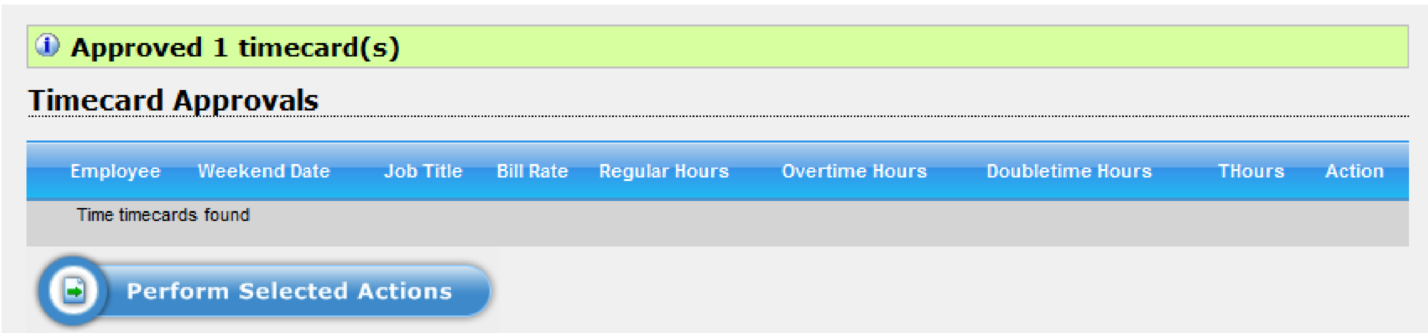
To approve the timecard click in the open circle in front of the "Approve" and then click on the *Perform Selected Actions* button.

(continued)



To reject the timecard click in the open circle in front of the “Reject” and then click on the *Perform Selected Actions* button. You can also enter text in the white box to explain to the employee why their timecard was rejected (ie. lunch break not entered).

Once time has been approved the following view will be displayed:



Once timecards have been submitted your staffing vendor can process employee payroll and invoices for your company.