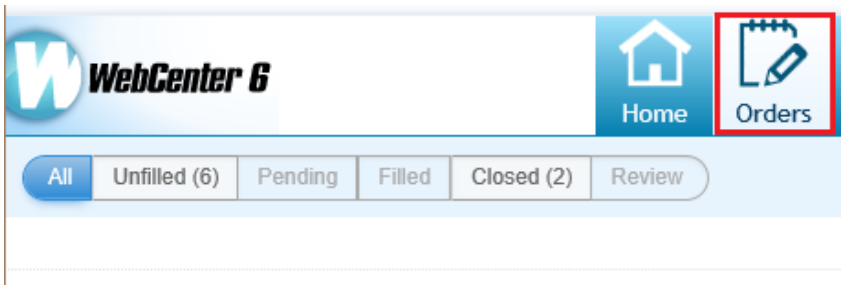
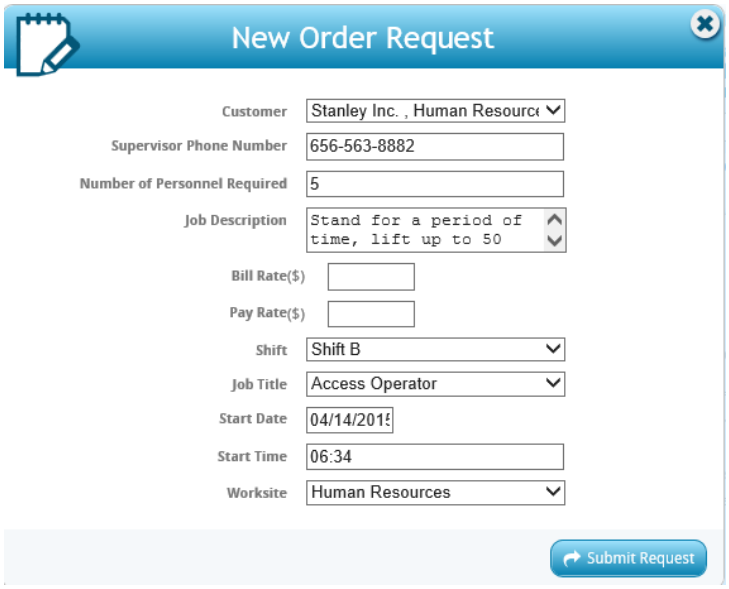
Customers: How to Create and Submit Orders

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

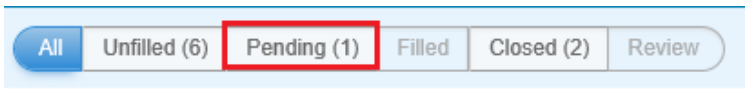
Once logged into WebCenter, navigate to the orders tab:



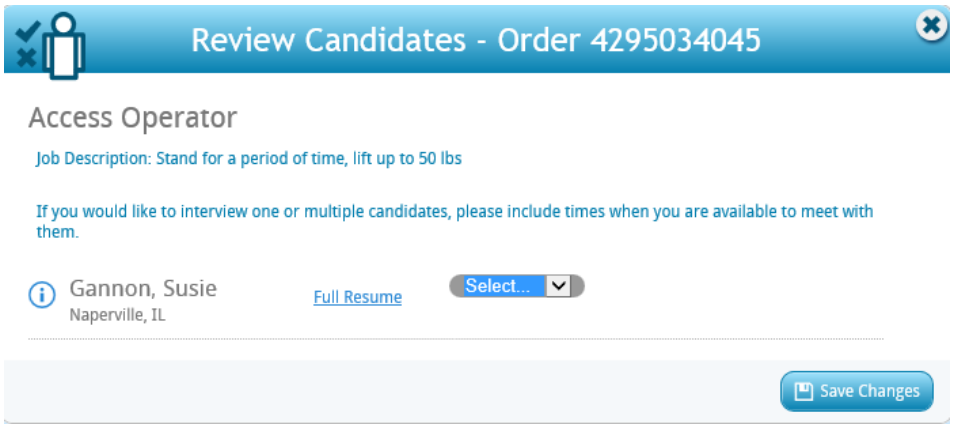
Select the (+) Create Order Request to open the *New Order Request* window. Enter the necessary information for the new order such as number of personnel, job description, start date etc. Depending on settings within the administration area the order request window may be setup with different requirements 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.

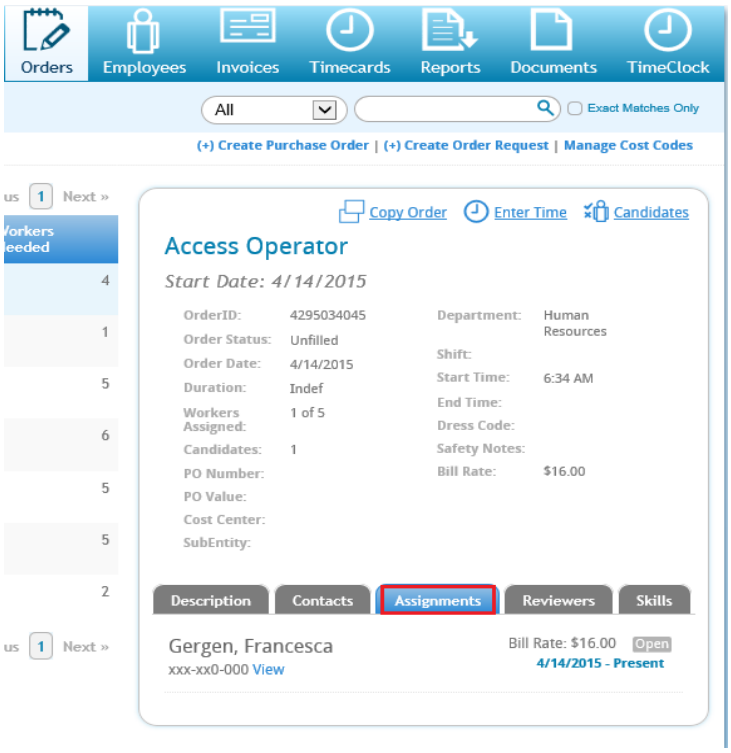


Users can manage the new orders they've submitted via WebCenter within the order status bar as shown here:



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.



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.