



# eHub Instruction Guide

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## SECURITY CONTRACTORS

WINTEAM | Education Department

January 2017 | Version 2017.02

# OVERVIEW

eHub is a secure self-service web portal for supervisors and employees which allows users to view and manage information from the field. Supervisor users can manage job and employee information, while employee users can access job-related and personal information. Content may vary per user depending on security permissions determined and set up by your company's eHub administrator.

Company Site: <https://usisecurity.teamehub.com>

eHub can be accessed via eHub Web (a computer, laptop, etc.) or eHub Mobile (downloaded eHub app on a mobile device).

## EHUB SCREENS — WEB PORTAL

### eHub Login Page

When opening your company's eHub website, there are two login options.

1. Existing or returning users can enter their User ID (Employee Number) and their password to login.
2. New or first-time eHub users can enter their User ID (Employee Number) and select Register. If registering for the first time, the employee will be asked for their birthdate and social security number to authenticate their User ID. The user will be prompted to create a password once they have completed the registration.

Passwords must be 8-16 characters long and contain three of the four criteria: a capital letter, a lowercase letter, a number and/or a special character.

<b>LOGIN</b>	<b>REGISTER</b>
Existing or returning?	First visit?
User ID	User ID
<input type="text"/>	<input type="text"/>
<a href="#">Forgot User ID?</a>	
Password	
<input type="password"/>	<a href="#">Forgot Password</a>
<b>LOGIN</b>	<b>REGISTER</b>

## View Upon Login:

Welcome, Joaquin Aguirre

View Profile >

407 S 27th Ave Omaha, NE 68131-3609 Mailing Address	(402) 352-3720 Day	(402) 888-8888 Emergency
	(402) 345-5660 x88888 Day	shanna.siford@teamsoftware.co... Email Address

**Paychecks**  
View All >

**Schedule**  
View Full Schedule >

Dec 10 – 23, 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11	12	13	14	15	16
			9:30a	7a	7a	8a
				8a	8a	
				11p		
					8a	
					4p	
17	18	19	20	21	22	23
8a	8a	8a	8a			

**Content**  
View All >

Company Picnic Jul 14 - Jul 14  
multiple jobs

TEAM Client Conference Apr 17 - Apr 19  
multiple jobs

Fireworks.MOV  
multiple jobs

**Employee Requests**  
View All >

Phone/E-Mail 12/13/2017  
1991 Received

**Reports**  
Select a report to view

Schedule

## Change Password

This allows eHub users to change their password whenever they choose. It is recommended that users change their password on a regular basis in order to maintain security, preventing unauthorized persons from gaining access.

Change Password

Current Password	Password
New Password	Password
Confirm Password	Password

Password Requirements

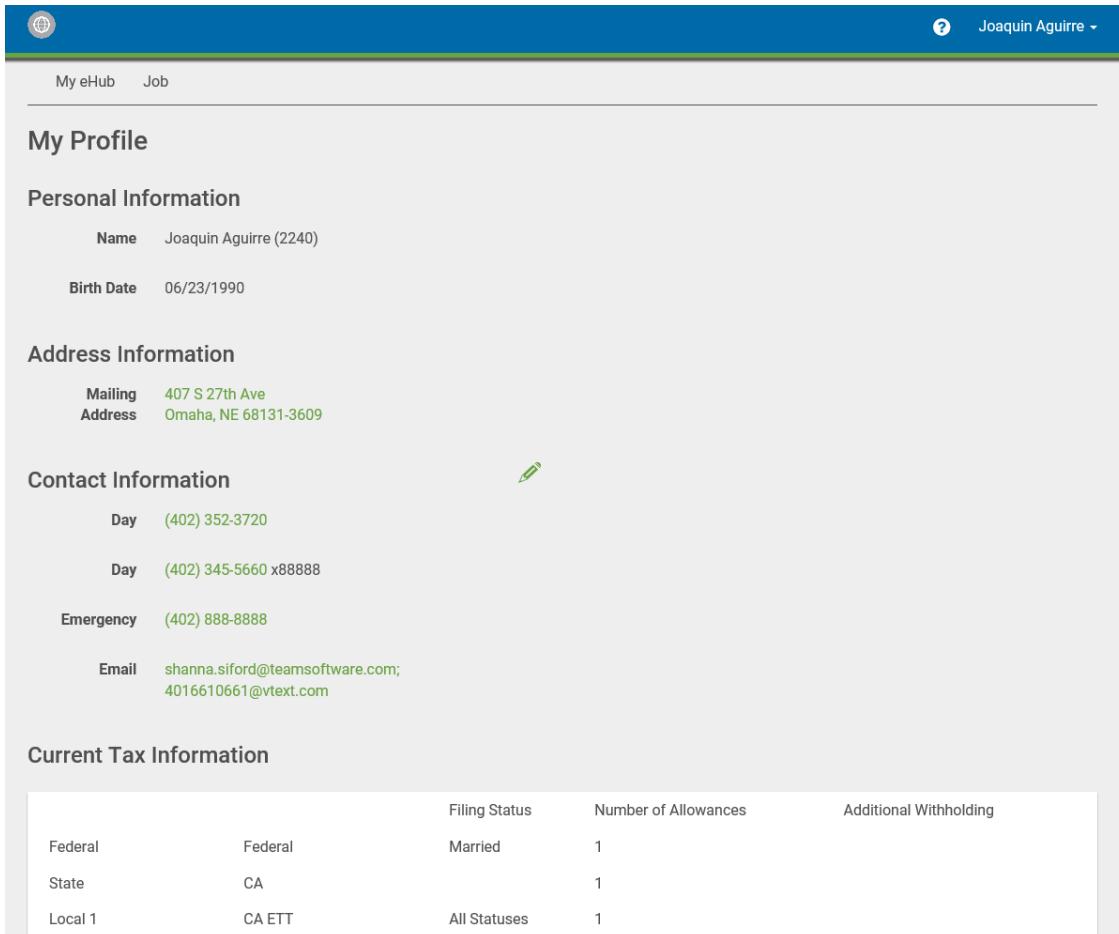
- Your password must be between 6 and 15 characters.
- Your password must contain 3 of the 4 criteria: an uppercase character, a lowercase character, a special character, or a number.

**CANCEL** **CONTINUE**

Change Password  
Log Out

# My Profile

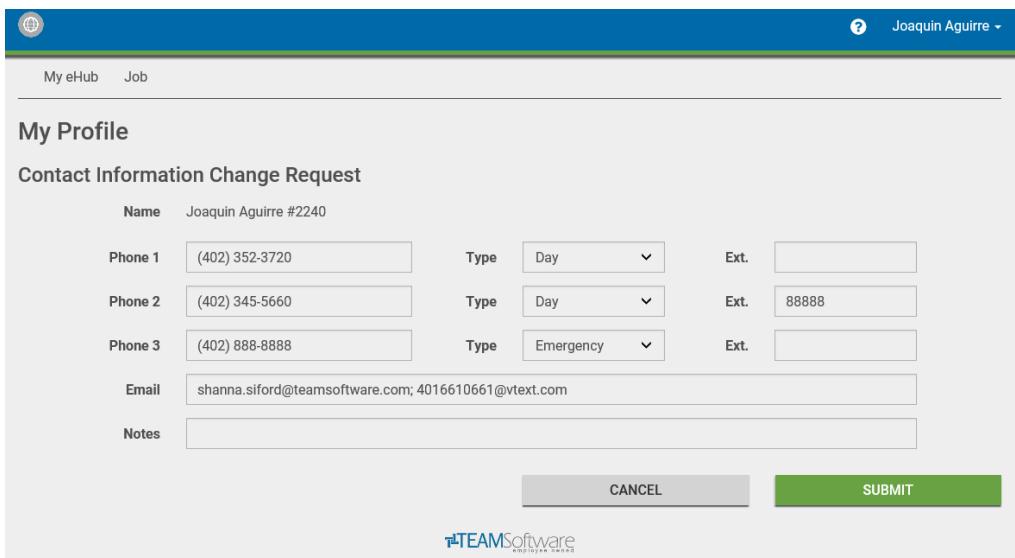
Within My Profile, users can view their own personal information.



The screenshot shows the 'My Profile' page with the following sections:

- Personal Information:** Displays Name (Joaquin Aguirre (2240)) and Birth Date (06/23/1990).
- Address Information:** Displays Mailing Address (407 S 27th Ave, Omaha, NE 68131-3609).
- Contact Information:** Displays multiple phone numbers and an email address, each with a pencil icon for editing. The contact details are:
  - Day: (402) 352-3720
  - Day: (402) 345-5660 x88888
  - Emergency: (402) 888-8888
  - Email: shanna.siford@teamsoftware.com; 4016610661@vtext.com
- Current Tax Information:** Displays filing status, number of allowances, and additional withholding for Federal, State, and Local 1.

If you click the pencil icon, you can update your phone number and email address:



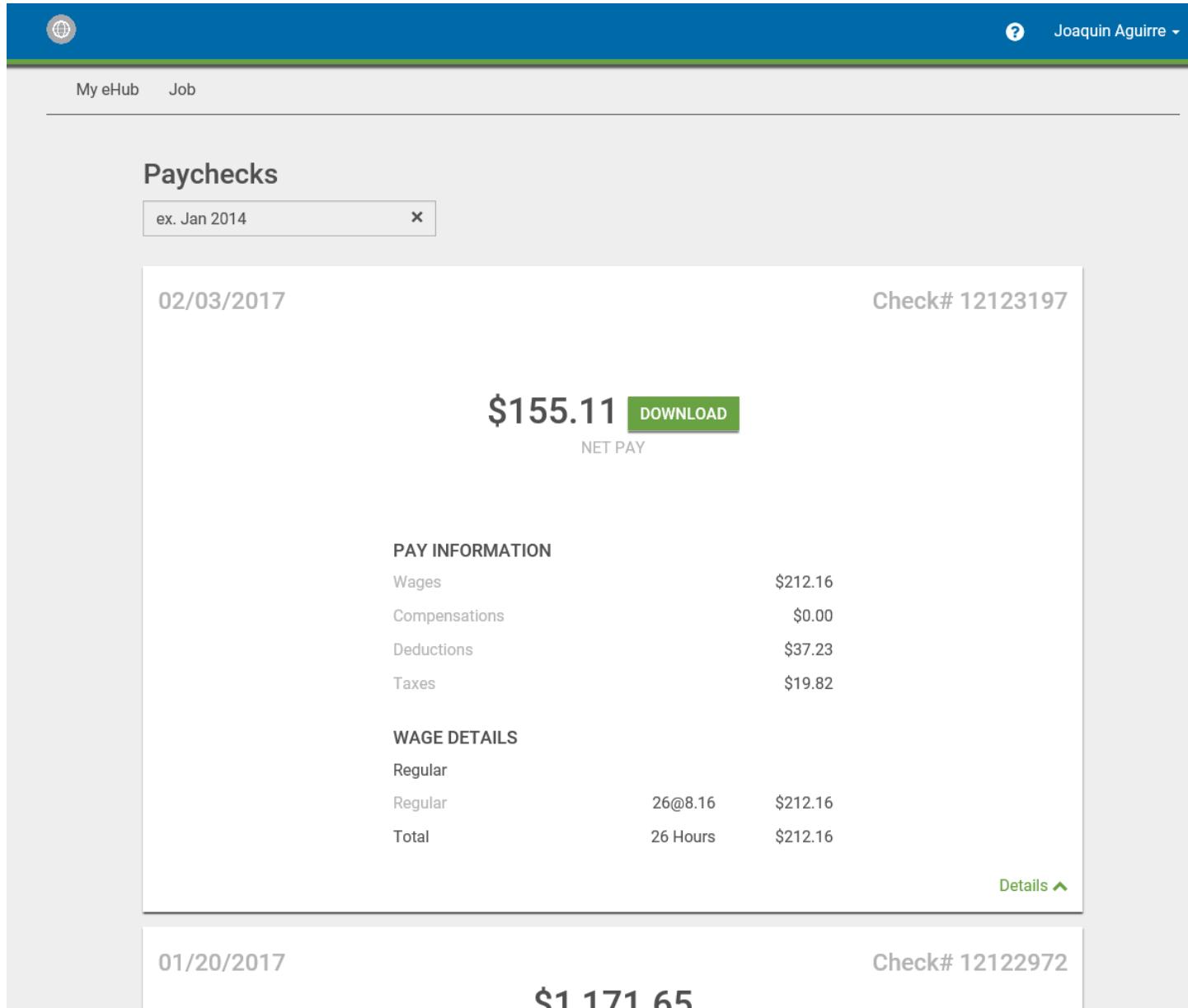
The screenshot shows the 'Contact Information Change Request' form with the following fields:

- Name: Joaquin Aguirre #2240
- Phone 1: (402) 352-3720 (Type: Day, Ext: )
- Phone 2: (402) 345-5660 (Type: Day, Ext: 88888)
- Phone 3: (402) 888-8888 (Type: Emergency, Ext: )
- Email: shanna.siford@teamsoftware.com; 4016610661@vtext.com
- Notes: (empty text area)

At the bottom are 'CANCEL' and 'SUBMIT' buttons, and the TEAMSoftware logo.

## Paychecks

Click Paychecks to view a list of your paychecks. On the paychecks screen, you can click the download button to open and save/print your paycheck.



The screenshot shows the eHub Paychecks screen. At the top, there is a search bar with the placeholder "ex. Jan 2014" and a clear button "x". Below the search bar, the first paycheck is displayed for the date 02/03/2017, with a check number of Check# 12123197. The gross amount is \$155.11, and there is a green "DOWNLOAD" button. The net pay amount is \$212.16. The "PAY INFORMATION" section details the breakdown of wages, compensations, deductions, and taxes. The "WAGE DETAILS" section shows regular pay at 26 hours of \$8.16 per hour, totaling \$212.16. The second paycheck is partially visible below, dated 01/20/2017, with a gross amount of \$1,171.65 and a check number of Check# 12122972.

PAY INFORMATION	
Wages	\$212.16
Compensations	\$0.00
Deductions	\$37.23
Taxes	\$19.82

WAGE DETAILS	
Regular	
Regular	26@8.16
Total	26 Hours \$212.16

## Schedules

Click View Full Schedule to view your schedule. You can view your schedule by Month, Week or Day. Click on the shift for more information.

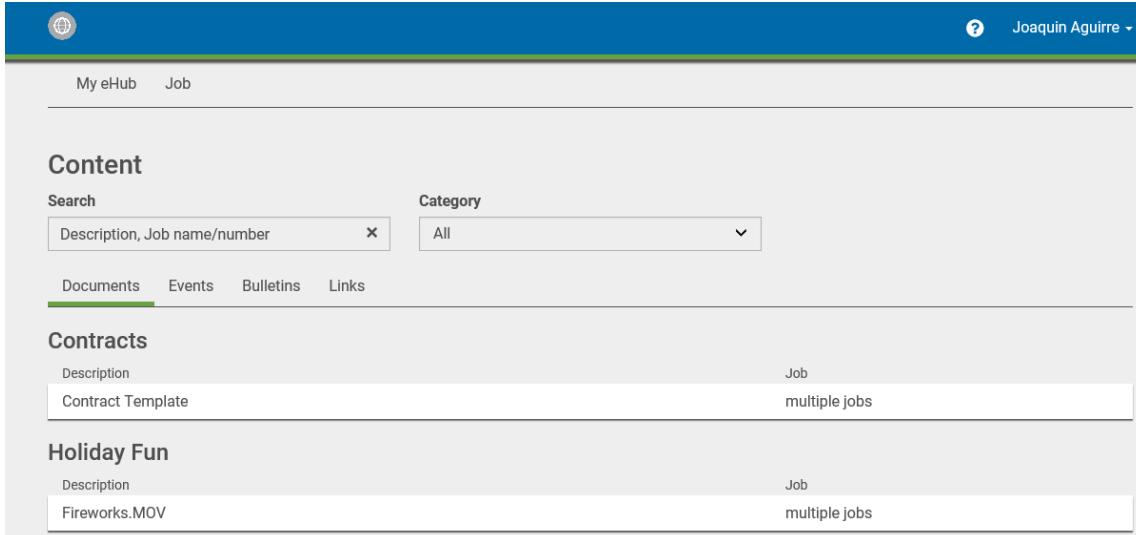
The screenshot shows the 'My Schedule' view in eHub. At the top, there are navigation links: 'My eHub' and 'Job'. On the right, there is a user profile for 'Joaquin Aguirre'. Below the header, the title 'My Schedule' is displayed. Underneath, there are three tabs: 'Current View' (disabled), 'MONTH' (selected), 'WEEK', and 'DAY'. The main area is a calendar for December 2017, showing days from 26 to 31. Shifts are color-coded and listed for each day. A 'Shift Details' pop-up window is overlaid on the calendar for the shift on December 11th. The pop-up contains the following information:

Shift Details	
Job	Ag Processing Inc. #10532
Post	Main Lobby
Date	11/30/2017
In	7:00 AM
Out	3:00 PM
Meal	0
Hours	8.00

At the bottom right of the pop-up is a 'CLOSE' button.

## Content

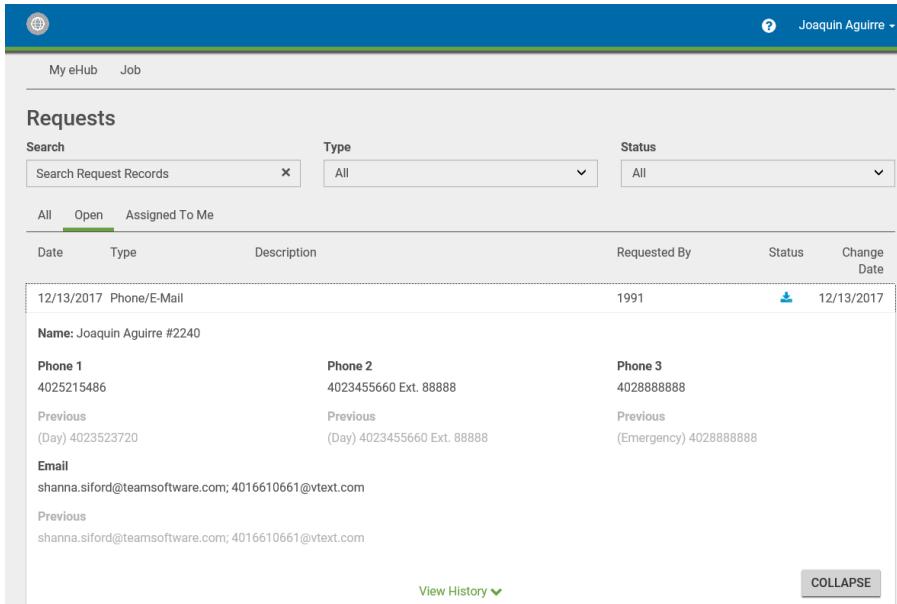
The content section may include documents, events, bulletins or links available to you.



The screenshot shows the 'Content' section of the eHub interface. At the top, there are search fields for 'Description, Job name/number' and a 'Category' dropdown set to 'All'. Below these are tabs for 'Documents' (which is selected), 'Events', 'Bulletins', and 'Links'. The main content area is divided into sections: 'Contracts' and 'Holiday Fun'. Each section contains a table with columns for 'Description', 'Job', and 'Status'. In the 'Contracts' section, there is one entry for 'Contract Template'. In the 'Holiday Fun' section, there is one entry for 'Fireworks.MOV'.

## Employee Requests

This will list any changes that you have made to your phone number or email from the “My Profile” screen.



The screenshot shows the 'Requests' section of the eHub interface. At the top, there are search fields for 'Search Request Records', 'Type' (set to 'All'), and 'Status' (set to 'All'). Below these are filter buttons for 'All', 'Open', and 'Assigned To Me'. The main content area is a table with columns for 'Date', 'Type', 'Description', 'Requested By', 'Status', and 'Change Date'. The table shows a single record: a phone change from 12/13/2017 for 'Phone/E-Mail' requested by '1991' on '12/13/2017'. Below the table, there is a section for 'Name: Joaquin Aguirre #2240' with details for 'Phone 1', 'Phone 2', and 'Phone 3'. At the bottom, there are buttons for 'View History' and 'COLLAPSE'.

## Schedule Report

The Scheduling report lists scheduling information for each job and employee. The report can be filtered by scheduling dates and jobs.

River City Services, Inc. Scheduling By Job

12/1/2017 - 12/31/2017

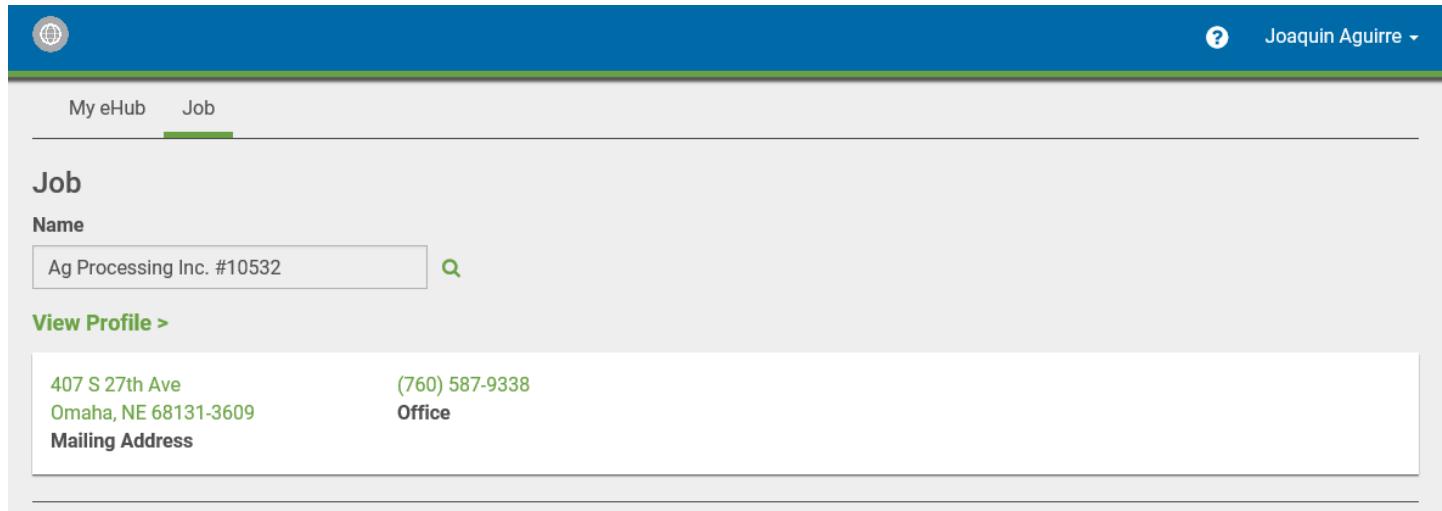
Total Hours: 238.50

Work Date	Post	Employee	In Time	Out Time	Lunch	Hours
<b>Ag Processing Inc. (10532)</b>						
12/3/2017	Warehouse Entrance	Joaquin Aguirre	23:00	07:00	0.00	8.00
12/4/2017	Warehouse Entrance	Joaquin Aguirre	23:00	07:00	0.00	8.00
12/14/2017	Warehouse Entrance	Joaquin Aguirre	23:00	07:00	0.00	8.00
	Main Lobby	Joaquin Aguirre	07:00	15:00	0.00	8.00
12/17/2017	Warehouse Entrance	Joaquin Aguirre	23:00	07:00	0.00	8.00
12/18/2017	Warehouse Entrance	Joaquin Aguirre	23:00	07:00	0.00	8.00
<b>American National Bank (10650)</b>						
12/13/2017	Lobby Desk	Joaquin Aguirre	09:30	16:00	0.00	6.50
12/15/2017	Safety Deposit Guard	Joaquin Aguirre	08:00	17:00	1.00	8.00
	Lobby Desk	Joaquin Aguirre	07:00	16:00	1.00	8.00
12/18/2017	Safety Deposit Guard	Joaquin Aguirre	08:00	17:00	1.00	8.00
12/19/2017	Safety Deposit Guard	Joaquin Aguirre	08:00	17:00	1.00	8.00

## Job Tab

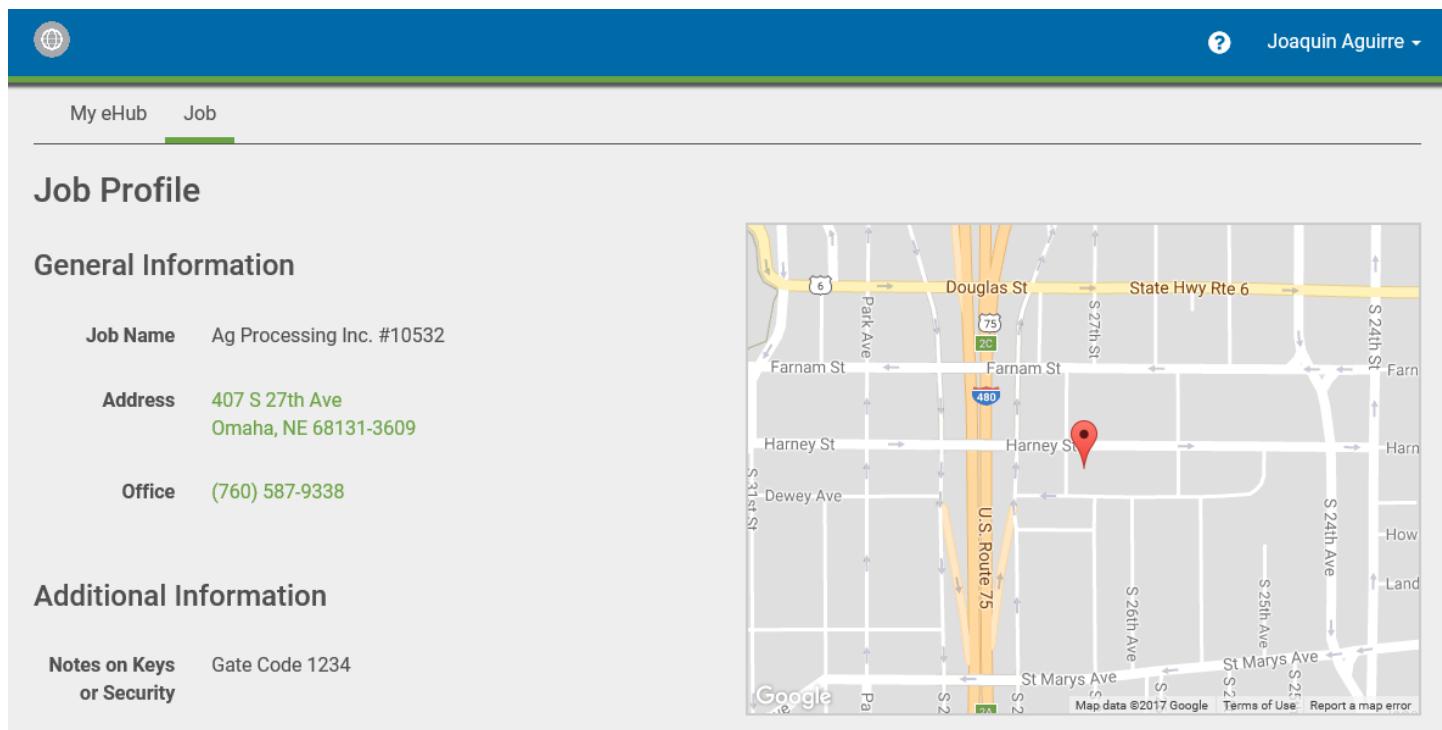
The **Job** tab displays all jobs that the user works, supervises or has special access to. Select the job you'd like to view. Each job displayed provides the Job Profile information.

The View Profile link displays the address, contact information and additional information related to the job, such as Notes and Notes on Keys or Security. Addresses appear in green text indicating a hyperlink to Google Maps.



The screenshot shows the eHub interface with the 'Job' tab selected. A single job entry is displayed for 'Ag Processing Inc. #10532'. The entry includes the address '407 S 27th Ave, Omaha, NE 68131-3609', the phone number '(760) 587-9338', and the label 'Office'. Below the address, the text 'Mailing Address' is visible. A 'View Profile >' link is present, which, when clicked, would provide more detailed information about the job.

Click View Profile to view additional information.



The screenshot shows the 'Job Profile' page for 'Ag Processing Inc. #10532'. The page is divided into 'General Information' and 'Additional Information' sections. In the 'General Information' section, the job name is listed as 'Ag Processing Inc. #10532', the address is '407 S 27th Ave, Omaha, NE 68131-3609', and the office phone number is '(760) 587-9338'. In the 'Additional Information' section, the notes on keys or security are listed as 'Gate Code 1234'. To the right of the information, a map of the area around 407 S 27th Ave is shown, with a red dot marking the location. The map includes labels for 'Douglas St', 'State Hwy Rte 6', 'Farnam St', 'Harney St', 'Dewey Ave', 'S 27th St', 'S 24th St', 'S 25th Ave', 'St Marys Ave', and 'S 24th Ave'. Major routes like 'U.S. Route 75' and 'I-480' are also indicated.

# EHUB MOBILE SCREENS

## Downloading the eHub Mobile Application

The eHub Mobile application is available for both iPhone and Android and can be downloaded from the Apple App Store or Google Play. Screens may differ slightly, depending on your mobile device and operating system.

## Logging on to eHub Mobile

After the eHub application has been downloaded, users are able to log on to eHub. In order to log on, users must be assigned an eHub employee or supervisor license within WinTeam.

iOS Products:



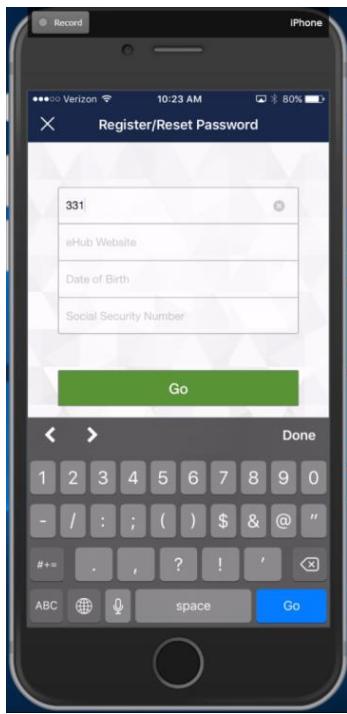
Android Products:



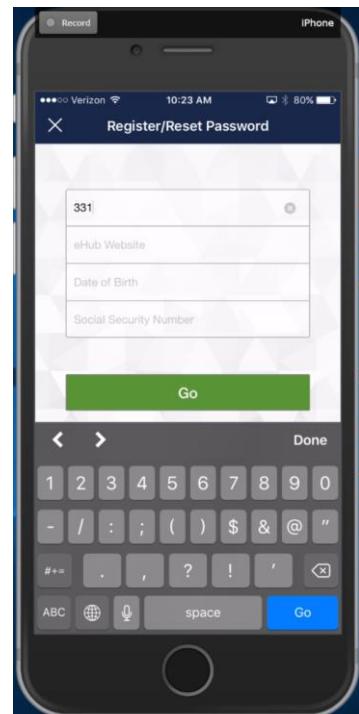
Users that have accessed eHub via the web portal won't need to register for eHub. They can simply log on using their employee number or user ID and password for eHub. Your organization's eHub address needs to be entered on the line that says eHub Website.

First-time users need to select the Register/Forgot Password link. The user then enters their user ID, eHub website, date of birth, and Social Security number

iOS Products:



Android Products:



After entering the information and clicking the **Go** button, you are directed to enter a new password and confirm the password. The password must be 6-15 characters long and contain three of the four following criteria: an uppercase letter, a lowercase letter, a special character and/or a number.

After creating the account, the user is able to create a four-digit passcode to speed up the logon process.

iOS Products:



Android Products:

