

Tempworks Customer Quick User Guide



Open a web browser and navigate to Oasis Staffing URL

<https://webcenter.tempworks.com/Oasis/Account/Login>.

Enter your username and password provided by your Oasis Staffing Professional Sales Consultant of Staffing Services Coordinator to access your self -service Web Center

How to Read this Manual

*Terms listed in **BOLD** are the names of main records or sections (ie. **Employee** or **Visifile**).

*Terms listed in *Italics* are field names or buttons (ie. *Pay Rate* or *Save*).

*Terms listed in ***Bold Italics*** are sub-sections in a record (ie. ***Messages*** or ***Contact Methods***).

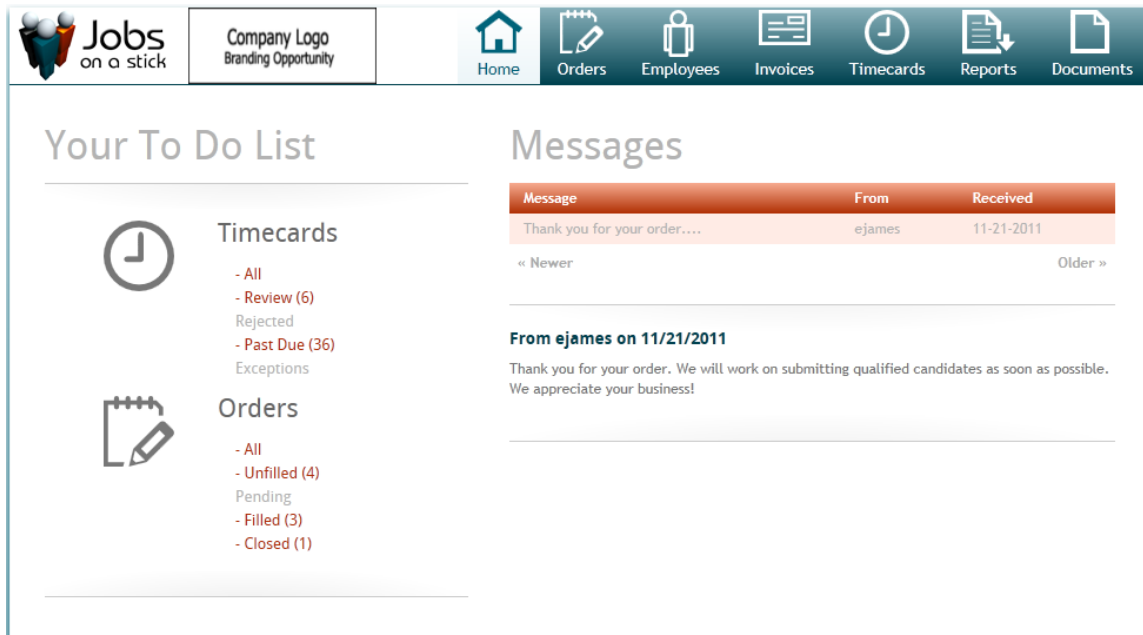
*Terms listed in "Quotation Marks" are inputs for the fields or drop down menus (ie. "Available").

*Information listed in **red** are "best practices" or information about required fields.

As a Customer of Oasis Staffing you will be issued a username and password which will enable you to access your records via the internet. With this access you will be able to view your orders and employees, view and reprint invoices, enter and submit timecards, run, view and print reports, download documents.

To access your records please navigate to: _____ . Key in your username & password. You will be brought to your **home screen**:

Home Screen:



Each Icon across the top of the Web Center screen indicates a different area of the WebSite:



The **Home Screen** displays a summary of items from your record:

- **Timecards**
 - Clicking any option within **Timecards** will navigate to the **Timecards** area:
 - *All* will display all Timecards, regardless of status
 - *Review* displays all Timecards which need your attention – this may include submitted Timecards
 - *Rejected* will display all Timecards which you have rejected.
 - *Past Due* will display all Timecards which are Past Due and need immediate attention
 - *Exceptions* will display all Timecards received via TimeClock
- **Orders**
 - Clicking any option within **Orders** will navigate to the **Orders** area:
 - *All* will display all Orders, regardless of status
 - *Unfilled* will display all Unfilled Orders
 - *Pending* will display all Orders which are “on hold”
 - *Filled* will display all filled Orders
 - *Closed* will display all Orders which have been completed

- **Messages**
 - This area will display any messages sent from your Staffing Company

Clicking [Your Profile](#) in the upper right corner will open the **Profile** area where you can update various information in your record:

General Info

Email Address

Current email address: <no email address> - [Update Email Address](#)

Password

[Change Your Password](#)

Notifications

Place a check next to each notification that you would like to receive. Remove a check from each notification that you would like to be unsubscribed from. Then click "Update" to save the choices.

<input checked="" type="checkbox"/>	AddedOrderCandidate	Sent when a candidate is added to an order through Job Board, WebCenter or Enterprise
<input checked="" type="checkbox"/>	CreateOrderRequest	Sent when a customer contact submits a new order request
<input checked="" type="checkbox"/>	OrderRequestApprovedEvent	Sent when a customer contact approves an order request
<input checked="" type="checkbox"/>	OrderRequestRejectedEvent	Sent when a customer contact rejects an order request
<input checked="" type="checkbox"/>	OrderRequestReviewEvent	Sent when a customer contact submits order request and another customer contact needs to review that request
<input checked="" type="checkbox"/>	PasswordRequest	Sent when a user requests to change their password
<input checked="" type="checkbox"/>	TimeCardApprovedEvent	Sent when a timecard is approved
<input checked="" type="checkbox"/>	TimeCardRejectedEvent	Sent when a timecard is rejected
<input checked="" type="checkbox"/>	TimeCardSubmittedEvent	Sent when a timecard is submitted
<input checked="" type="checkbox"/>	WebCenterInvitationForCustomer	Sent when a customer contact or vendor is given WebCenter login credentials by a service rep through Enterprise

[Check All](#) - [Uncheck All](#)

[Update](#)

The **General Info** form will allow you to change your email address or password as well as set notifications:

Click *Update Email Address* to change your Email Address.

Click *Change Your Password* to Change your password.

Email Address

Current email address: <no email address>

New Email Address:

[Change Email](#) [Cancel](#)

Password

New passwords are required to be a minimum of 7 characters in length.

Current Password:

New Password:

Confirm New Password:

[Change Password](#) [Cancel](#)

Enter the appropriate information then click the *Change* button to update your email address or password. Or, click *Cancel* to cancel this action.

You are also able to modify your *Notifications* settings from this area:

Notifications

Place a check next to each notification that you would like to receive. Remove a check from each notification that you would like to be unsubscribed from. Then click "Update" to save the choices.

<input checked="" type="checkbox"/>	AddedOrderCandidate	Sent when a candidate is added to an order through Job Board, WebCenter or Enterprise
<input checked="" type="checkbox"/>	CreateOrderRequest	Sent when a customer contact submits a new order request
<input checked="" type="checkbox"/>	OrderRequestApprovedEvent	Sent when a customer contact approves an order request
<input checked="" type="checkbox"/>	OrderRequestRejectedEvent	Sent when a customer contact rejects an order request
<input checked="" type="checkbox"/>	OrderRequestReviewEvent	Sent when a customer contact submits order request and another customer contact needs to review that request
<input checked="" type="checkbox"/>	PasswordRequest	Sent when a user requests to change their password
<input checked="" type="checkbox"/>	TimeCardApprovedEvent	Sent when a timecard is approved
<input checked="" type="checkbox"/>	TimeCardRejectedEvent	Sent when a timecard is rejected
<input checked="" type="checkbox"/>	TimeCardSubmittedEvent	Sent when a timecard is submitted
<input checked="" type="checkbox"/>	WebCenterInvitationForCustomer	Sent when a customer contact or vendor is given WebCenter login credentials by a service rep through Enterprise

Check All - Uncheck All

Update

Notifications can be sent to you based on different actions which are taken. Check any notification you would like to receive. Uncheck any you would not like to receive. Use the *Check All – Uncheck All* button to select enmass.

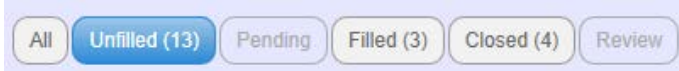
Click *Update* to save your selection of notifications.

**Note – all notifications are based on how your Web Portal is configured by your Staffing Provider.*

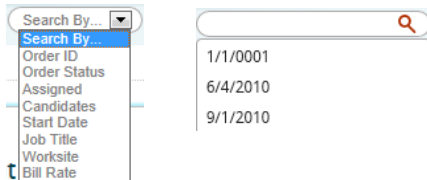
Orders:

Orders displays a history of all of your Orders.

Orders can be displayed by *All, Unfilled, Pending, Filled, Closed* Orders and Orders requiring your *Review*:



Orders can be searched by various criteria in the upper right corner:



Select the criteria by which to search Orders then select or key in the data by which to search.

This will narrow down the Order list by the criteria selected.

Click on an Order to highlight it and display the details of that Order to the right:

Job Title	Status	Worksite	Start Date	Workers Needed
Unknown	Unfilled	Corporate Office		1
Unknown	Unfilled	Corporate Office		1
Assembler	Unfilled	Corporate Office		1
Unknown	Unfilled	Corporate Office		1
Paralegal	Unfilled	Corporate Office	5/7/2012	1
Paralegal	Unfilled	Corporate Office	5/7/2012	5
Bookkeeper	Unfilled	Corporate Office	5/2/2012	2
Assembler	Unfilled	Corporate Office		1
Receptionist	Unfilled	Corporate Office	4/23/2012	4

Paralegal

Start Date: 5/7/2012

OrderID: 654	Department: Primary
Order Status: Unfilled	Shift:
Order Date: 5/2/2012	Start Time:
Duration: Indef	End Time:
Workers Assigned: 0 of 1	Est. End Date:
Candidates: 0	Dress Code:
PO Number:	Safety Notes:
PO Value:	Bill Rate: \$21.75
	Pay Rate: \$15.00

Supervisor: Brandi Alexander 4056057808

The *Job Description* tab will display the Description of this Order.

Description
Contacts
Assignments
Reviewers

Experienced Paralegal in International Corporate Law

The *Contact* tab will display all Customer Contacts affiliated with this Order:

Description
Contacts
Assignments
Reviewers

Supervisor: Brandi Alexander 4056057808

The *Assignments* tab displays all Assignments related to this Order:

Description
Contacts
Assignments
Reviewers

Betts, Dorothy L
Dates: 5/7/2012 - 1/1/0001 on Shift:
 xxx-xx-8598 - View
 Bill Rate: \$21.75
Status: Open

Clicking *View* will navigate you to that Employee's record in the **Employee** Section.

The *Reviewers* tab displays anyone within your company who will Review this Order:

Description

Contacts

Assignments

Reviewers

No reviewers on this order

*Note – your system must be configured for Order Reviewers by your Staffing Provider.

New Orders:

In the upper right corner of the **Orders** area click **(+) Create Order Request** to submit a new Order to your Staffing Provider:

Enter the necessary information for your new Order then click Submit Request to send this Order to your Staffing Provider.

You Staffing Provider will receive notification of your Order Request.

Candidates:

In the upper right corner of the Order form is an option to view Candidates:

Clicking **Candidates** will display the Candidates for the Order which is highlighted :

*Note, if no Candidates are associated with this Order, the Candidates icon will be grayed out.

If a Resume is attached to the Candidate's record, there will be a Full Resume link. When clicked, this Candidate's resume will launch.

Clicking on the will display additional information about that Candidate:

Brell, Dalcyce

Dalcyce Brell

Assignments Completed 0
Positive Feedback 0.00%

Skills ■ = Relevant to Order

Data Entry	0 years
Forklift	0 years
Accountant	5 years

- Assignments completed will display the number of Assignments this Candidate has completed.
- Positive Feedback will display the % of Positive responses from Clients where this Candate has worked previously.
- Skills will display the Skills the Candate possesses, including the number of years experience.
- Highlighted Skills are Skills that are relevent to this Order.

Select a *Status* for each Candidate:

< Choose One >

- < Choose One >
- Approved
- Interview
- MoreInfo
- Rejected

And, enter any *comments* desired:

Full Resume Approved

If possible please schedule an interview for Monday morning for this Candidate.Thx

Save Changes

When finished click *Save Changes*.

The information entered here will be directly communicated to your Staffing Provider.

Enter Time:

Clicking on **Enter Time** will allow you to create a timecard for any or all Employees assigned to this Order.

Enter Time: Employees on Order 24

Select Employees 1 Create Timecard 2 Confirmation 3 Results 4

09/26/2011 thru 10/02/2011

1 Selected

Select ALL Search by name

- Alabama, Nick

Create Timecard

Select any or all Employees assigned to this Order for whom you would like to create Timecards.

If you have selected an Employee accidentally or change your mind about creating a Timecard for them, click *Alabama, Nick* **Remove** *remove* to remove that Employee.

Once all Employees have been selected click *Create Timecard* to procee

- Enter the hours by day or by week for all Employees selected for this Timecard
 - Adjust the *PayCode*, if applicable
 - Adjust the *CostCode*, if applicable
 - If adjustments should be applied to this Timecard select the appropriate Adjustment then enter the amount by which to adjust the pay
- *Note – positive amounts will increase the pay/bill, negative amounts will decrease the pay/bill.**
- If you need to go back to the Selection process click « Select Employees

Once complete click Confirmation » to continue.
The confirmation form will display the data just entered:

Once all of the information is confirmed click Confirm and See Results ».

If any changes or corrections need to be made click « Create Timecard to navigate backward through the process.

Employees:

In the **Employee** area, all Employees who have been assigned to a job for you by your Staffing Provider will be listed.

The screenshot shows the 'Employees' page. At the top, there are filters for 'All', 'Current (9)', and 'Past (1)'. A search bar is also present. Below the filters, a table lists employees with columns for Name, Current Jobs, and ID. The first employee listed is Nick Alabama with 1 current job and ID 882. To the right of the table, a detailed view for Nick Alabama is shown, including his phone number (xxx-xx-6465), start date (9-1-2010), and a list of assignments with their respective dates.

Name	Current Jobs	ID
Alabama, Nick	1	882
Arthur, James	2	751
Atkins, Ava	1	651
Collins, Michele	1	844
Cooks, Miguel	1	741
Diaz, Cortney	1	818
Hawkins, Albert	1	802
Henry, Donald	1	869
Thomson, Lisa	1	900

Nick Alabama
 xxx-xx-6465 | Started 9-1-2010

Assignments | Timecards | Skills

- Assembler (Order 167 - Primary Department) 9/30/2011
- Packaging (Order 157 - Primary Department) 9/11/2011
- Quality Control (Order 158 - Primary Department) 9/4/2011
- Office Manager (Order 156 - Primary Department) 8/1/2011
- Electrician (Order 160 - Primary Department) 7/4/2011
- Collector (Order 162 - Primary Department) 10/1/2010
- Word Processor (Order 161 - Primary Department) 9/1/2010

Employees can be viewed by by clicking on the desired option.

Employees can also be searched based on:

A dropdown menu for search criteria with the following options: Last Name, Last Name, First Name, Current Jobs, Candidacies, ID Number.

Select the criteria by which to search then enter the date into the search field:

A search input field with a dropdown menu set to 'Last Name' and the text 'Alabama' entered. There is a search icon and a 'Clear X' button.

Clear this criteria by clicking .

This will determine which Employees are displayed in the form.

The **Employee** form will display Employees who have or are currently assigned to you. Displayed are:

Name	Current Jobs	ID
Alabama, Nick	1	882
Arthur, James	2	751
Atkins, Ava	1	651

- The Employee's name
- Number of Job the Employee is currently assigned to
- Employee ID number

Click on an Employee's name to highlight them. This will display that Employee's information to the right:

Showing 1-9 of 9

« Previous 1 Next »

Name	Current Jobs	ID
Alabama, Nick	1	882
Arthur, James	2	751
Atkins, Ava	1	651
Collins, Michele	1	844
Cooks, Miguel	1	741
Diaz, Cortney	1	818

James Arthur
xxx-xx-9789 | Started 8-8-2011

[Enter Time](#) [Candidacies](#)

Assignments | Timecards | Skills

Assembler
Order 167 - Primary Department 12/12/2011

Office Manager
Order 156 - Primary Department 8/8/2011

The **Assignments** tab will display all Assignments for this Employee.

James Arthur
xxx-xx-9789 | Started 8-8-2011

[Enter Time](#) [Candidacies](#)

Assignments | **Timecards** | Skills

Check #226 9/11/2011
Office Manager (155) - 20.00 hours [View Invoice](#)

Check #314 9/18/2011
Office Manager (155) - 38.00 hours [View Invoice](#)

The Timecards tab will display all Timecards for this Employee.

By clicking [View Invoice](#) you will be navigated to the invoice this Timecard is linked to.

	Invoice Date	Due Date	Department	Invoice Number	PO Number(s)	Balance Due
Details	9/16/2011	Thursday, October 6 10/6/2011	Primary	10125		\$1,168.48 of \$1,168.48

The **Skills** tab will display the skills possessed by this Employee:

James Arthur
xxx-xx-9789 | Started 8-8-2011

[Enter Time](#) [Candidacies](#)

Assignments | Timecards | **Skills**



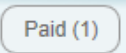
Skill	Years Experience
MSWord	10
Accountant	3

Enter Time will allow you to create a Timecard for this Employee.

Candidacies will display the Orders for which this Employee is being considered.

Invoices:

Invoices displays all of your Invoice history. It allows you to view Invoice details and reprint an Invoice.

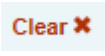
Filter for Invoices by clicking   .

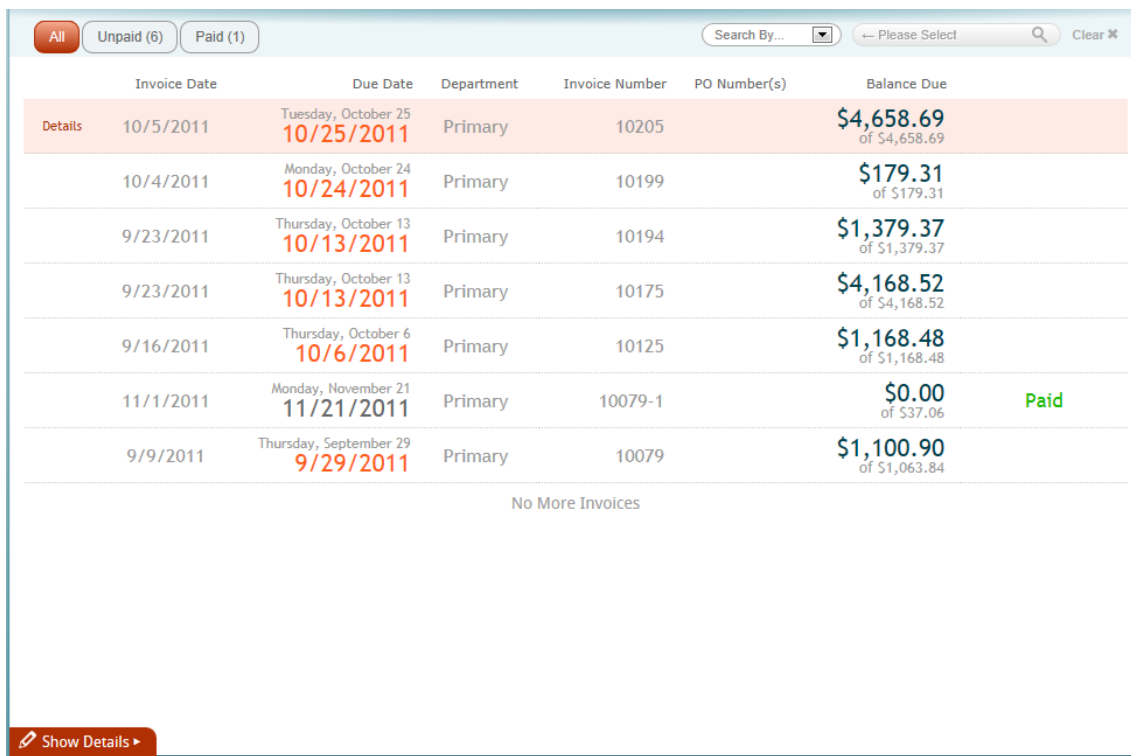
Invoices can also be searched based on:

Search By...
 Search By...
 Invoice Number
 Due Date
 Balance Amount
 Department
 PO Number



Select the criteria by which to search then enter the date into the search field:

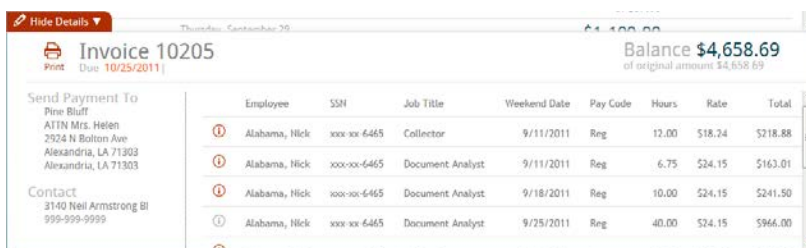
Department  Primary  Clear ✖

Clear this criteria by clicking .



Invoice Date	Due Date	Department	Invoice Number	PO Number(s)	Balance Due
Details 10/5/2011	Tuesday, October 25 10/25/2011	Primary	10205		\$4,658.69 of \$4,658.69
10/4/2011	Monday, October 24 10/24/2011	Primary	10199		\$179.31 of \$179.31
9/23/2011	Thursday, October 13 10/13/2011	Primary	10194		\$1,379.37 of \$1,379.37
9/23/2011	Thursday, October 13 10/13/2011	Primary	10175		\$4,168.52 of \$4,168.52
9/16/2011	Thursday, October 6 10/6/2011	Primary	10125		\$1,168.48 of \$1,168.48
11/1/2011	Monday, November 21 11/21/2011	Primary	10079-1		\$0.00 of \$37.06 Paid
9/9/2011	Thursday, September 29 9/29/2011	Primary	10079		\$1,100.90 of \$1,063.84
No More Invoices					

View the details of the Invoice by clicking either  or . This will expand the Invoice to display the details of the Invoice:




Invoice 10205 Balance **\$4,658.69**
of original amount \$4,658.69


Employee	SSN	Job Title	Weekend Date	Pay Code	Hours	Rate	Total
Alabama, Nick	xxx-xx-6465	Collector	9/11/2011	Reg	12.00	\$18.24	\$218.88
Alabama, Nick	xxx-xx-6465	Document Analyst	9/11/2011	Reg	6.75	\$24.15	\$163.01
Alabama, Nick	xxx-xx-6465	Document Analyst	9/18/2011	Reg	10.00	\$24.15	\$241.50
Alabama, Nick	xxx-xx-6465	Document Analyst	9/25/2011	Reg	40.00	\$24.15	\$966.00

Use the Scroll if not all the transactions are displayed.

To Hide the Details click:



Use  to display the details of the Timecard used to create the transaction:

A grayed out  indicates that time was not entered online.

Collector
Asg. 188

Hours

	IN	LIN	LOUT	OUT	B1	B2	B3	Total
Day 4	8:00 AM			8:00 PM				12.00
								RT: 12.00 OT: 0.00 DT: 0.00

Adjustments
No adjustments

Timecards:

The Timecards area allows you to approve, edit and submit time for your Temporary Workers.

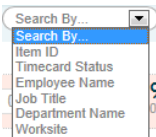
The screenshot shows the Timecards interface with the following details:

- Filters:** All (selected), Review (6), Rejected, Past Due (36), Exceptions.
- Search:** Search By... (Please Select), Clear ✖.
- Actions:** + Add Missing Timecards, Select All, Select None.
- Column Mode:** Weekly (selected), Daily.
- Employee 1:** Alabama, Nick (Reg, 9.75 RT, 0.00 OT, 0.00 DT, 9.75 Hours, \$100.00 Adjustments). Total Hours: 9.75.
- Period:** October 2, 2011 to October 9, 2011. Total Hours: 24.00.
- Employee 2:** Hawkins, Albert (Vac1, 24.00 RT, 0.00 OT, 0.00 DT, 24.00 Hours, \$0.00 Adjustments). Total Hours: 24.00.
- Period:** September 25, 2011 to October 2, 2011. Total Hours: 72.50.
- Employee 3:** Alabama, Nick (AP, 3.00 RT, 0.00 OT, 0.00 DT, 3.00 Hours, \$0.00 Adjustments).
- Employee 4:** Alabama, Nick (Reg, 5.00 RT, 0.00 OT, 0.00 DT, 5.00 Hours, \$0.00 Adjustments).
- Employee 5:** Arthur, James (Reg, 8.50 RT, 0.00 OT, 0.00 DT, 8.50 Hours, \$0.00 Adjustments).
- Employee 6:** Collins, Michele Fra (Reg, 0.00 RT, 0.00 OT, 0.00 DT, 0.00 Hours, \$0.00 Adjustments).
- Summary:** 0 of 36 timecards selected. Submit Selected Timecards button.

Filter for Timecards by clicking



Timecards can also be searched based on:



Select the criteria by which to search then enter the date into the search field:

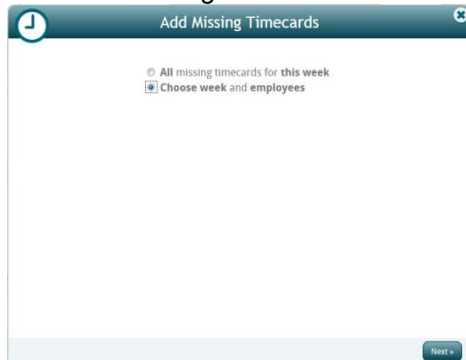


Clear this criteria by clicking

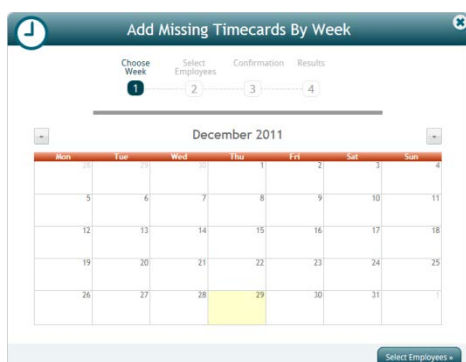


Add any missing Timecards by clicking **+ Add Missing Timecards** . This will allow you to create timecards for any Employee who does not currently have a Timecard.

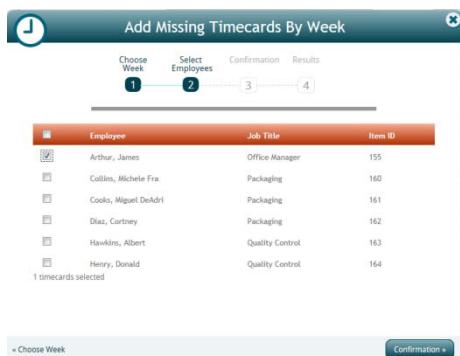
Select *All missing timecards for this week* –or- *Choose week and employees* for which to create time.



When selecting Choose Week and Employees, you will be directed through a wizard which will allow you to Choose the Week:



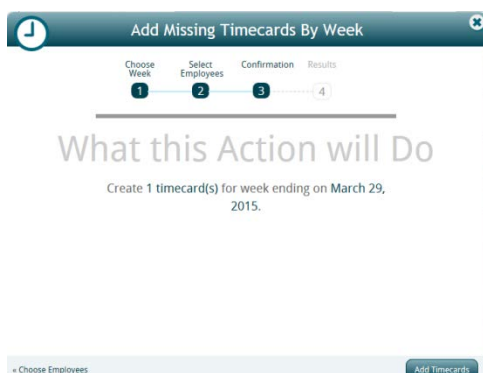
After Choosing the Week click Select Employees to continue.



Select the Employees for which to create the Timecards by clicking a check mark into the check box.

After Selecting the Employees click **Confirmation >>** to continue.

To return to the Choose Week for click **« Choose Week** .



Review the Timecards being added then click

Add Timecards to Confirm.

Choose to display the hours by Weekly total or Daily total by selecting:

Column Mode: Weekly Daily

October 9, 2011 to October 16, 2011 9.75 Total Hours ▾

Paycode	RT	OT	DT	
Alabama, Nick Unlock xxx-xxx-6465 - In Review	Reg ▾	9.75	0.00	0.00
				9.75 Hours \$100.00 Adjustments

Weekly total:


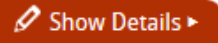
October 9, 2011 to October 16, 2011 9.75 Total Hours ▾

Paycode	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Alabama, Nick Unlock xxx-xxx-6465 - In Review	Reg ▾	9.75	0.00	0.00	0.00	0.00	0.00	
								9.75 Hours \$100.00 Adjustments

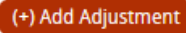
Daily total:

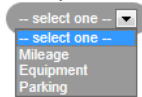
Enter hours as needed for each timecard.
Edit Paycodes, if applicable.

Timecard Details:

To view the details of each Timecard, to select a Cost Code or add Adjustments click  to the right of the Timecard. Or, click on the Timecard to highlight it then click . The details of that Timecard will be displayed.


Using the dropdown, select the proper Cost Code.

Click  to add any adjustments to this Timecard.
From the dropdown select the type of adjustment:



Then enter the amount of the adjustment: \$ ✕

***Note – Positive amounts will increase pay/bill, negative amounts will decrease pay/bill.**

Copy a Timecard by clicking . Copy a Timecard so you can submit time with different Paycodes or Cost Codes.

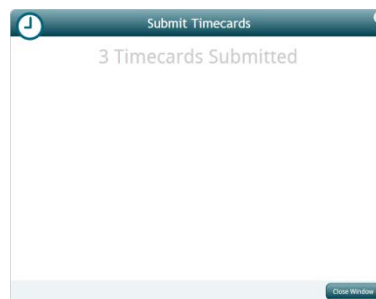
When complete, click to select each transaction to be submitted then click Submit Selected Timecards:
 Click Select All at the top of the Timecard form to select all Timecards. **Select All** **Select None**

September 25, 2011 to October 2, 2011		72.50 Total Hours			
	Paycode	RT	OT	DT	
<input type="checkbox"/> Alabama, Nick xxx-xx-6465 - In Review	AP	3.00	0.00	0.00	3.00 Hours 50.00 Adjustments
<input type="checkbox"/> Alabama, Nick xxx-xx-6465 - In Payroll	Reg	5.00	0.00	0.00	5.00 Hours 50.00 Adjustments
<input checked="" type="checkbox"/> Arthur, James xxx-xx-9789 - Past Due	Reg	8.50	0.00	0.00	8.50 Hours 50.00 Adjustments
<input checked="" type="checkbox"/> Collins, Michele Fra xxx-xx-9165 - Past Due	Reg	15.00	0.00	0.00	15.00 Hours 50.00 Adjustments
<input checked="" type="checkbox"/> Cooks, Miguel DeAdri xxx-xx-8985 - Past Due	Reg	40.00	4.00	0.00	44.00 Hours 50.00 Adjustments
<input type="checkbox"/> Diaz, Cortney xxx-xx-9417 - Past Due	Reg	8.00	0.00	0.00	8.00 Hours 50.00 Adjustments
<input type="checkbox"/> Diaz, Cortney xxx-xx-9417 - Past Due	Reg	0.00	0.00	0.00	0.00 Hours 50.00 Adjustments
<input type="checkbox"/> Hawkins, Albert xxx-xx-2823 - Past Due	Reg	0.00	0.00	0.00	0.00 Hours 50.00 Adjustments
<input type="checkbox"/> Henry, Donald xxx-xx-4934 - Past Due	Reg	0.00	0.00	0.00	0.00 Hours 50.00 Adjustments

83.50 Total Hours

3 of 33 timecards selected **Submit Selected Timecards**

You will receive a prompt notifying you of the number of Timecards submitted:



Each Timecard will display it's status below the Employee's name and next to their SSN:

<input type="checkbox"/> Alabama, Nick Unlock xxx-xx-6465 - In Review
<input type="checkbox"/> Alabama, Nick xxx-xx-6465 - In Payroll
<input type="checkbox"/> Arthur, James Unlock xxx-xx-9789 - Submitted
<input type="checkbox"/> Collins, Michele Fra Unlock xxx-xx-9165 - Submitted
<input type="checkbox"/> Cooks, Miguel DeAdri Unlock xxx-xx-8985 - Submitted

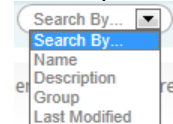
Timecards can be edited if they are "In Review" by clicking the *Unlock* button.

Once a Timecard is in Payroll it will be locked, indicated by:

Reports:

Various reports can be run, printed or exported from Web Center.

View Reports by criteria:



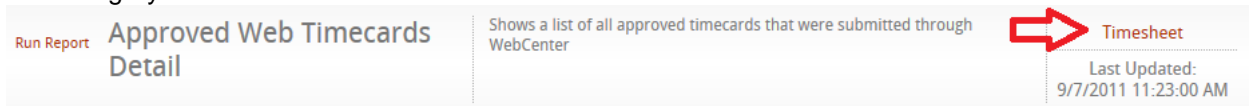
Once criteria is selected, enter specific data:



To clear criteria and view all reports click *Clear*.

To run a report click the button **Run Report** button to the left of the Report name.

Clicking on the Report Category to the right of the Report name and description will list all reports within that category:



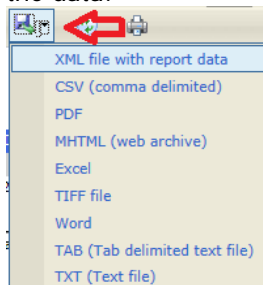
When running a Report, some criteria may be needed to run that report:

Once a Report has been run it can be printed or saved:



Enter the necessary criteria then click *View Report*.

Use the Export icon to export the data:



Or Print the report using the Print icon:

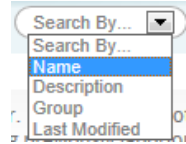
Employee	Order	Job Title	Start Date	End Date	Bill Rate
Department: Primary					
Arthur, James	167	Assembler	12/12/2011		\$19.00

page 1 of 1 generated 12/29/2011 2:44:15 PM by user.

Documents:

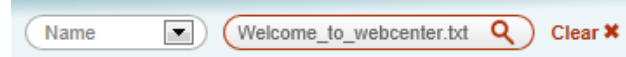
Your Staffing Provider may provide documents which can be downloaded.

Filter documents by various criteria:



A dropdown menu titled "Search By..." with a downward arrow. The menu is open, showing a list of search criteria: "Name", "Description", "Group", and "Last Modified". The "Name" option is highlighted in blue.

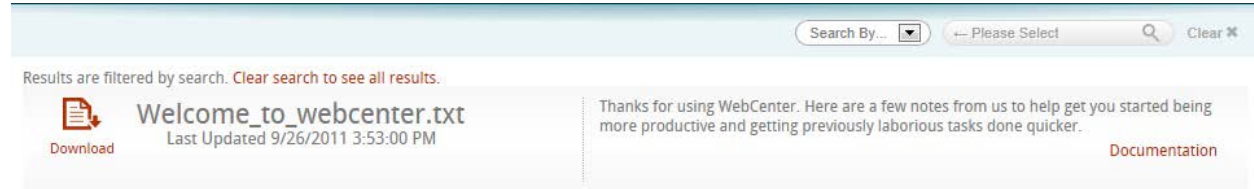
Once the Search By criteria is selected enter the specific data:



A search input field with a dropdown menu set to "Name". The text "Welcome_to_webcenter.txt" is entered in the field. To the right of the field is a magnifying glass icon and a "Clear ✖" button.

To clear criteria click *Clear*.

To download a Document click *download*.



A screenshot of a document search results page. At the top right, there is a search bar with "Search By..." and a dropdown arrow, followed by a search input field containing "Please Select" and a magnifying glass icon, and a "Clear ✖" button. Below the search bar, a message reads "Results are filtered by search. [Clear search to see all results.](#)". The main content area shows a document card for "Welcome_to_webcenter.txt" with a "Download" button and the text "Last Updated 9/26/2011 3:53:00 PM". To the right of the document card is a text box with the message "Thanks for using WebCenter. Here are a few notes from us to help get you started being more productive and getting previously laborious tasks done quicker." and a "Documentation" link.

This will open that document in it's original format.