

## WebCenter v. 5 Vendor Portal

The following document will give you an overview of how the different functions work within the WebCenter v. 5 Vendor 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.

**tempworks WebCenter** Home Orders Associates Reports

Help

**WebCenter Login Stats**  
Last Logon: 9/19/2007

**Contact Information**  
Eric Anderson  
Memphis SE  
123 Main St. Eagan, MN 55123  
Phone: 555-555-1212  
Fax: .ddd  
[eric@tempworks.com](mailto:eric@tempworks.com)


New Messages Archived Messages  
No new messages



**New Distributed Orders**

| Order Number | Job Title             | Company Name       | Start Date | State       | Order Status |
|--------------|-----------------------|--------------------|------------|-------------|--------------|
| 4514         | Data Entry Specialist | Creative Solutions | 4/28/2008  | Distributed | Unfilled     |
| 4515         | Mail Clerk            | Tamarack Holdings  | 5/5/2008   | Distributed | Unfilled     |
| 4516         | Medical Records Clerk | Lawnwood           | 5/5/2008   | Distributed | Unfilled     |

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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 management company contact on the left of the screen.

At the bottom of the **Home** page the recently distributed orders will be displayed. Click on the  icon in front of any order to view the details as shown below:

|  |   |   |
|--|---|---|
| <p><b>Tasks</b></p> <p> <a href="#">Accept Order</a></p> <p>Refused Reason:<br/>         Refused Low Bill: <input type="text" value=""/><br/>         Refused Reason Comment:<br/> <input type="text"/></p> <p> <a href="#">Refuse Order</a></p> | <p><b>Customer Information</b></p> <p><b>Company:</b> Creative Solutions<br/> <b>Department:</b> Primary<br/> <b>Worksite:</b> <b>Name:</b> Corporate Office<br/> <b>Attn To:</b><br/> <b>Street:</b> 123 Main St<br/> <b>Street 2:</b><br/> <b>County:</b><br/> <b>City:</b> Eagan<br/> <b>State, Zip:</b> MN , 55121</p> <p><b>Directions:</b> North on Hwy 35E to Diffley exit - left on Diffley to Main St.</p> | <p><b>Times</b></p> <p><b>Start Date:</b> 4/28/2008<br/> <b>Shift:</b> 1<br/> <b>Start Time:</b><br/> <b>End Time:</b><br/> <b>Duration:</b> 4 months</p>                                 |
| <p><b>Contact Information</b></p> <p>Order Taken By:<br/>Alisha Arnold</p> <p>Memphis SE<br/>123 Main St. Eagan, MN 55123<br/>Phone: 555-555-1212<br/>Fax: .ddd<br/> <a href="#">Click here to send an email</a></p>   | <p><b>Job Information</b></p> <p><b>Order Type:</b> TE<br/> <b>No. Required</b> 15<br/> <b>Vendor Pay Rate</b> \$16.75<br/> <b>Job Title:</b> Data Entry Specialist<br/> <b>Job Description:</b> Enters incoming order data from sales people into order tracking system<br/> <b>Dress Code:</b> Business Casual<br/> <b>Safety Notes:</b> Building is handicap accessible</p>                                      | <p><b>People</b></p> <p><b>Supervisor:</b> Hampton, Irv<br/> <b>Report To:</b><br/> <b>Ordered By:</b></p>  |
|  |   | <p><b>Other Information</b></p> <p><b>Order Number:</b> 4514<br/> <b>Order Status:</b> Unfilled<br/> <b>Taken By:</b> alisha<br/> <b>Order Date:</b> 5/13/2008<br/> <b>PO Number:</b></p> |

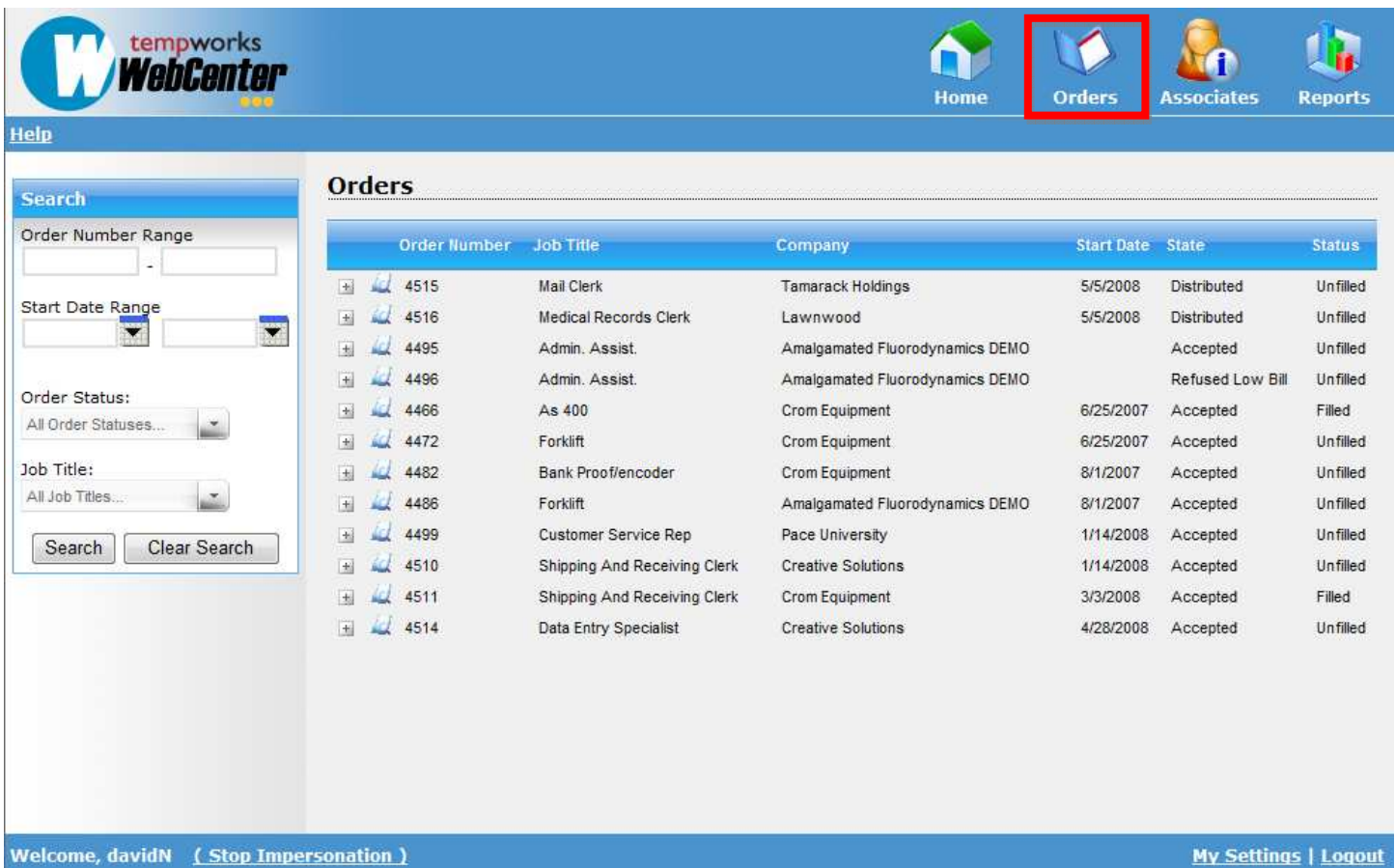
Candidates    Assigned

| Name                | Status | Date Added | Pay Rate |
|---------------------|--------|------------|----------|
| No candidates found |        |            |          |

If you would like to accept the order opportunity, click on the link in the Tasks area to [Accept Order](#). To decline the order choose the *Refused Reason* from the drop down menu, you can enter in a *Refused Reason Comment* and then click on the link to [Refuse Order](#). Once the order has been refused or accepted it will be removed from the list on the **Home** page and will be displayed in the **Orders** page.

A prompt similar to the one below will appear at the top of the page to indicate the action that has been taken on the order:

 **Order accepted successfully.**



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WebCenter

Home Orders Associates Reports

Help

Search

Order Number Range

Start Date Range

Order Status:  
All Order Statuses...



Job Title:  
All Job Titles...

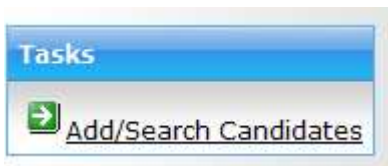
Search Clear Search

### Orders

| Order Number | Job Title                    | Company                         | Start Date | State            | Status   |
|--------------|------------------------------|---------------------------------|------------|------------------|----------|
| 4515         | Mail Clerk                   | Tamarack Holdings               | 5/5/2008   | Distributed      | Unfilled |
| 4516         | Medical Records Clerk        | Lawnwood                        | 5/5/2008   | Distributed      | Unfilled |
| 4495         | Admin. Assist.               | Amalgamated Fluorodynamics DEMO |            | Accepted         | Unfilled |
| 4496         | Admin. Assist.               | Amalgamated Fluorodynamics DEMO |            | Refused Low Bill | Unfilled |
| 4466         | As 400                       | Crom Equipment                  | 6/25/2007  | Accepted         | Filled   |
| 4472         | Forklift                     | Crom Equipment                  | 6/25/2007  | Accepted         | Unfilled |
| 4482         | Bank Proof/encoder           | Crom Equipment                  | 8/1/2007   | Accepted         | Unfilled |
| 4486         | Forklift                     | Amalgamated Fluorodynamics DEMO | 8/1/2007   | Accepted         | Unfilled |
| 4499         | Customer Service Rep         | Pace University                 | 1/14/2008  | Accepted         | Unfilled |
| 4510         | Shipping And Receiving Clerk | Creative Solutions              | 1/14/2008  | Accepted         | Unfilled |
| 4511         | Shipping And Receiving Clerk | Crom Equipment                  | 3/3/2008   | Accepted         | Filled   |
| 4514         | Data Entry Specialist        | Creative Solutions              | 4/28/2008  | Accepted         | Unfilled |

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The **Orders** page allows you to view all distributed orders. The *State* column will indicate if the order was accepted or refused. The *Status* column will indicate the current order status (i.e. Unfilled, Filled, Cancelled, etc.). On the left of the screen you can look up orders in the Search area. To expand on an order and view the number of candidates submitted versus the number of employees' assigned click on the  button in front of the order. To view the order details as shown earlier in this document click on the  icon. In the upper left of the screen it will display the following link instead of accepting or refusing the order:



Click on the [Add/Search Candidates](#) link to open the form where current employees can be selected or new employees can be added.

### Search

SSN:

First Name:

Last Name:

Phone Number:

Email:

**New**

[Add New Candidate](#)

### Order Details

| Order Number | Customer           | Job Title             |
|--------------|--------------------|-----------------------|
| 4514         | Creative Solutions | Data Entry Specialist |

### Available Candidates

Please note: This only displays employees not yet added as candidates to this order."

| Last Name | First Name | M.I.   | Phone            | Email                |
|-----------|------------|--------|------------------|----------------------|
| Arnold    | Alisha     | J      | (624) 342-3413x  |                      |
| Berg      | Damien     | B      | (634) 534-5534x  | dbb@madeupemail.com  |
| Doe       | Jane       |        |                  |                      |
| Ford      | Betty      | L      | (321) 455-2525x2 |                      |
| Gallagher | Matthew    | Edward | (321) 445-5445x  | mattg@tempworks.com  |
| Ganderson | Harold     |        |                  |                      |
| Guernsey  | Susan      |        | (321) 432-2344x  |                      |
| Gunderson | Pete       | G      | (569) 756-9699x  |                      |
| Howell    | Cindy      | L      | (607) 273-5555x  | Cindy@aol.com        |
| Jamison   | Jonah      | J      |                  |                      |
| Kayla     | Brell      | B.     | (607) 552-3363x  | Kayla@aol.com        |
| Landon    | Vigo       | G      | (784) 458-5848x  | alisha@tempworks.com |
| Lawrence  | John       | J      | (484) 584-5845x  |                      |
| Liola     | Tony       | J      |                  |                      |
| Petersen  | Rich       |        | (770) 237-0065x  | RichP@tempworks.com  |

Change page: < > | Displaying page 1 of 2, items 1 to 15 of 24.

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You can use the Search functionality to look up employee records or scroll through the list of available employees. To submit an employee to the order, click on the icon in front of their name. Clicking on the icon will display the details for the employee. Click on the [Add New Candidate](#) link to open the form to enter a new employee.

| Order Number | Customer           | Job Title             |
|--------------|--------------------|-----------------------|
| 4514         | Creative Solutions | Data Entry Specialist |

First Name:  Middle Initial:  Last Name:

Address:

Address (line 2):

City:  State:  Zip:

Phone:  Email:

SSN:  Verify SSN:

Enter in the *First Name*, *Middle Initial*, *Last Name*, *City*, and *Zip* for the employee (or any other basic information that you choose) and then click on the button to *Create Employee Record and Add as Order Candidate*.

**Employee Information**

[General Info](#)  
[Resumes](#)  
[Education/Qualifications](#)  
[Employment History](#)

**New Employee created successfully. Employee added as candidate to order 4514 successfully.**

First Name:  Middle Initial:  Last Name:

Address:

Address (line 2)

City:  State:  Zip:

Phone:  Email:


Once the employee has been added to the order the prompt will be displayed at the top of the screen and you will have links on the left to add additional information to the employee's record.

**Employee Information**

[General Info](#)  
[Resumes](#)  
[Education/Qualifications](#)  
[Employment History](#)

**Ron Peterson resume.doc has been uploaded successfully.**

**Resumes**

| File Name   | Date Created |
|---|--------------|
|  Ron Peterson resume.doc | 5/13/2008    |

Upload a Resume:

(or) Attach resume text:

You can attach resumes by clicking on the [Resumes](#) link on the left and then either use the copy and paste in *Attach resume text* or use the *Browse* button to locate a resume in a file folder and attach it to the record by clicking on the *Upload Resume* button.

**Employee Information**

- [General Info](#)
- [Resumes](#)
- [Education/Qualifications](#)
- [Employment History](#)

### Education/Qualifications

**Education**

School:

Degree:

Dates Attended:  (MM/YYYY-MM/YYYY) GPA:

### Skills and Qualifications

Select Skill/Qualification:  Years:

Enter education and skills by selecting the [Education/Qualifications](#) link. Enter in education information and click on [Add/Update Education Experience](#). Select a [Skill/Qualification](#) from the drop down menu and enter the number of *Years* then click on [Add Skill](#) to update the employee's record.

**Employee Information**

- [General Info](#)
- [Resumes](#)
- [Education/Qualifications](#)
- [Employment History](#)

### Work Experience

Employer:  Job Title:

Address:

City:  State:  Zip Code:

Job Type:  Full Time  Part Time  Temp Job

Start Date:  End Date:

Hourly Pay:

Duties/Responsibilities:





Supervisor:  Phone Number:

Okay to contact?

Reason for Leaving:

Add work experience by selecting the [Employment History](#) link and then entering in the work history information. When a record has been completed click on [Add Employment History](#) to update the employee's record.

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**WebCenter**

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**Search**

SSN:
















First Name:

Last Name:

Phone Number:


Email:

### Employees


| Last Name   | First Name | M.I.   | Phone            | Email                | Assigned                            |
|---|------------|--------|------------------|----------------------|-------------------------------------|
|  Arnold    | Alisha     | J      | (624) 342-3413x  |                      | <input checked="" type="checkbox"/> |
|  Berg      | Damien     | B      | (634) 534-5534x  | dbb@madeupemail.com  | <input checked="" type="checkbox"/> |
|  Doe       | Jane       |        |                  |                      | <input type="checkbox"/>            |
|  Ford      | Betty      | L      | (321) 455-2525x2 |                      | <input checked="" type="checkbox"/> |
|  Gallagher | Matthew    | Edward | (321) 445-5445x  | mattg@tempworks.com  | <input checked="" type="checkbox"/> |
|  Ganderson | Harold     |        |                  |                      | <input type="checkbox"/>            |
|  Guernsey  | Susan      |        | (321) 432-2344x  |                      | <input type="checkbox"/>            |
|  Gunderson | Pete       | G      | (569) 756-9699x  |                      | <input type="checkbox"/>            |
|  Howell    | Cindy      | L      | (607) 273-5555x  | Cindy@aol.com        | <input type="checkbox"/>            |
|  Jamison   | Jonah      | J      |                  |                      | <input type="checkbox"/>            |
|  Kayla     | Brell      | B.     | (607) 552-3363x  | Kayla@aol.com        | <input type="checkbox"/>            |
|  Landon    | Vigo       | G      | (784) 458-5848x  | alisha@tempworks.com | <input type="checkbox"/>            |
|  Lawrence  | John       | J      | (484) 584-5845x  |                      | <input type="checkbox"/>            |
|  Liola     | Tony       | J      |                  |                      | <input type="checkbox"/>            |
|  Petersen  | Rich       |        | (770) 237-0065x  | RichP@tempworks.com  | <input type="checkbox"/>            |

Change page: < > | Displaying page 1 of 2, items 1 to 15 of 25.

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The **Associates** page displays all employees that you have entered into the WebCenter v. 5 Vendor Portal. You can look up employees by using the Search information on the left of the screen. To view or update the employee's record, click on the  icon in front of their name. If the employee is currently on assignment they will have a check mark in the *Assigned* column.

In the **Reports** page you can view, print and export your own reports with real-time data so you can be proactive about making sure that your employees' time has been submitted and orders are being filled in a timely manner.

Select a report by clicking on the  icon in front of the report name. When the report opens enter any report parameters required (i.e. 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.

Report: Vendor Order Status Summary

Navigation: 1 of 1 | 100% | Find | Next | Select a format | Export

### Vendor Order Status Summary

| Order number | Status | Created  | Job title            | Start Date | Required   | Assigned | Fill Ratio       |
|--------------|--------|----------|----------------------|------------|------------|----------|------------------|
| 4454         | Filled | 5/8/2007 | Maintenance Mechanic | 5/14/2007  | 1          | 0        | 0%               |
| SSN / Aident |        | Employee | Job title            | Assigned   | Start date | End date | Rate Assigned by |
| A            |        |          |                      | 1/1/0001   | 1/1/0001   | 1/1/0001 |                  |
| 4455         | Filled | 5/8/2007 | Data Entry           | 5/21/2007  | 1          | 0        | 0%               |
| SSN / Aident |        | Employee | Job title            | Assigned   | Start date | End date | Rate Assigned by |
| A            |        |          |                      | 1/1/0001   | 1/1/0001   | 1/1/0001 |                  |
| 4456         | Filled | 5/8/2007 | Forklift             | 5/21/2007  | 1          | 0        | 0%               |
| SSN / Aident |        | Employee | Job title            | Assigned   | Start date | End date | Rate Assigned by |
| A            |        |          |                      | 1/1/0001   | 1/1/0001   | 1/1/0001 |                  |