



Firststaff Web Portal

Our Customer's Guide

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INTRODUCTION

We are excited to unveil our new software to you! The following documentation will summarize the new capabilities you'll enjoy with our eConnect Web Portal.

eConnect was designed to grant you, our client, greater control over your temporary and permanent staffing solutions. You will find it is easily accessible through our website. It is designed to keep us in greater contact with each other.

eConnect uses Secure Socket Layer (SSL) certification features for your protection throughout the application, so you can rest assured that each and every function it performs will not jeopardize you or our employees security.

Do not hesitate to call us with any remaining questions or comments about what you read below and how eConnect will positively impact your business.

GETTING STARTED

REGISTRATION

You will receive a Welcome Email from us inviting you to register on our eConnect Web Portal site. After you receive the confirmation email you may register. The email will contain a link directing you to the site. When you click on the link you will be brought to the eConnect registration page.

Account Registration

You're just a few moments away from getting your account setup. Please verify and complete the information below. When you're ready to continue, click the Register button.

Step 1: Select an account name.

Select a suggested account name from the list.

- cynthia.britton@demo.eempact.com
- cynthia.britton
- cynthiab

If you would like to choose your own account name, enter it in the box below. Your selection above will be ignored if you enter an account name. You can use the upper or lower case letters A to Z, the numbers 0 to 9, hyphen, underscore, period, or the at-symbol. You can enter up to 75 characters for your account name.

Step 2: Select a password.

You'll need to select a password. You can enter up to 15 characters for your password.

Select a password

Re-type your selected password

Step 3: Complete your registration.

Complete your registration by clicking the Register button.

By clicking the Register button you are stating that you are eligible for an account, have the legal right to view the information associated with this account, and are at least 18 years old.

I agree and consent to the [Terms of Service](#).

Visit the [Account Maintenance](#) page to have your account information sent to your email address. You can also use this page to enter a different registration code.

You are given the opportunity to select a Login ID. eConnect will suggest some possible Login Id's using your email address and first/last name combinations. You may select one of the suggested ID's or you may create your own using up to 75 characters.

Next select your password. The password may be up to 15 characters. This is a secure password that members of our staff will not have access.

Step 3 asks you to agree to our terms of Service.

The last step is to click the Register button. After clicking the Register button you will automatically be directed to the main eConnect page.

CONFIRMATION EMAIL

After registering you will receive a confirmation email, verifying your successful registration.

ACCOUNT INFORMATION EMAIL

If you forget your eConnect Login ID and/or password you may request the information be sent to you by accessing our eConnect site, and clicking “Forgot Sign In?” link on the Login page

Client and Customer Sign In

Enter your account and password below. Click the Sign In button to continue.

Account

Password

[Forgot sign in?](#)

After clicking the link, you will be brought to the Account Maintenance page where you will be asked to enter your email address. Enter your email address and click the Retrieve button.

Account Maintenance

Use the options below to register your account or retrieve your account information.

Account and Password Retrieval

Enter your email address below, then click the Retrieve button. We'll send you an email with your account name and password. If you have more than one account associated with your email address you may receive multiple emails.

Account Registration

Register your account below. Enter your registration code, then click the Register button.

[Return to previous page](#)

You will in turn receive an Account Information email, containing your Login ID and Password.

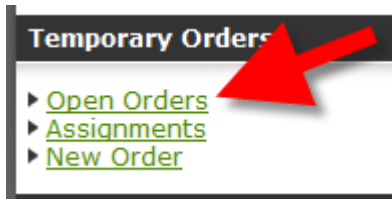
WORKING WITH ORDERS

OPEN ORDERS

You may view Open Orders via the eConnect site. The Open Orders links are available in both the Temporary Order section of the menu as well as the Direct Hire Order section.

OPEN TEMPORARY ORDERS

To access the Open Temporary Orders, click the Open Orders link under the Temporary Orders section in the left side menu.



The following window will display:

Temporary Orders

This page displays a listing of open temporary orders for your company. View details about an order by clicking on the specific order number. Click on the column headings to sort the list.

Status	Order #	Job	Needed	Supervisor	Start	Division
Open	00000002	Secretary	1	April Black	1/1/2003	Soda Division
Open	00004000	Another Test	1	Susan Ball	2/4/2008	Soda Division
Open	0000400R	My test job	1	Susan Ball	2/18/2008	Soda Division
Partial	00000001	Word Processor	5	April Black	2/19/2007	Soda Division
Partial	00000003	Industrial Assembly.	8	April Black	1/1/2003	Soda Division
Filled	00000005	Word Processor	0	April Black	1/1/2003	Soda Division
Filled	00000021	Word Processor	0	April Black	1/1/2003	Water Division
Filled	00000019	Word Processor	0	April Black	2/19/2007	Executive & Marketing Depts.
Filled	00000020	Word Processor	0	April Black	2/19/2007	Soda Division
Over 2	00000004	Industrial Assembly.	0	April Black	1/1/2003	Soda Division

All of your Unfilled, Active and Inquiry orders will be available to be viewed in the status column of this section. To see details regarding a specific order click on the Order #. The following window will display:

Details for Order 00000001

Here are selected details for order 00000001. You can click on the links below for more information.

[Assignment Listing](#)

Customer Information

Customer Name	Black's Beverage Company
Division Name	Soda Division
Address	3575 Pilot Knob Road
Address	
City	Eagan, MN 55120-1314
Supervisor	April Black
Report To	April Black
Ordered By	April Black

Job Summary

Order #	00000001
Quantity Needed	10
Job Title	Word Processor
Job Description	Word processing using Microsoft Word
PO Number	

Dates and Schedule

Start Date	2/19/2007
Start Time	8:00 AM
Schedule	8:00 AM to 5:00 PM
Hours / Week	40
Estimated End	5/31/2007
Estimated End Comment	Could go longer if they have lots of revision.
End Actual	

Active Assignments

Assignment #	Employee	Start	Schedule	Estimated End	Bill Rate
6	Cossetti, Paula	2/19/2007	8:00 - 5:00P M-F	3/7/2009	12.55
4029	Frankfurt, Beth	10/1/2007	8:00 AM to 5:00 PM	3/7/2009	15.00
9	Hoffman, Paul	2/19/2007	8:00 - 5:00P M-F	3/7/2009	12.55

Details regarding the Order are displayed at the top of the window and Active Assignments are displayed at the bottom.

The Assignments associated with the Order will be displayed at the bottom of the window. Clicking on an Assignment Number will allow you to view the details regarding the Assignment.

Job Assignment Detail (#13)

[Request New Estimated End Date](#)

Customer Information

Customer Name	Black's Beverage Company
Division Name	Soda Division
Supervisor	April Black
Report To	Roger Brown
Address	3575 Pilot Knob Road
Address	
City	Eagan, MN 55120-1314

Job Summary

Employee	Martin Alvarez
Assignment #	13
Job Title	Industrial Assembly.
Job Description	belt tender, inspection, work on machines, repetitive work, bending, good eye sight important, catch decals off drying belt
PO Number	

Dates and Schedule

Start Date	1/1/2003
Start Time	8:00 AM
Schedule	8:00 - 5:00P M-F
Hours / Week	40
Estimated End	12/31/2005
Estimated End Comment	
End Actual	

Bill Rates

Regular Rate	12.55
Overtime Rate	18.83
Double Time Rate	25.10

ASSIGNMENT ESTIMATED END DATE CHANGE

While viewing Assignment details you may request to change an employee's estimated end date by clicking on the [Request New Estimated End Date](#) link. You will be directed to the following screen where you may change the date and click the Save button.

Job Assignment (#13) - Change End Date Request

To request a new estimated end date for the assignment, enter the new estimated end date below. Click the Save button to save your selection, click the Cancel button to return to the previous screen without saving.

Your request will be routed to one of our staff members for verification and approval.

The original estimated end date is 12/31/2005

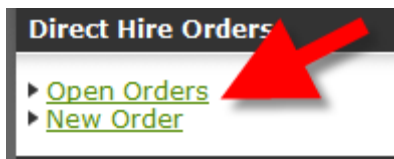
December 18 2009

Save Cancel

A confirmation email will be sent to one of our staff members informing them of this change.

OPEN DIRECT HIRE ORDERS

To access the Open Direct Hire Orders, click the Open Orders link under the Direct Hire Orders section in the left side menu.



The following window will display:

Direct Hire Orders

Here is a listing of direct hire orders. You can view details about an order by clicking on the specific order number. You can click on the column headings to sort the list.

Status	Order #	Job	Placed	Open Since	Start	Division
Open	0000400S	Product Fulfillment Manager		7/14/2008	8/19/2008	Soda Division
Placed	00001001	VP Of Marketing	Henderson, Mary	12/23/1999	1/1/2003	Executive & Marketing Depts.
Placed	00001002	Receptionist	Badun, Horace	12/23/1999	1/1/2003	Soda Division

All open Direct Hire orders will be displayed. To see details regarding a specific order click on the Order #. The following window will display:

Details for Order 0000400S

Here are selected details for order 0000400S. You can click on the links below for more information.

Customer Information

Customer Name	Black's Beverage Company
Division Name	Soda Division
Address	3575 Pilot Knob Road
Address	
City	Eagan, MN 55120-1314
Supervisor	
Report To	
Ordered By	April Black

Job Summary

Order #	0000400S
Open Since	7/14/2008
Job Title	Product Fulfillment Manager
Job Description	Mange Product Fulfillment department which consists of 15 employees. Responsible for budget of \$15 million with sales goals of \$250 million.
PO Number	

Dates and Schedule

Start Date	8/19/2008
Start Time	12:00 AM
Schedule	
Hours / Week	40

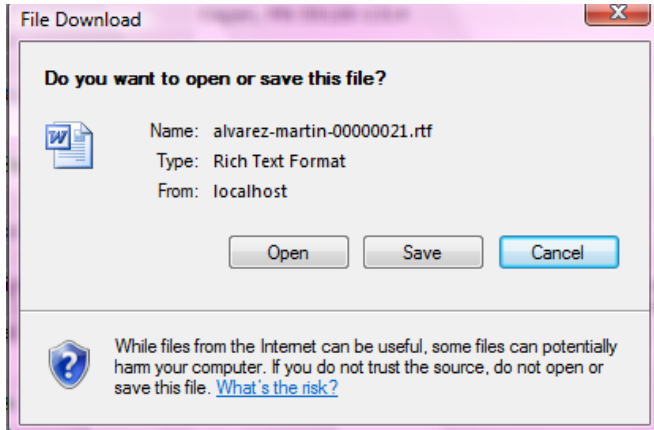
Candidate Status

Candidate	Status	Date		
Alvarez, Martin	2nd Interview	7/14/2008	View Resume	Add Comment
Anderson, Sarah L	1st Interview	7/14/2008		Add Comment
Hawkins, Jim	Resume Sent	7/14/2008	View Resume	Add Comment
Parr, Bob	Resume Sent	7/14/2008	View Resume	Add Comment

Details regarding the Order are displayed at the top of the window and Candidate Status is displayed at the bottom.

Candidate Status is displayed as resumes submitted, interviews scheduled, feedback we have received from you, etc. If multiple events have transpired, the most recent event will be displayed in the Status column.

If we have a resume on file for the Candidate, the [View Resume](#) link will be available for that Employee. Clicking on this link will display the Windows File Download window, where you may choose to either open the file directly or save it before opening it.



Clicking on the [Add Comment](#) link will display the following window where you may enter a comment and submit it by clicking the Save button. An email will be sent to one of our Recruiters with the relevant Comment information.

Enter comment

Enter your comment below. Click the Save button to submit your comment. Click the Cancel button to return to the order details.

Employee: Martin Alvarez

I think I would like a third interview with this person

NEW ORDERS

You may submit new orders to us via the eConnect site. You may submit either a Temporary order or a Direct Hire order.

TEMPORARY ORDERS

When you are in the eConnect site you can click on the New Order link underneath the Temporary Order section in the menu on the left.

Temporary Orders

- ▶ [Open Orders](#)
- ▶ [Assignments](#)
- ▶ [New Order](#)

After you click on this link you will be brought to a page with some data entry and drop down fields. You may fill out as much or as little information as you choose.

New Temporary Order

Enter your new temporary order below.

Division	<input type="text" value="Soda Division"/>
Report To	<input type="text" value="(Add New Contact)"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone	<input type="text"/>
Supervisor	<input type="text" value="(Same as Report To)"/>
Start Date	<input type="text" value="May"/> <input type="text" value="13"/> <input type="text" value="2008"/>
End Date	<input type="text" value="May"/> <input type="text" value="13"/> <input type="text" value="2009"/> <input checked="" type="checkbox"/> I'm not sure
Schedule	<input type="text"/>
# Needed	<input type="text" value="1"/>
Job Title	<input type="text"/>
PO Number	<input type="text"/>
Job Description	<input type="text"/>

When you have completed the form, click the Save button.

After clicking the Save button; an email will automatically be sent a member of our staff. In addition to the email, the order will automatically be downloaded into our database so we may begin working on it for you immediately.

After entering the order, you will be brought to the Order View screen where you will see the Order information.

Details for Order 0000400W

Here are selected details for order 0000400W.

Customer Information

Customer Name	Black's Beverage Company
Division Name	Soda Division
Address	3575 Pilot Knob Road
Address	
City	Eagan, MN 55120-1314
Supervisor	April Black
Report To	April Black
Ordered By	April Black

Job Summary

Order #	0000400W
Quantity Needed	2
Job Title	Graphic Designer
Job Description	Do graphic layout of company intranet site.
PO Number	4655636

Dates and Schedule

Start Date	7/16/2009
Start Time	12:00 AM
Schedule	Monday - Friday 8-5
Hours / Week	40
Estimated End	7/16/2010
Estimated End Comment	
End Actual	

Active Assignments

The are no active assignments.

DIRECT HIRE ORDERS

You may submit Direct Hire order requests to us from the eConnect site. When you are in the eConnect site, click on the New Order link under the Direct Hire Orders section in the menu on the left.

Direct Hire Orders

- ▶ [Open Orders](#)
- ▶ [New Order](#)

After clicking on that link you will be brought to a page with some data entry fields and some drop down fields. You may fill in as much or as little information as you choose.

New Direct Hire Order

Enter your new direct hire order below.

Division	<input type="text" value="Soda Division"/>
Hiring Manager	<input type="text" value="(Add New Contact)"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone	<input type="text"/>
Start Date	<input type="text" value="May"/> <input type="text" value="13"/> <input type="text" value="2008"/>
Annual Salary	<input type="text"/>
Job Title	<input type="text"/>
PO Number	<input type="text"/>
Job Description	<input type="text"/>

When you have completed the form, click the Save button.



After clicking the Save button; an email will automatically be sent a member of our staff. In addition to the email, the order will automatically be downloaded into our database so we may begin working on it for you immediately.

After entering the order you will be brought to the Order View screen where you will see the Order information.

Details for Order 0000400V

Here are selected details for order 0000400V.

Customer Information

Customer Name	Black's Beverage Company
Division Name	Soda Division
Address	3575 Pilot Knob Road
Address	
City	Eagan, MN 55120-1314
Supervisor	Susan Ball
Report To	
Ordered By	April Black

Job Summary

Order #	0000400V
Open Since	7/16/2008
Job Title	Relocation Manager
Job Description	Assist employees with relocation arrangements
PO Number	46513

Dates and Schedule

Start Date	7/16/2008
Start Time	12:00 AM
Schedule	
Hours / Week	40

Candidate Status

No candidate activity to list.

ACCOUNTING INFORMATION

VIEWING YOUR COMPANY'S INVOICES

You may view your company's invoice information from the eConnect site. What invoices you view will be determined by the security access that has been given to you. If you feel that we need to adjust the security access for you please contact our office.

To view the Invoice information in eConnect, click the Invoices link in the Account category in the left side menu.



The following window will display:

Invoice History

Invoice history is shown below. Open invoices are displayed first, followed by paid invoices in date order. Click on an invoice number to see the invoice details.

Type	Document #	Date	Due Date	Amount	Balance
Invoice	IVC-48	5/8/2008	5/8/2008	3,231.67	3,231.67
Invoice	IVC-27	11/15/2007	11/15/2007	1,506.00	1,506.00
Invoice	IVC-33	11/20/2007	11/20/2007	1,506.00	1,506.00
Invoice	IVC-51	5/8/2008	5/8/2008	1,154.60	1,154.60
Invoice	IVC-24	8/17/2007	8/17/2007	1,004.00	1,004.00
Invoice	IVC-49	5/8/2008	5/8/2008	970.83	970.83
Invoice	IVC-38	5/1/2008	5/1/2008	916.15	916.15
Invoice	IVC-47	5/8/2008	5/8/2008	822.11	822.11
Invoice	IVC-35	4/27/2008	4/27/2008	712.50	712.50
Invoice	IVC-43	5/4/2008	5/4/2008	656.25	656.25
Invoice	IVC-18	8/12/2007	8/12/2007	643.23	618.23
Invoice	IVC-20	8/12/2007	8/12/2007	635.69	599.44
Invoice	IVC-36	4/27/2008	4/27/2008	596.15	596.15
Invoice	IVC-45	5/8/2008	5/8/2008	564.75	564.75
Invoice	IVC-52	5/8/2008	5/8/2008	520.83	520.83
Invoice	IVC-44	5/2/2008	5/2/2008	502.00	502.00
Invoice	IVC-46	5/8/2008	5/8/2008	376.50	376.50
Invoice	IVC-39	5/1/2008	5/1/2008	138.05	138.05
Invoice	IVC-12	6/5/2007	6/5/2007	502.00	0.00
Invoice	IVC-15	7/17/2007	7/17/2007	6,352.80	0.00
Invoice	IVC-16	7/26/2007	7/26/2007	376.50	0.00
Invoice	IVC-19	8/12/2007	8/12/2007	525.54	0.00

Clicking on the Invoice Number under the Document # column will display the following window;

Invoice IVC-48

Selected invoice information is shown below. The invoice details are sort by employee last name.

▢ **Invoice Summary**

Invoice #	IVC-48
Customer Name	Black's Beverage Company
Billing Contact	Daniel Michaels
Address	One Beverage Tower
Address	PO Box 59
City	Adell, WI 53001-2828
Invoice Date	5/8/2008
Due Date	5/8/2008
Credit Terms	Net Due Upon Receipt
Invoice Total	3,231.67

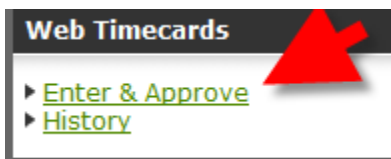
Employee / Description	PO	Job / Description	Weekending	Code	Hours	Amount
Alvarez, Martin		Word Processor	5/4/2008	HOUR	40.00	502.00
Alvarez, Martin		Word Processor	5/4/2008	OVER	2.00	37.66
Cheary, Nicholas		Word Processor	5/4/2008	HOUR	40.00	502.00
Conway, Theodore		Word Processor	5/4/2008	HOUR	22.00	276.10
Crestman, Shelly		Word Processor	5/4/2008	HOUR	40.00	502.00
Crestman, Shelly		Word Processor	5/4/2008	OVER	1.00	18.83
Finson, Victoria		Word Processor	5/4/2008	HOUR	40.00	502.00
Finson, Victoria		Word Processor	5/4/2008	OVER	6.00	112.98
Frankfurt, Beth		Word Processor	5/4/2008	HOUR	40.00	502.00
Fredericks, Peter A		Word Processor	5/4/2008	HOUR	22.00	276.10

The invoice line item details will display along with Invoice header information such as Invoice Date, Credit Terms, Due Date, etc.

WORKING WITH TIMECARDS

ENTERING TIMECARDS

You may enter new timecards directly from eConnect. To enter timecards click on the Enter and Approve link under the Web Timecards section in the left side menu.



The Web Timecards window will display.

Web Timecards

Use this page to manage web timecards. Use the drop-down selectors to filter the web timecard display. If links appear to the right, use these links to create, change, approve, or reject the web timecard. Use the details link to view web timecard history and audit trail information. An asterisk (*) indicates the web timecard has comments.

Weekending Status Supervisor

Employee Name	Description	Weekending	Hours	Status
Alvarez, Martin	Industrial Assembly. (#13)	7/13/2008		new
Alvarez, Martin	Word Processor (#44)	7/13/2008		new
Cheary, Nicholas	Word Processor (#41)	7/13/2008		new
Cleder, Sally	Word Processor (#51)	7/13/2008		new
Coleman, Clark	Word Processor (#56)	7/13/2008		new
Conway, Theodore	Word Processor (#42)	7/13/2008		new
Cooper, Heidi	Word Processor (#52)	7/13/2008		new
Cossetti, Paula	Word Processor (#57)	7/13/2008		new
Cossetti, Paula	Word Processor (#6)	7/13/2008		new
Crestman, Shelly	Word Processor (#43)	7/13/2008		new
Curtiss, Mandy	Industrial Assembly. (#4032)	7/13/2008		new
Fasner, Sr., Brenda H	Word Processor (#48)	7/13/2008		new
Finnigan, Kimberly	Word Processor (#53)	7/13/2008		new
Finson, Victoria	Word Processor (#39)	7/13/2008		new
Fontes, Lisa	Word Processor (#49)	7/13/2008		new
Forre, Carlos	Word Processor (#54)	7/13/2008		new
Frankfurt, Beth	Word Processor (#40)	7/13/2008		new
Frankfurt, Beth	Word Processor (#50)	7/13/2008		new
Frankfurt, Beth	Word Processor (#4029)	7/13/2008		new
Fredericks, Peter A	Industrial Assembly. (#12)	7/13/2008		new
Fredericks, Peter A	Word Processor (#38)	7/13/2008		new
Free, Joshua	Word Processor (#55)	7/13/2008		new
Hoffman, Paul	Word Processor (#21)	7/13/2008		new
Hoffman, Paul	Word Processor (#9)	7/13/2008		new
Jerzimek, Edith	Industrial Assembly. (#16)	7/13/2008		new

You may view this list by Weekending date and filter by Status and Supervisor. The options for Status are “All” and “Not Entered”.

The options for Supervisor are:

My Items – This is the timecard where you are the Supervisor of the employee.

Other Contact Names – Other Contact names may be available for selection in this list. If this is the case, then you were designated as the Alternate Approver for another Supervisor. A specific Contact name can be selected in this list.

All – Selecting All will display all items where you are the Supervisor as well as all timecards where you are the Alternate Approver.

Clicking the New link [new](#) will display the blank timecard for entry. After entering the time, you may either click:

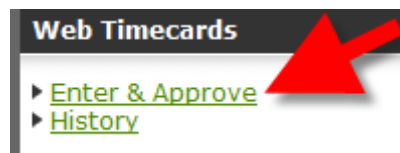
which will Save the timecard but leave it in Pending status since it will not be Approved.

which will Save the timecard and simultaneously Approve it.

will exit without saving any changes that may have been made.

APPROVING TIMECARDS

After an Employee or one of our staff members enters in timecards and Saves/Submits them, they will then be available for you to Approve. You will receive a reminder email or you may simply log into eConnect with your Login ID and password and click on the Enter and Approve link under the Web Timecards section of the left side menu.



You may view this list by Weekending date and within the Weekending date may filter by Status and Supervisor. The options for Status are “All” and “Not Entered”.

The options for Supervisor are:

My Items – This is the timecard where you are the Supervisor for the Assignment.

Other Contact Names – Other Contact names may be available for selection in this list. If this is the case, then you were selected as the Alternate Approver for another Supervisor. You will want to use this selection if someone you are a timecard approval backup for is on vacation or unavailable. A specific Supervisor name can be selected in this list.

All – Selecting All will display all items where you are the Supervisor as well as all timecards where you are the Alternate Approver.

Web Timecards

Use this page to manage web timecards. Use the drop-down selectors to filter the web timecard display. If links appear to the right, use these links to create, change, approve, or reject the web timecard. Use the details link to view web timecard history and audit trail information. An asterisk (*) indicates the web timecard has comments.

Weekending Status Supervisor

Employee Name	Description	Weekending	Hours	Status	
Alvarez, Martin	Word Processor (#44)	6/29/2008	65.40	Pending	change approve reject details
Alvarez, Martin	Industrial Assembly. (#13)	6/29/2008	60.40	Approved	reject details
Cheary, Nicholas	Word Processor (#41)	6/29/2008	59.15	Approved	reject details

The Status column will indicate where in the timecard process this timecard resides. To Approve a timecard click on the [approve](#) link next to the timecard.

The window will immediately refresh to display the timecard as approved.

Weekending Status Supervisor

Employee Name	Description	Weekending	Hours	Status	
Alvarez, Martin	Word Processor (#44)	6/29/2008	65.40	Approved	reject details
Alvarez, Martin	Industrial Assembly. (#13)	6/29/2008	60.40	Approved	reject details
Cheary, Nicholas	Word Processor (#41)	6/29/2008	59.15	Approved	reject details

REJECTING TIMECARDS

You may reject a timecard if the information entered by the employee or one of our staff members is incorrect. During that process you also have an opportunity to enter a comment regarding the reason for the rejection. An email will be sent to a member of our staff informing them that the timecard was rejected. An email will also be sent to the Employee if the Employee originally entered the Timecard. The Timecard is then moved into a Status of Rejected.

The Employee or member of our staff may then go into eConnect and make the adjustments and re-submit. After the timecard had been re-submitted it will then become available for you to review and approve.

To Reject a Timecard simply click on the Reject Link [reject](#) in the Timecard Listing. The following window will display.

Reject Web Timecard WT51

Web Timecards Details

Customer	Black's Beverage Company
Employee	Martin Alvarez
Weekending	07/13/2008
Hours	65.40

Rejection Reason

Please enter the reason for rejecting this web timecard.

Note: Your entry will be visible to the employee. The entry will also be added to the detailed history of this web timecard.

Martin, you left early on Friday.

Reject

Cancel

Reject

You may enter in a Rejection Reason in the comment box, and then click the Reject button.

The timecard will then show up in the Timecard Listing with a status of Rejected.

Web Timecards

Use this page to manage web timecards. Use the drop-down selectors to filter the web timecard display. If links appear to the right, use these links to create, change, approve, or reject the web timecard. Use the details link to view web timecard history and audit trail information. An asterisk (*) indicates the web timecard has comments.

Weekending Jul 13, 2008 (Sunday) Status (all) Supervisor (my items)

Employee Name	Description	Weekending	Hours	Status	
Alvarez, Martin	Industrial Assembly. (#13)	7/13/2008	65.40	Rejected	change approve reject details *
Alvarez, Martin	Word Processor (#44)	7/13/2008	56.25	Pending	change approve reject details
Cheary, Nicholas	Word Processor (#41)	7/13/2008	54.15	Pending	change approve reject details
Gleder, Sally	Word Processor (#51)	7/13/2008	64.60	Pending	change approve reject details
	Word Processor (#55)				

VIEWING TIMECARD DETAILS

You may view timecard details from the Web Timecard Listing for all timecards.

To view timecard Details, click on the Details link. The following window will display:

Web Timecard WT51

This page shows the entire history for the web timecard. You can click on the links provided to see the web timecard information for specific web timecard events. Most recent items are listed first.

Customer Information

Customer Name	Black's Beverage Company
Division Name	Soda Division
Address	3575 Pilot Knob Road
Address	
City	Eagan, MN 55120-1314
Supervisor	April Black
Assignment #	13

Employee Information

Employee Name	Martin Alvarez
Start Date	1/1/2003
Start Time	8:00 AM
Schedule	8:00 - 5:00P M-F
Hours / Week	40
Estimated End	12/31/2005
Estimated End Comment	
Job Title	Industrial Assembly.

Date/Time	Confirmation Code	Status	Hours Authorization
7/15/2008 8:38 AM	24712956:193	Submitted - Rejected	65.40 April Black details
7/15/2008 8:36 AM	8DC926CE:189	Submitted - Waiting Approval	65.40 April Black details

Comment History

Date	Who	Comment
7/15/2008 8:38 AM	April Black	Martin, you left early on Friday.

Details for Confirmation Code 24712956:193

Summary

Regular Hours	40.00
Overtime Hours	25.40
Double Time Hours	0.00
Mileage	0.00
Expense Amount	0.00

Earnings Code Allocation

Earnings Code	Amount
DOUBLE	0.00
EXPEN	0.00
HOUR	40.00
OTHNON	0.00
OVER	25.40

Daily Time Record

Date	Time In	Time Out	Breaks
07/07/2008	02:00AM	04:05PM	01:00
07/08/2008	02:00AM	04:05PM	01:00
07/09/2008	02:00AM	04:05PM	01:00
07/10/2008	02:00AM	04:05PM	01:00
07/11/2008	02:00AM	04:05PM	01:00
07/12/2008	--:----	--:----	--:--
07/13/2008	--:----	--:----	--:--

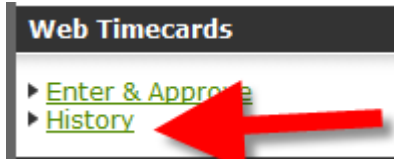
Session

Date/Time	2008-07-15T08:38:12
Sign Authenticated	True
Secure Session (https)	off
Remote Address	:::1
Remote Host	:::1

The view allows you to see, at the top of the window, each process the timecard has gone through as well as who was the authorizing user for that process. Details regarding the timecard are displayed below. If you click on the details link next to one of the processes, the timecard details will change to reflect hours and comments that existed at the time the timecard was in that particular stage.

VIEWING TIMECARD HISTORY

You may view history and audit trail of the timecards that originated in eConnect. To view timecard history, click on the History link under the Web Timecards section of the menu bar on the left side of the eConnect window.



The following window will display:

Web Timecards

Use this page to find previous web timecards. Enter your search and click the Find button. The following searches are available:

- Use **last #** to specify the number of most recent web timecards to show.
- Enter any date in **mm/dd/yyyy** to find by weekending.
- Enter a **number** to find a specific web timecard number.
- Enter any **alphabetic characters** to search within the employee names.

From the web timecard listing, use the details link to view web timecard history and audit trail information. An asterisk (*) indicates the web timecard has comments.

You may search for historical timecards using five different methods:

1. **X amount of last timecards.** To search for the last timecards, enter the word "Last" followed by a space, followed by a numeric value. Then click the Find button. In the example below, the search results will return the last 25 timecards.

2. **Weekending Date.** Entering a weekending date using the MM/DD/YYYY format will return all timecard for that specific weekending date.

3. **Web Timecard Number.** Each timecard in eConnect is assigned a unique number. This number is displayed in various places throughout eConnect in reference to the timecard. To search by Timecard Number enter the Web Timecard number then click the Find button. Do not enter the WT in the search criteria, only the numeric value.

4. **Confirmation Code.** After an Employee submits a timecard, they receive an on screen notification of their timecard Confirmation Code as well as an email that references the timecard Confirmation Code. To search for a timecard using the confirmation code, enter a colon (:) followed by the Confirmation Code. Note that you only need to enter the numbers that appear AFTER the colon in the Confirmation Code, not the numbers preceding it. A sample of a Confirmation Code would be 1EB22D76:121. When searching for this timecard you would enter the following:

5. **Employee Name/First or Last.** To look up timecards by Employee Name, enter in any combination of letters contained in either the first or the last name. For example, entering either “ete” or “ederic” will return results for all of Peter Fredericks’s eConnect Timecard.

After you have searched using one of these methods, a listing of timecards matching the search will display.

Web Timecards

Use this page to find previous web timecards. Enter your search and click the Find button. The following searches are available:

- Use **last #** to specify the number of most recent web timecards to show.
- Enter any date in **mm/dd/yyyy** to find by weekending.
- Enter a **number** to find a specific web timecard number.
- Enter any **alphabetic characters** to search within the employee names.

From the web timecard listing, use the details link to view web timecard history and audit trail information. An asterisk (*) indicates the web timecard has comments.

last 20

Timecard #	Employee Name	Description	Weekending	Hours	Status	
WT50	Alvarez, Martin	Industrial Assembly. (#13)	6/29/2008	60.40	Approved	details
WT48	Alvarez, Martin	Word Processor (#44)	6/29/2008	65.40	Approved	details
WT27	Alvarez, Martin	Industrial Assembly. (#13)	5/4/2008	40.00	Processing	details
WT44	Alvarez, Martin	Industrial Assembly. (#13)	7/6/2008	51.25	Processing	details
WT35	Alvarez, Martin	Industrial Assembly. (#13)	6/15/2008	48.75	Processing	details *
WT52	Alvarez, Martin	Word Processor (#44)	7/13/2008	56.25	Pending	details
WT46	Alvarez, Martin	Word Processor (#44)	7/6/2008	11.92	Processing	details
WT51	Alvarez, Martin	Industrial Assembly. (#13)	7/13/2008	65.40	Rejected	details *
WT53	Cheary, Nicholas	Word Processor (#41)	7/13/2008	54.15	Pending	details
WT28	Cheary, Nicholas	Word Processor (#41)	5/4/2008	60.40	Processing	details
WT49	Cheary, Nicholas	Word Processor (#41)	6/29/2008	59.15	Approved	details
WT54	Cleder, Sally	Word Processor (#51)	7/13/2008	64.60	Pending	details
WT32	Frankfurt, Beth	Word Processor (#50)	5/11/2008	42.50	Processing	details
WT33	Fredericks, Peter A	Industrial Assembly. (#12)	5/18/2008	8.00	Not Submitted	details
WT36	Fredericks, Peter A	Industrial Assembly. (#12)	6/29/2008	7.25	Not Submitted	details
WT47	Fredericks, Peter A	Industrial Assembly. (#12)	6/22/2008	63.75	Not Submitted	details
WT30	Fredericks, Peter A	Word Processor (#38)	5/11/2008	51.25	Processing	details
WT31	Fredericks, Peter A	Word Processor (#38)	5/4/2008	40.00	Processing	details
WT34	Fredericks, Peter A	Industrial Assembly. (#12)	6/8/2008	40.50	Processing	details *
WT29	Fredericks, Peter A	Industrial Assembly. (#12)	5/11/2008	50.00	Processing	details *

The list will indicate the Timecard Number, Employee Name, Job Title/Assignment number (Description column), Weekending Date, # Hours and Timecard status. Additionally, there is a link available to view the details. An asterisk (*) next to the details link will indicate there is at least one comment that was entered during the timecard process.

Clicking on the Details Link will display the following window:

Web Timecard WT35

This page shows the entire history for the web timecard. You can click on the links provided to see the web timecard information for specific web timecard events. Most recent items are listed first.

Customer Information

Customer Name	Black's Beverage Company
Division Name	Soda Division
Address	3575 Pilot Knob Road
City	Eagan, MN 55120-1314
Supervisor	April Black
Assignment #	13

Employee Information

Employee Name	Martin Alvarez
Start Date	1/1/2003
Start Time	8:00 AM
Schedule	8:00 - 5:00P M-F
Hours / Week	40
Estimated End	12/31/2005
Estimated End Comment	
Job Title	Industrial Assembly.

Date/Time	Confirmation Code	Status	Hours Authorization
7/3/2008 2:43 PM	D857F508:161	Received - Rejected	48.75 Patty Sannes details
7/1/2008 11:58 AM	19282BC6:128	Submitted - Rejected	48.75 Patty Sannes details
7/1/2008 11:11 AM	BD517EAB:122	Submitted - Waiting Approval	48.75 April Black details

Comment History

Date	Who	Comment
7/1/2008 11:58 AM	Patty Sannes	You did not work all of these hours. You left early on Friday.

Details for Confirmation Code D857F508:161

Summary

Regular Hours	40.00
Overtime Hours	8.75
Double Time Hours	0.00
Mileage	0.00
Expense Amount	0.00

Earnings Code Allocation

Earnings Code	Amount
DOUBLE	0.00
EXPEN	0.00
HOUR	40.00
OTHNON	0.00
OVER	8.75

Daily Time Record

Date	Time In	Time Out	Breaks
06/09/2008	06:00AM	05:00PM	01:15
06/10/2008	06:00AM	05:00PM	01:15
06/11/2008	06:00AM	05:00PM	01:15
06/12/2008	06:00AM	05:00PM	01:15
06/13/2008	06:00AM	05:00PM	01:15
06/14/2008	--:----	--:----	--:--
06/15/2008	--:----	--:----	--:--

Session

Date/Time	2008-07-03T14:43:07
Signin Authenticated	True
Secure Session (https)	off
Remote Address	WSWURST
Remote Host	WSWURST

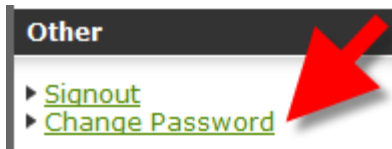
Notice in the first section, each step of the process is documented with a date/time as well as a Confirmation Code and Authorization. To view details of the timecard as it existed during a specific step in the process, click on the details link to the right of the specific timecard stage.

The window will re-display with the appropriate data.

GENERAL FUNCTIONS

CHANGING PASSWORDS

If you would like to change the password for your eConnect account, you may click on the Change Password link under the Other section of the Menu Bar on the left side of the eConnect window.



When you click on the link the following window will display:

Change Account Password

You can change your password below. You'll need to enter your existing password, select a new password, and confirm the new password. You can enter up to 15 characters for a password. Click the Change Password button to continue with your password change. Click the Cancel button if you've changed your mind and just want to go back to the previous page.

Enter your old password:

Select a new password:

Re-type your new password:

Enter your old password in the appropriate field, then enter the new password, and then re-type the new password. To submit the password change click the Change Password button

If the new password is not entered the same in both fields, you will receive the following message:

Your password selections do not match. Please make sure your selected password is the same as your re-typed password.

SIGN OUT

If you would like to sign out of your eConnect session, simply click on the signout link under the Other section of the menu bar on the left side of the eConnect window.



The following window will display confirming the sign out was successful:

