Customers: How to Create and Submit Orders

Open a web browswer and navigate to Oasis Staffing URL https://webcenter.tempworks.com/Oasis/ Account/LogIn. Enter your username and password to access your self -service Web Center

Once logged into WebCenter, navigate to the orders tab:
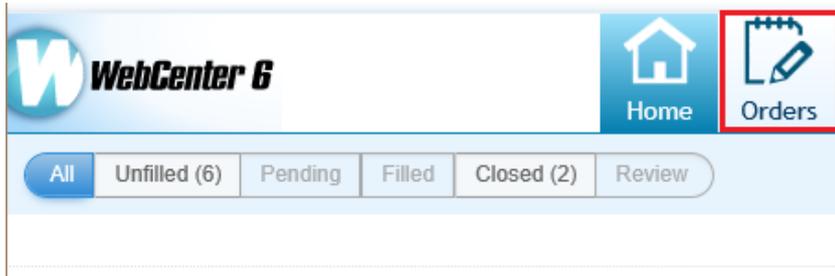
Select the **(+) Create Order Request** to open the *New Order Request* window. Enter the necessary information for the new order such as number of personnel, job description, start date etc. Depending on settings within the administration area the order request window may be setup with different requirements depending on the user. Once the information has been filled out, click *Submit Request*. Your staffing agent will receive a notification pertaining to your order request.

Users can manage the new orders they've submitted via WebCenter within the order status bar as shown here:

As the staffing company starts recruiting on the order, users may select the **Candidates** icon to preview candidates/options that have been placed to the crder. Within the candidates area users may preview resumes, setup interview times, or reject candidates.

Review Candidates - Order 4295034045

Access Operator

Job Description: Stand for a period of time, lift up to 50 lbs

If you would like to interview one or multiple candidates, please include times when you are available to meet with them.

(i) Gannon, Susie
Naperville, IL   Full Resume   Select...

💾 Save Changes

Note: If no candidates are associated with this order, the candidates area will be grayed out.

Navigate to the assignments area to view employees who have been placed out to the order.

Orders | Employees | Invoices | Timecards | Reports | Documents | TimeClock

All   🔍 ☐ Exact Matches Only

(+) Create Purchase Order | (+) Create Order Request | Manage Cost Codes

us [1] Next »

Workers
Needed
4
1
5
6
5
5
2

us [1] Next »

📋 Copy Order   🕐 Enter Time   Candidates

Access Operator

Start Date: 4/14/2015

OrderID:	4295034045	Department:	Human Resources
Order Status:	Unfilled	Shift:	
Order Date:	4/14/2015	Start Time:	6:34 AM
Duration:	Indef	End Time:	
Workers Assigned:	1 of 5	Dress Code:	
Candidates:	1	Safety Notes:	
PO Number:		Bill Rate:	$16.00
PO Value:			
Cost Center:			
SubEntity:			

Description | Contacts | **Assignments** | Reviewers | Skills

Gergen, Francesca   Bill Rate: $16.00 Open
xxx-xx0-000 View   4/14/2015 - Present