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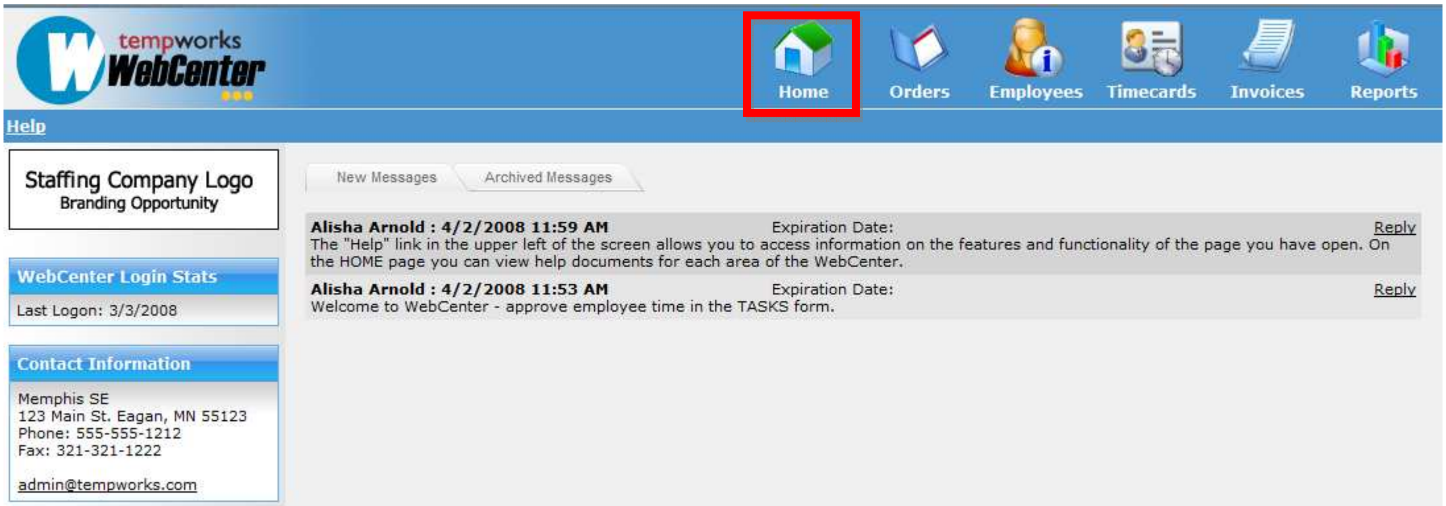
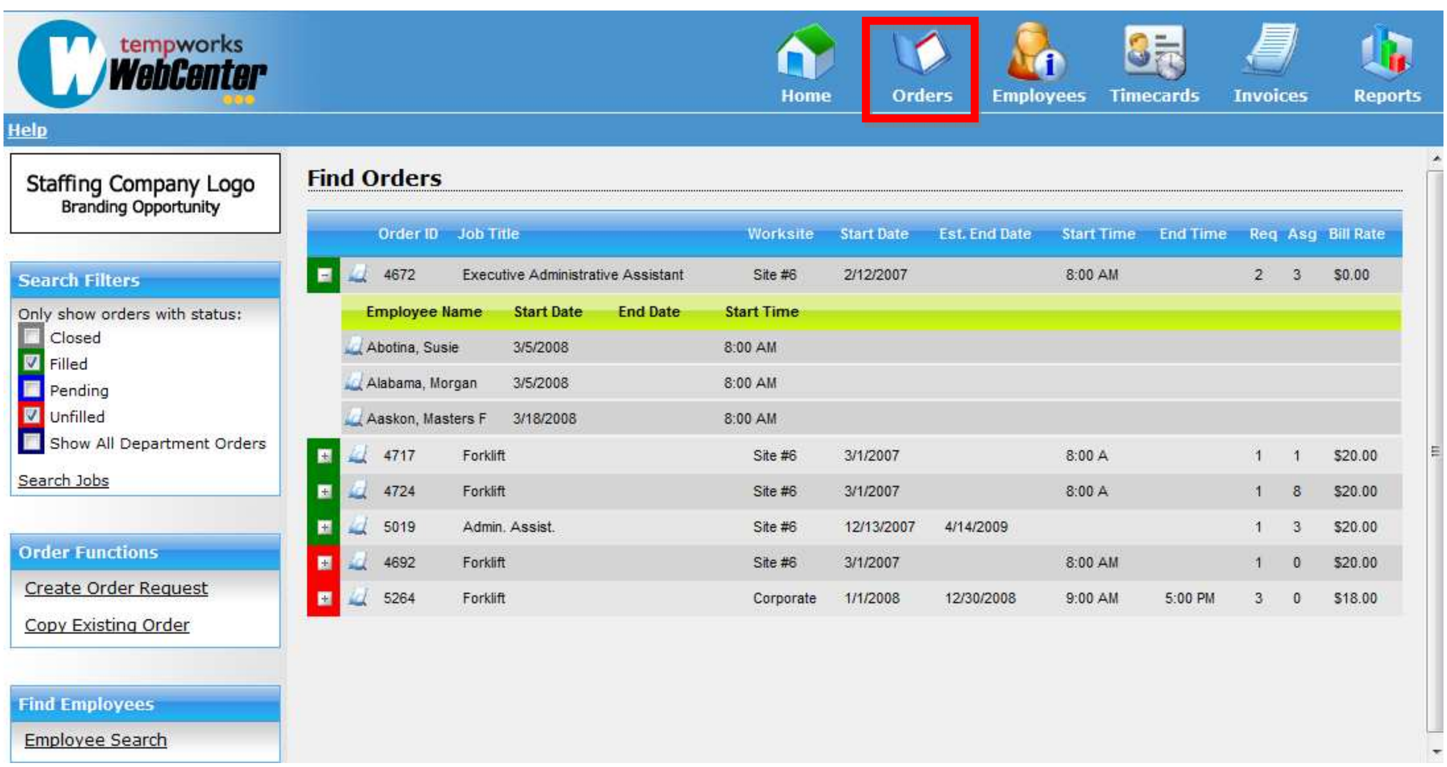
# WebCenter v. 5 Customer Portal

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.



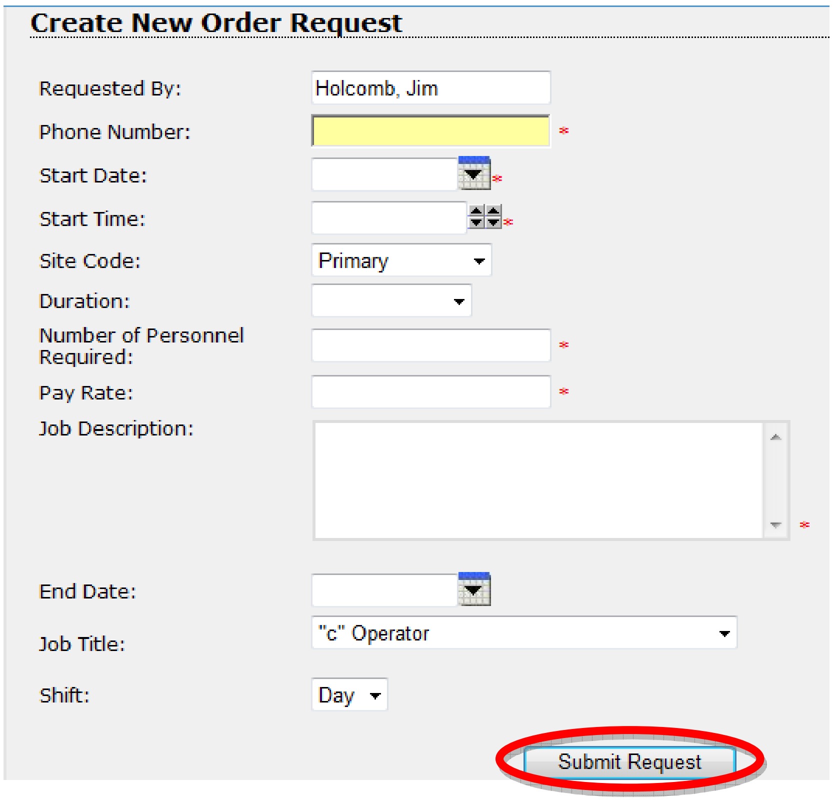

The **Home** page contains messages that have been added for you to view and you can open an email and reply to these messages by clicking on the *Reply* link on the right. You will also be able to see the last time you logged into WebCenter and the name and contact information for your vendor account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

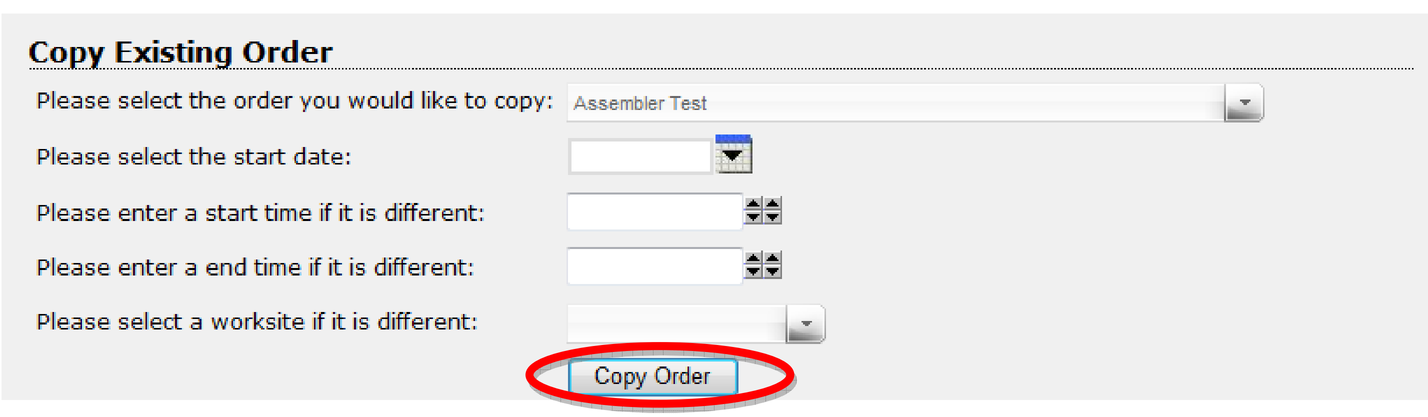
## Create Order Request



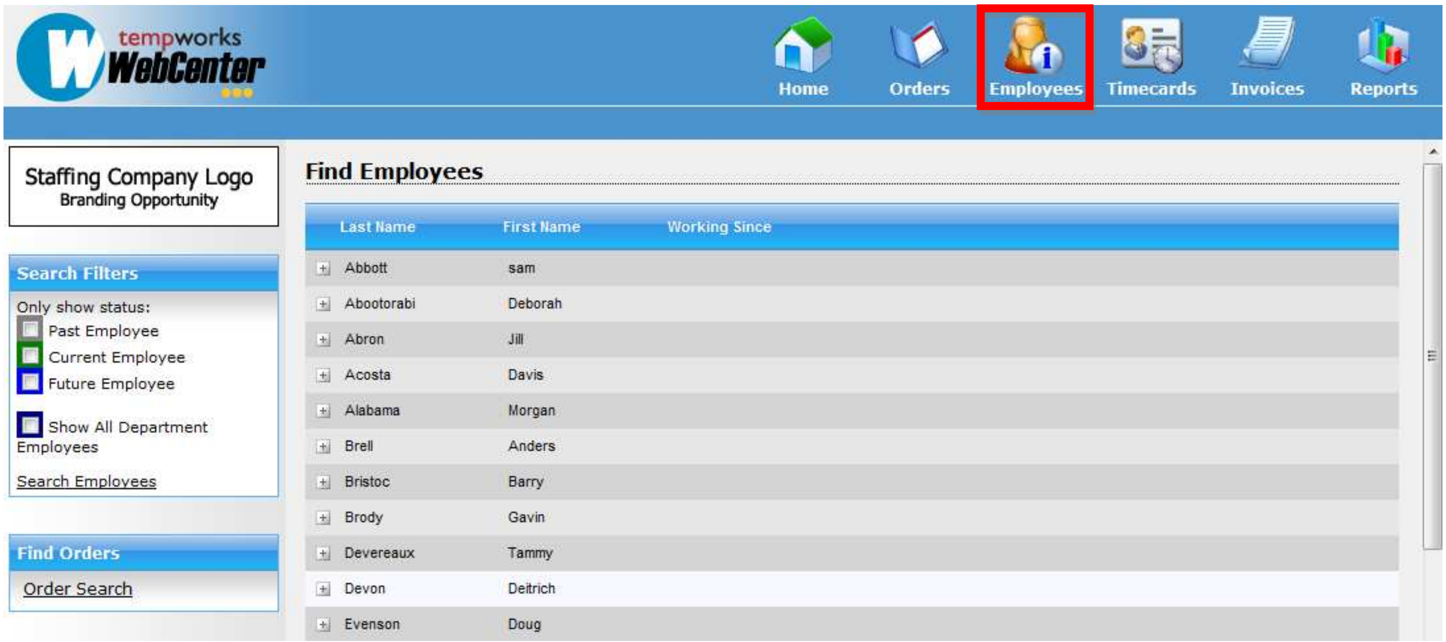

Once you have clicked on the link the page to the left will be displayed. Fill out all fields marked with an * as these fields are required. Once the fields have been populated, click on the *Submit Request* button (as circled in red below).

## 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.

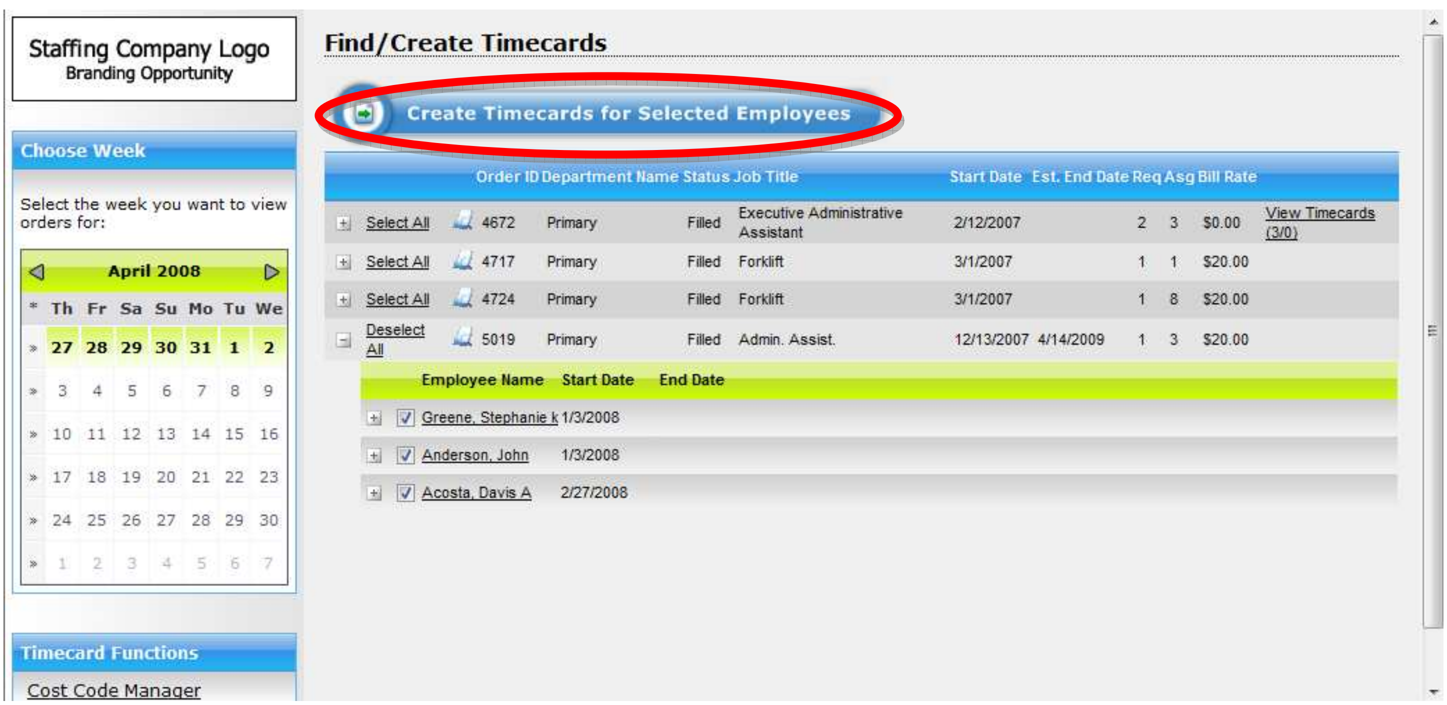


The **Employees** page allows you to view the assignment information for any vendor employee that will be working for you in the near future, as well as currently working and previous employees. Click on the button to expand and display the assignment summary for that employee. When their line is expanded,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



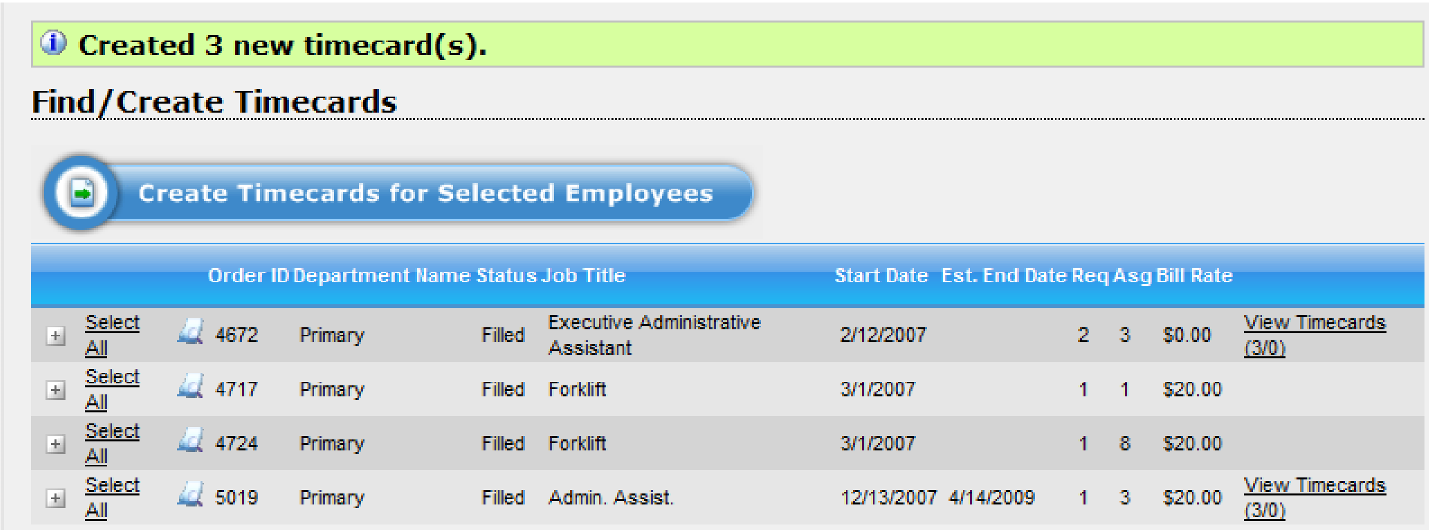

## Entering Time for Employees – Timecards

To enter time for your employees, click on **Timecards** at the top of the page. This will display something similar to the page below:

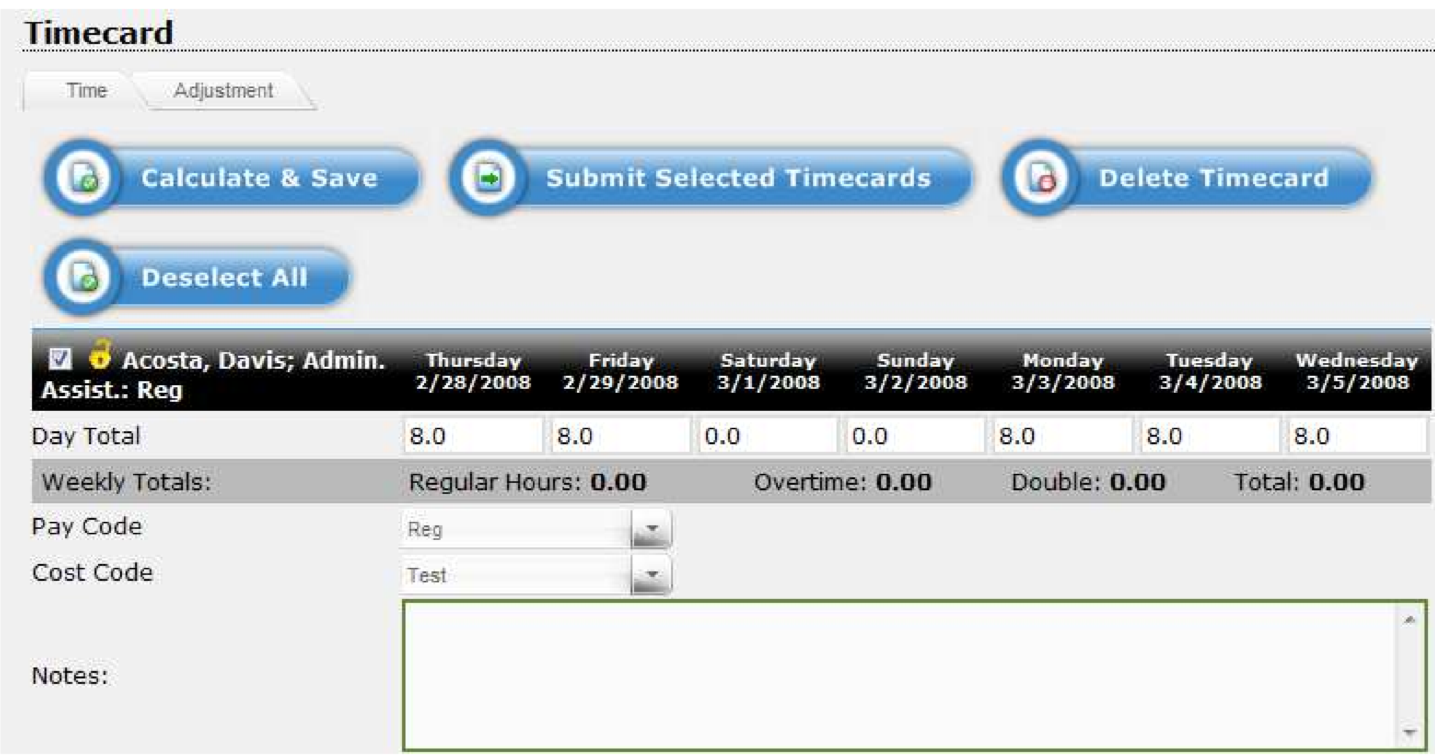


On the left choose the week that the employee(s) worked by clicking on the » button to the left of the week. If you would like to see the employees you will be entering time for prior to creating the timecards click on the + button for the order line. Clicking on that same button in front of the employee name will display information about timecards that have been created for that employee. You can select an employee individually by placing a ☑ in front of their name or for the entire group by clicking on the *Select All* link. Once the employee(s) have been selected, click the *Create Timecards for Selected Employees* button.

When timecards have been created successfully the following view will be displayed:

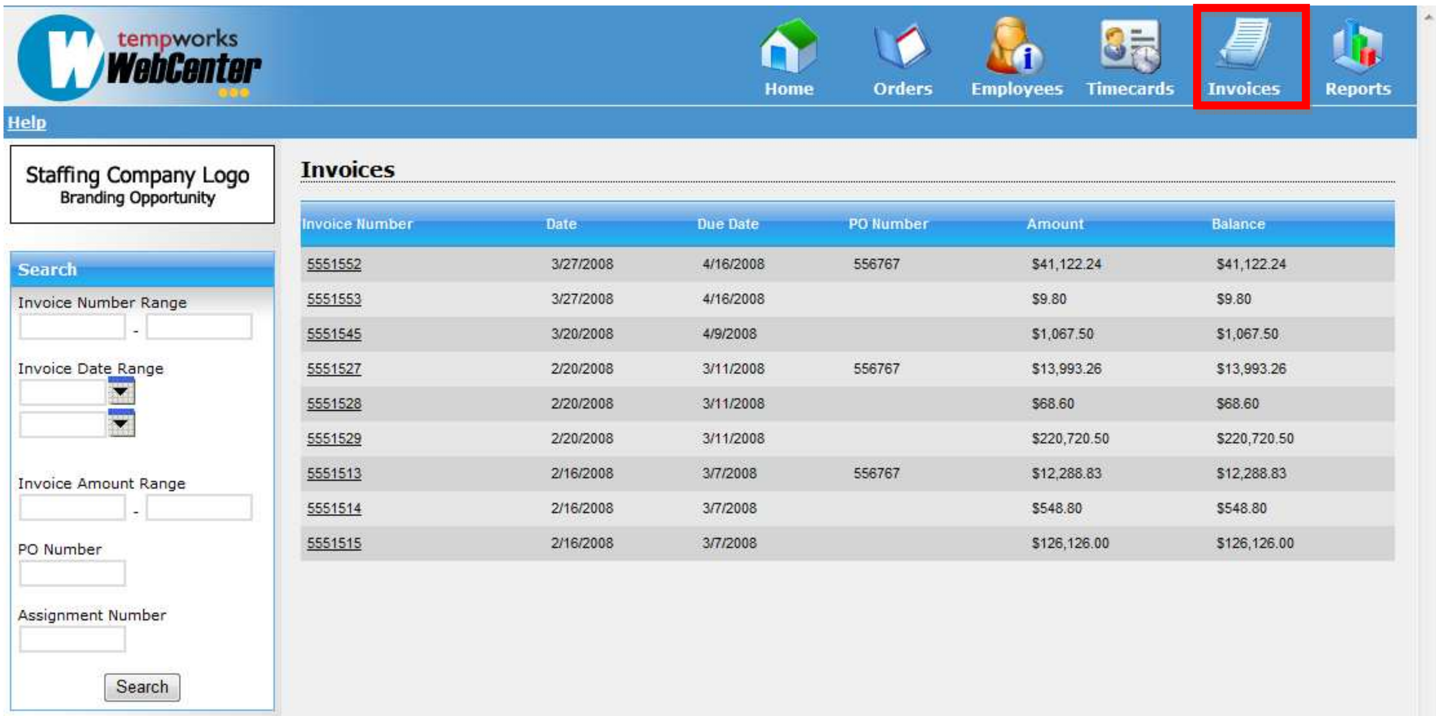



Then click on the *View Timecards* link to enter time for the employee(s) as shown below.

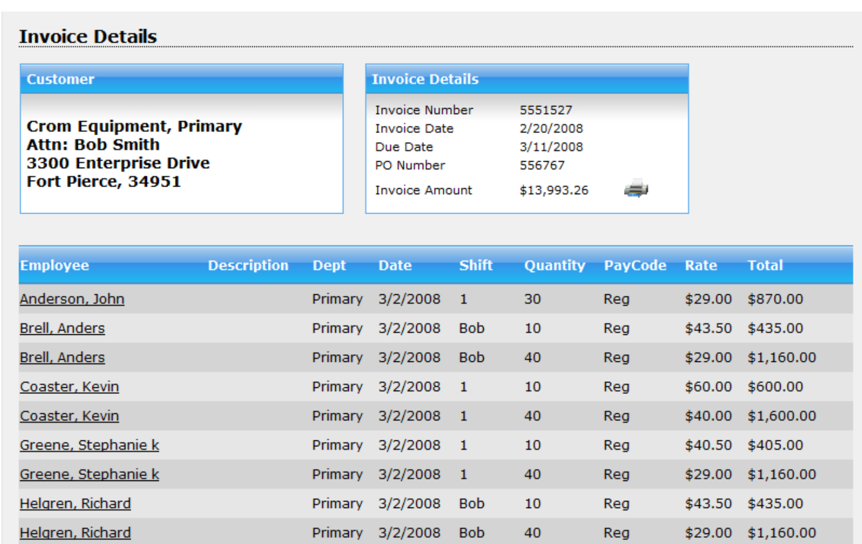



Your timecard view may include fields like *Time In*, *Time Out*, *Lunch In*, *Lunch Out*, *Break 1*, etc. The timecard format above allows for entry of a *Day Total*. Just enter the total number of hours for each day. If you're tracking start and end time, lunches, and/or breaks you will enter the appropriate times into those fields. Any time you would like to save the selected employee timecards click on the *Calculate and Save* button. When all selected timecards are ready for submission, click on the button for *Submit Selected Timecards*. You can also delete timecards that are not needed by placing a ☑ on the appropriate timecard and clicking on the *Delete Timecard* button. Once timecards have been submitted your staffing vendor can process employee payroll and invoices for your company.

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




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.

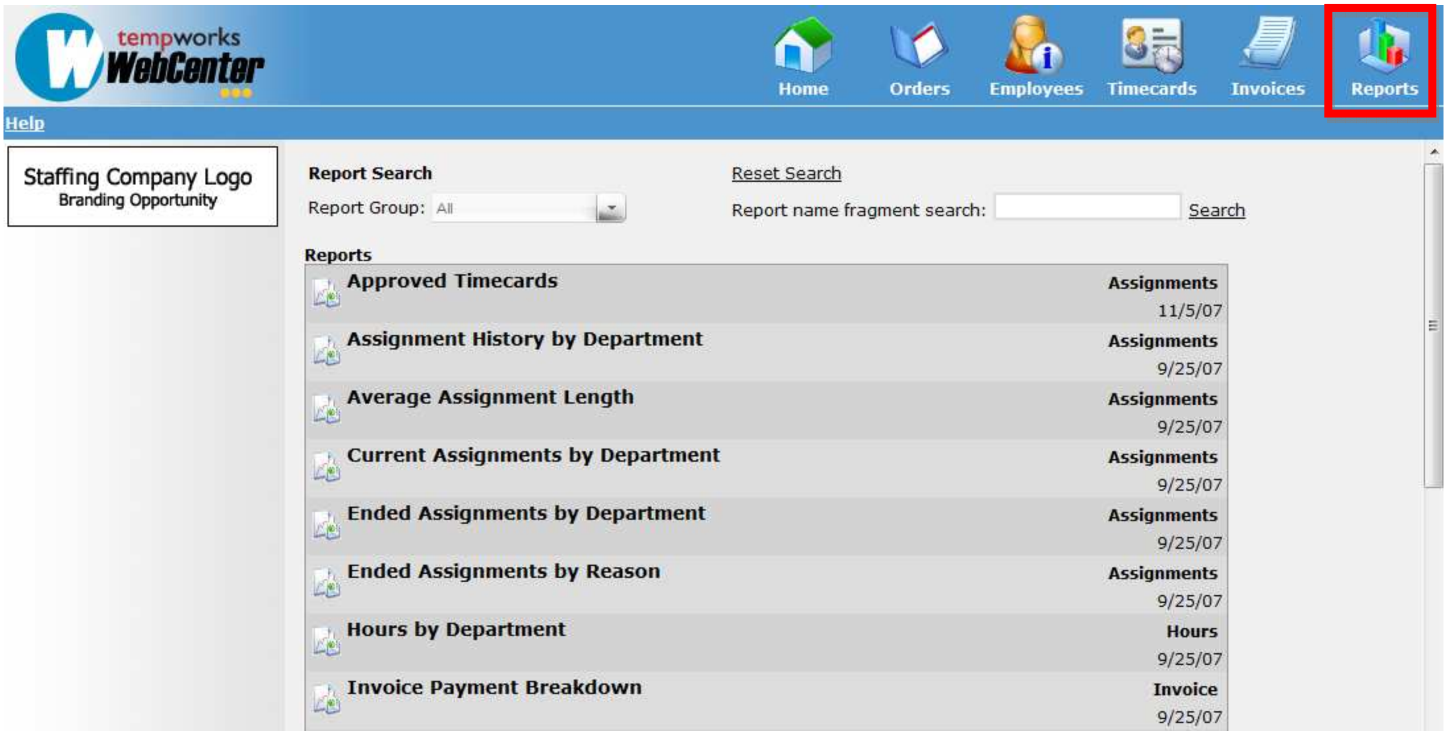



You can view the assignment details for the employee by clicking their name link.

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.