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TEAMSoftware
employee owned

eHub Instruction Guide

SECURITY CONTRACTORS

WINTEAM| Education Department

January 2017 | Version 2017.02

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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).

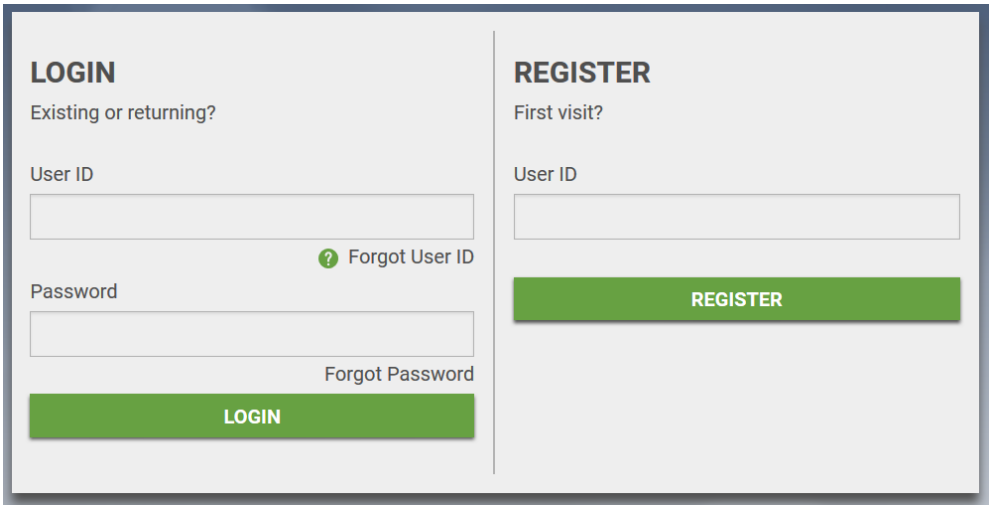
EHUB SCREENS — WEB PORTAL

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.



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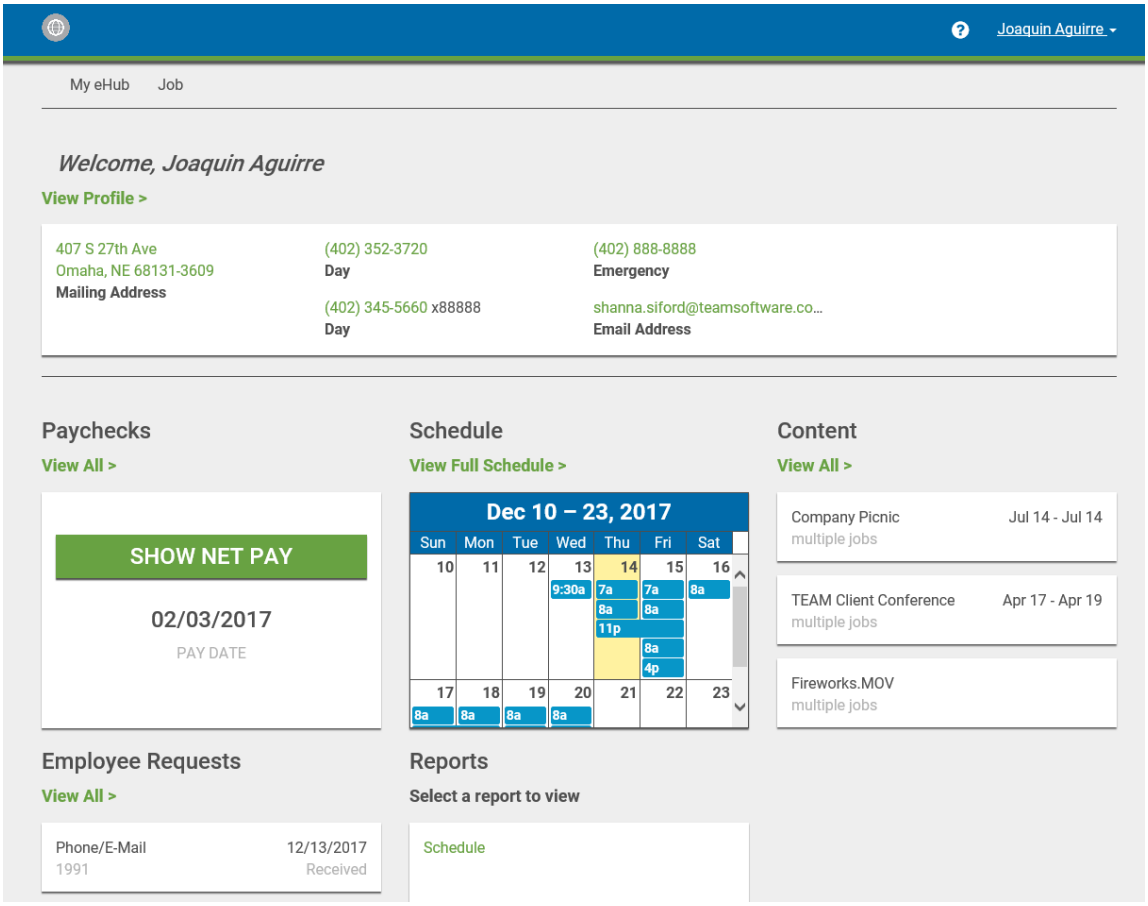
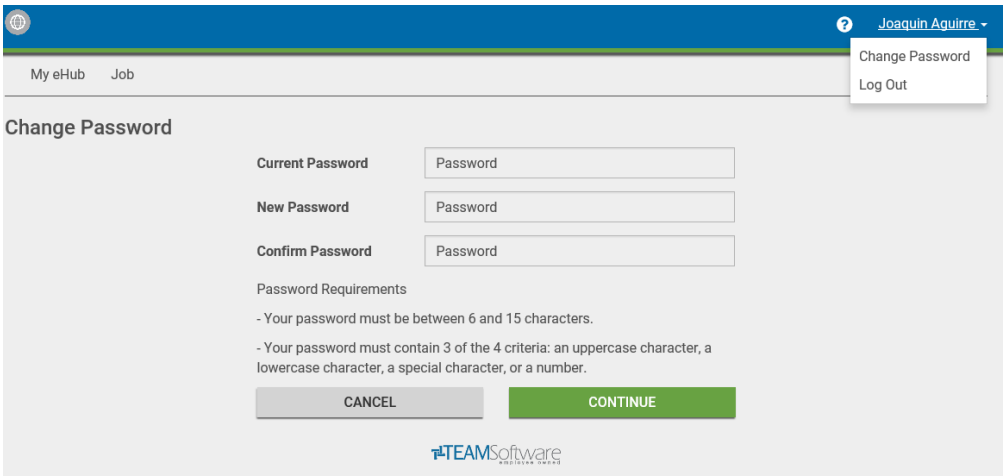
View Upon Login:



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.



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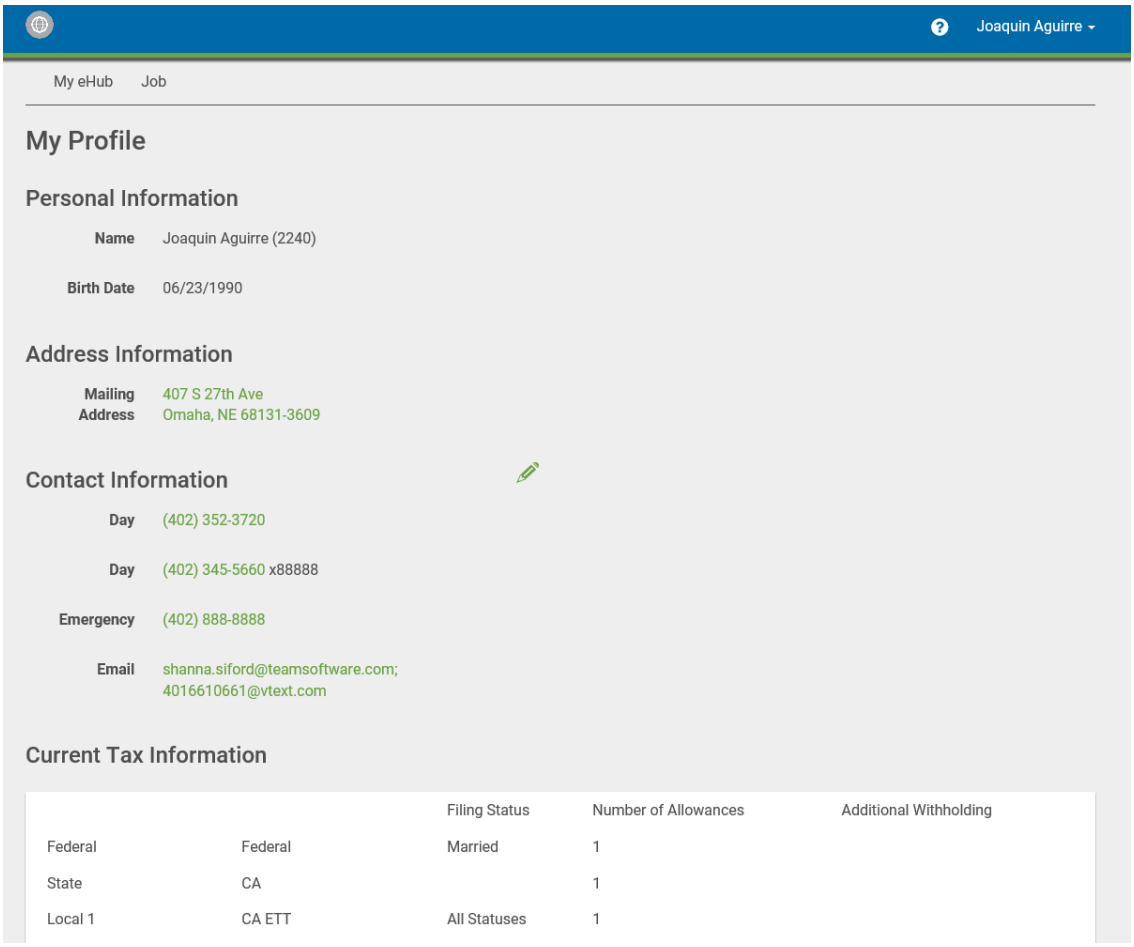
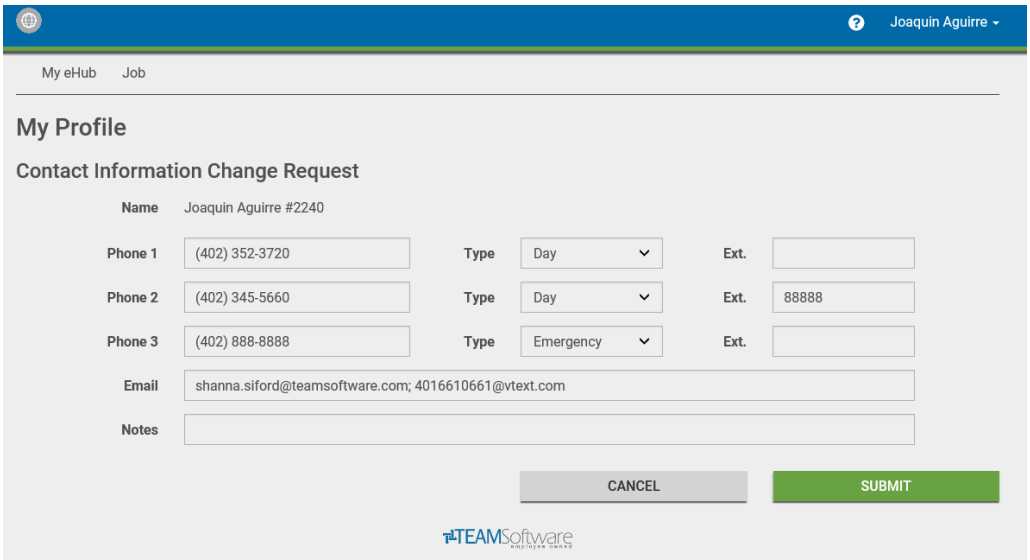
My Profile

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



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



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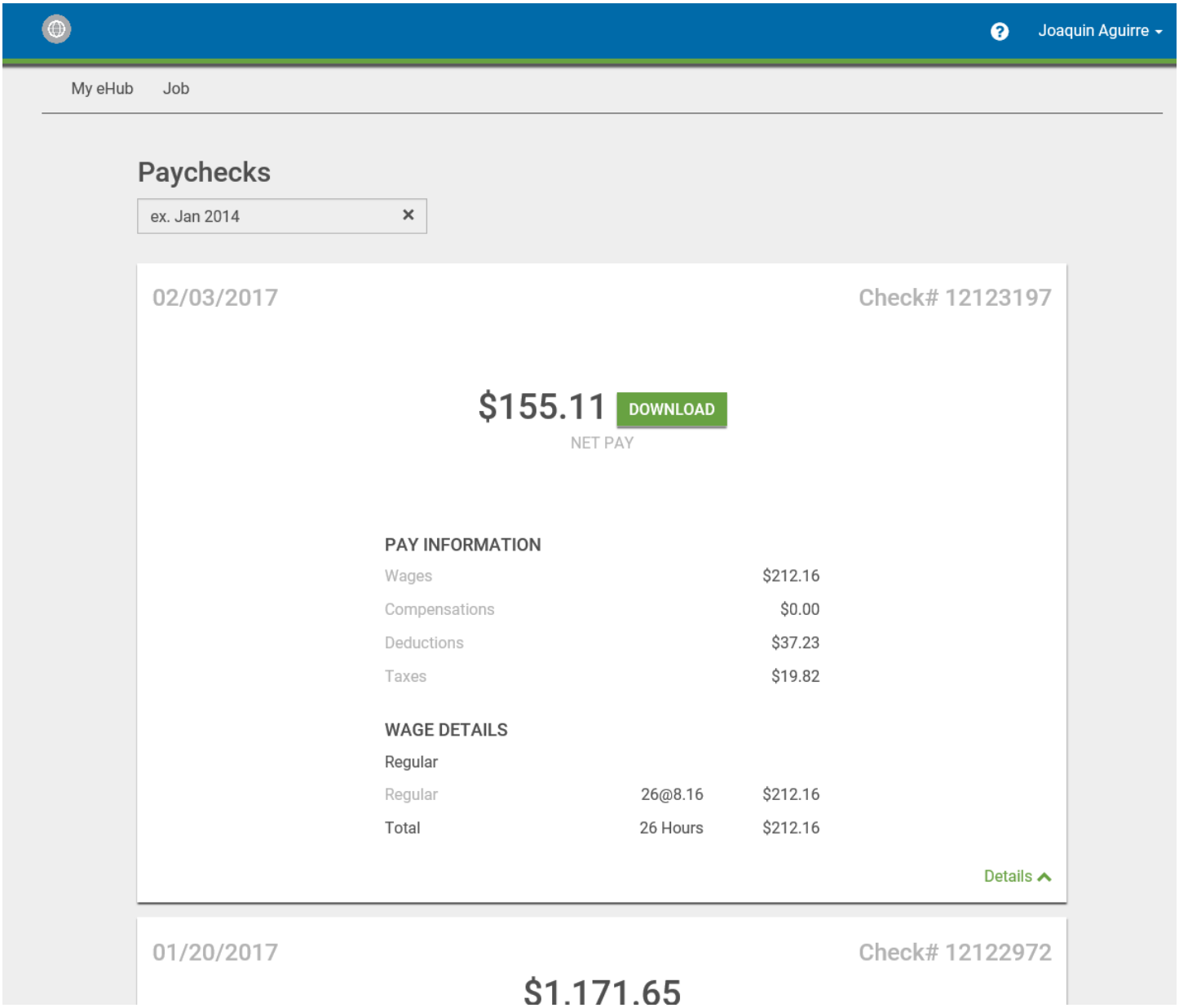
Paychecks

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.



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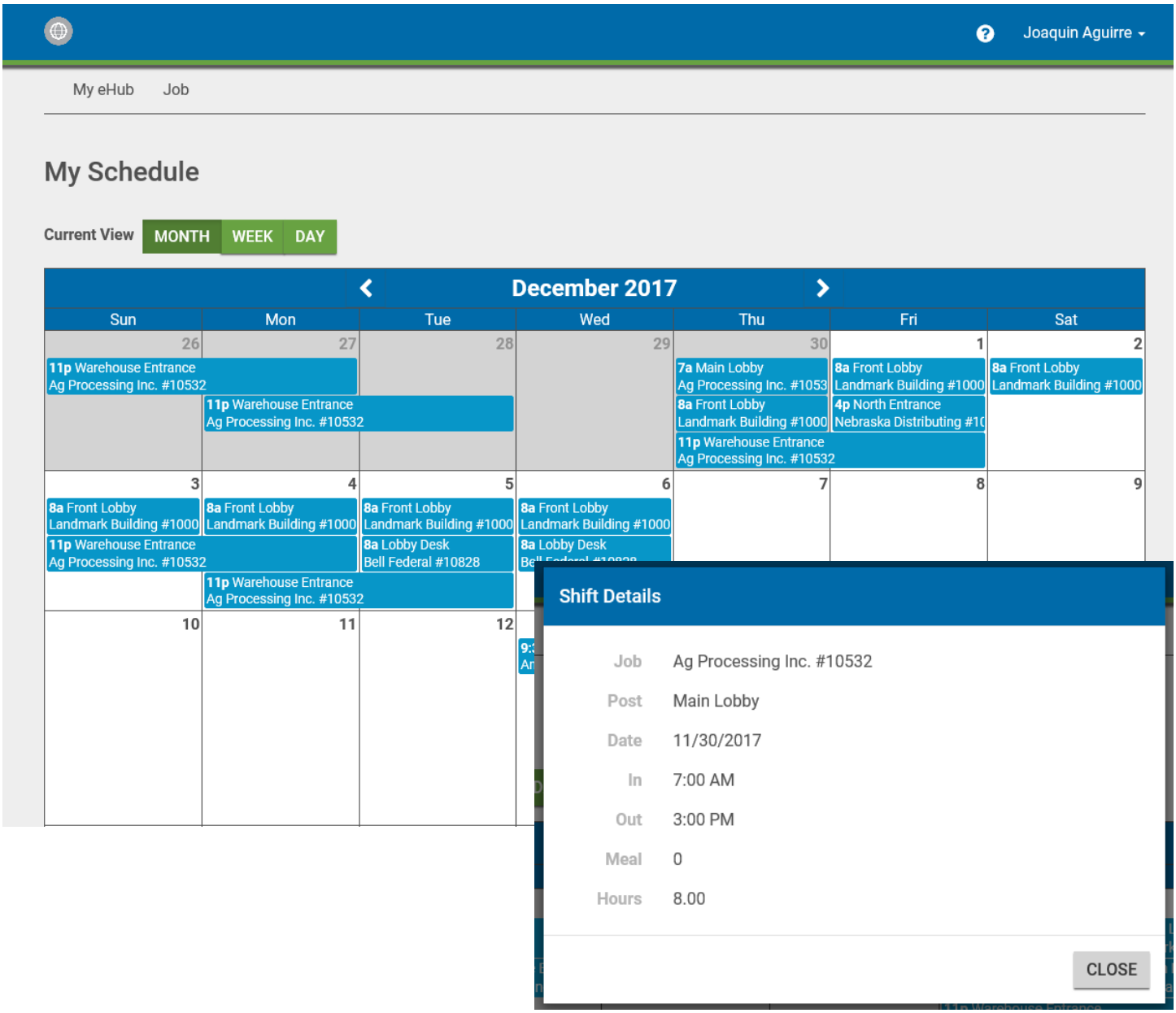
Schedules

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.



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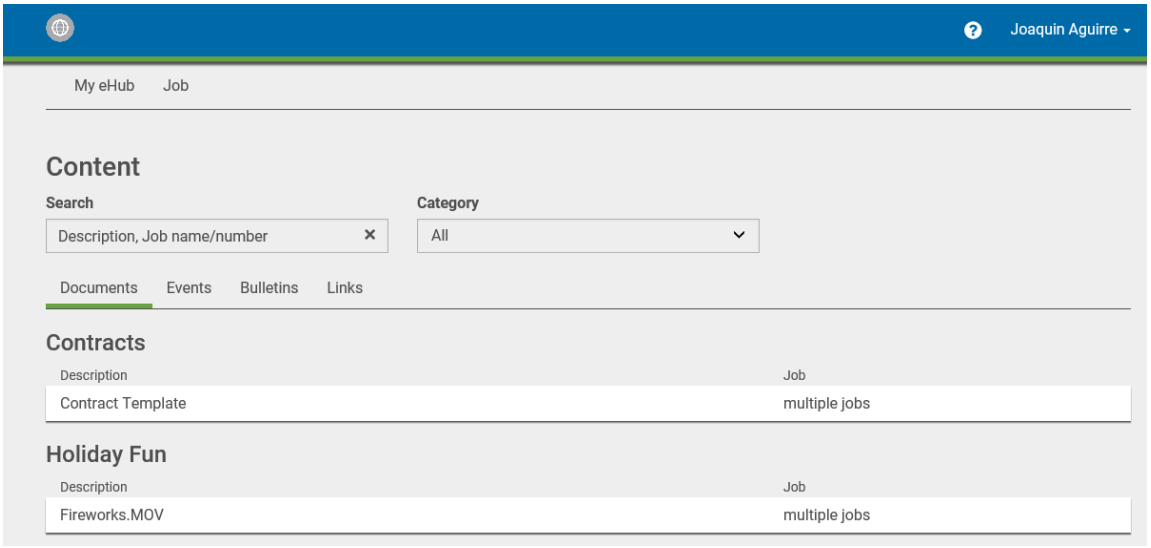
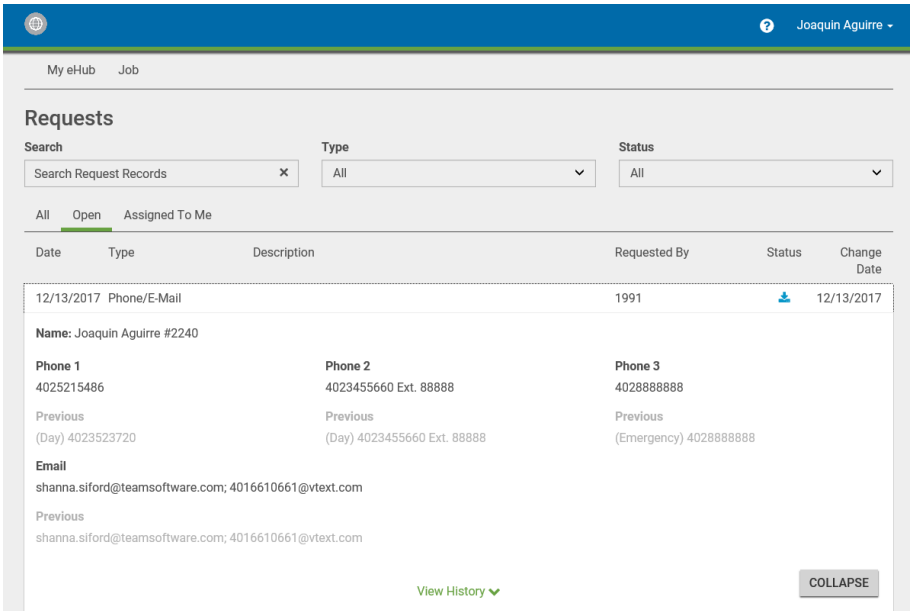
Content

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



Employee Requests

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



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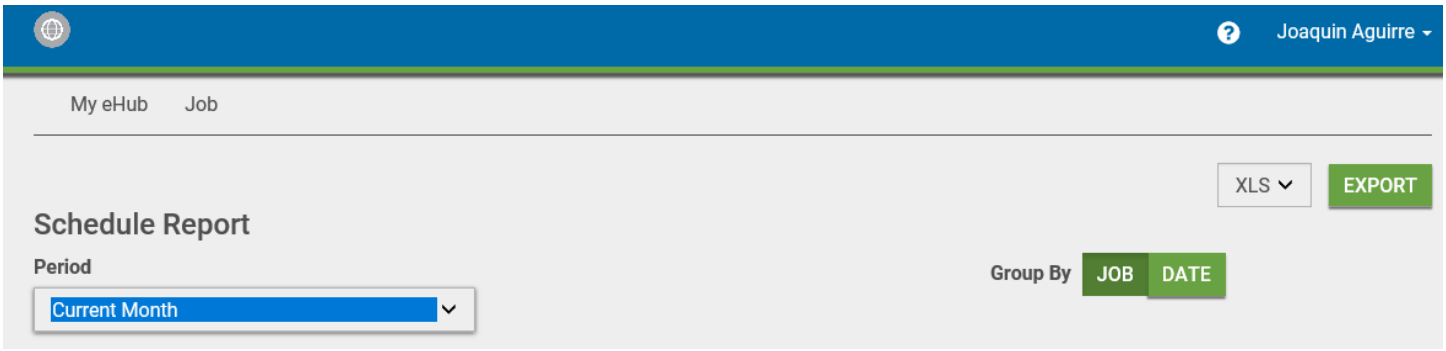
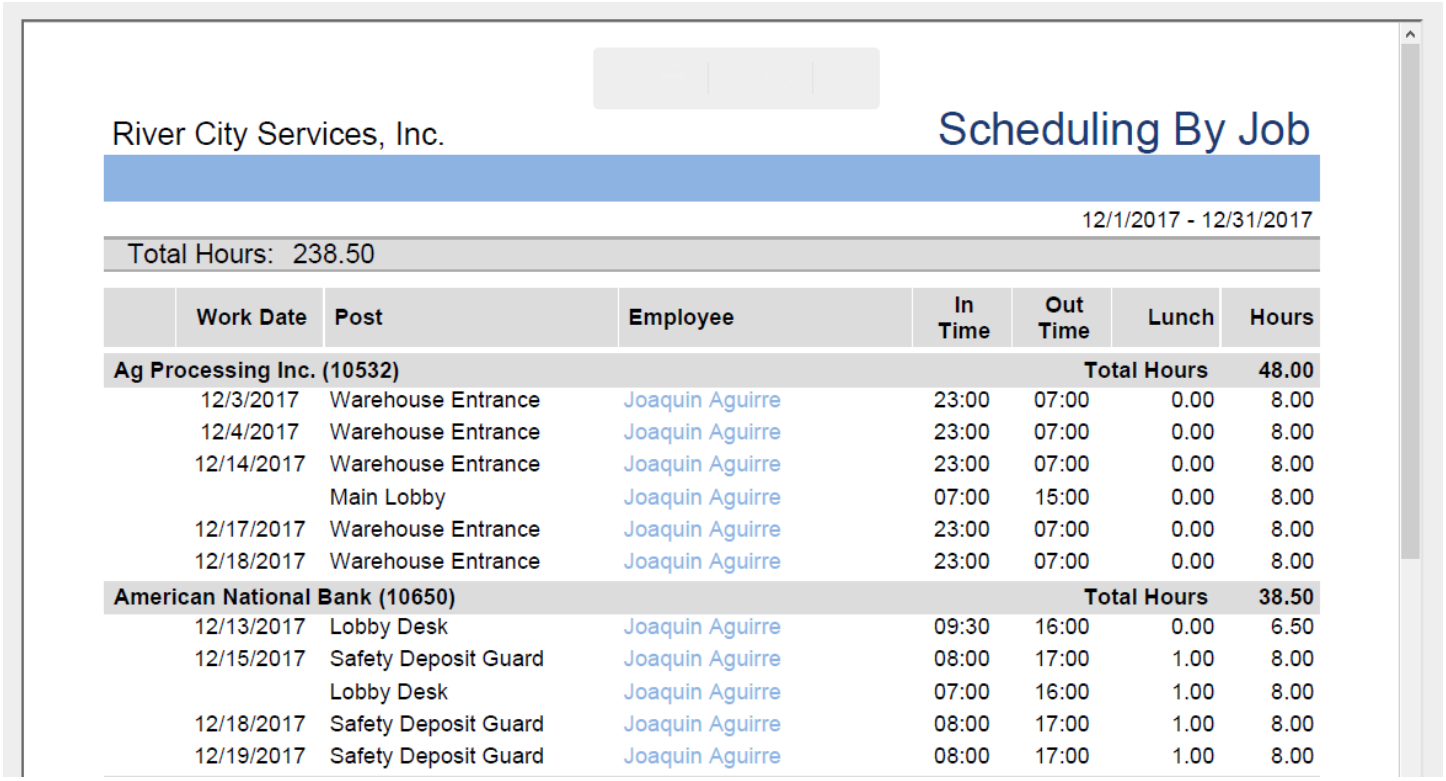
Schedule Report

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
Ag Processing Inc. (10532)						**Total Hours**	**48.00**
	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
American National Bank (10650)						**Total Hours**	**38.50**
	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

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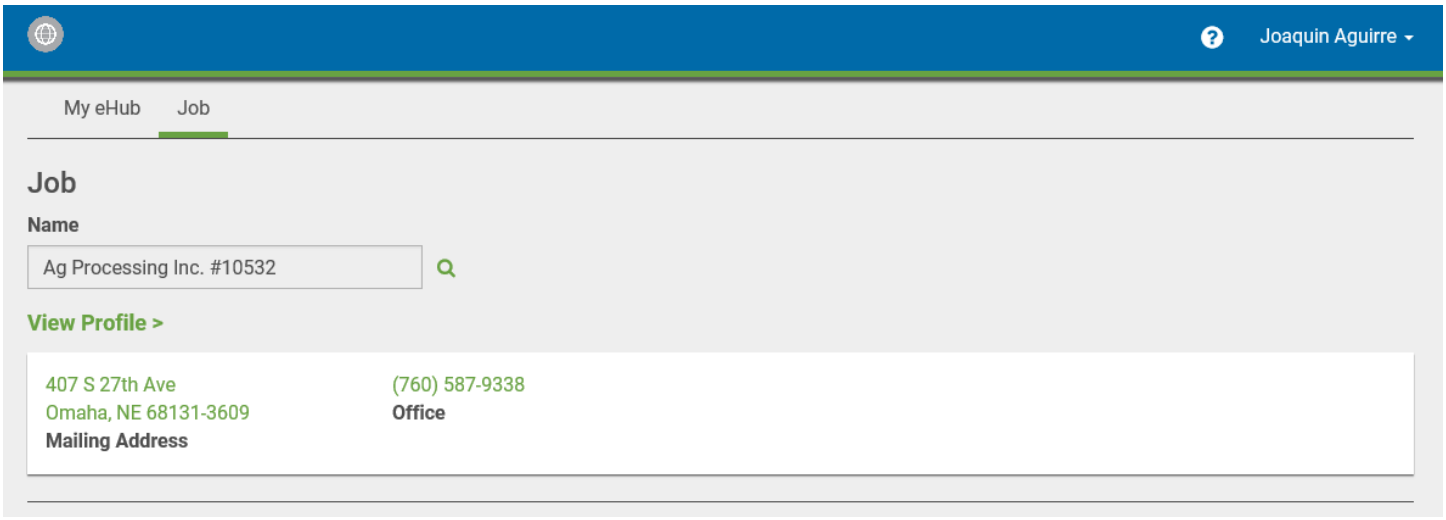
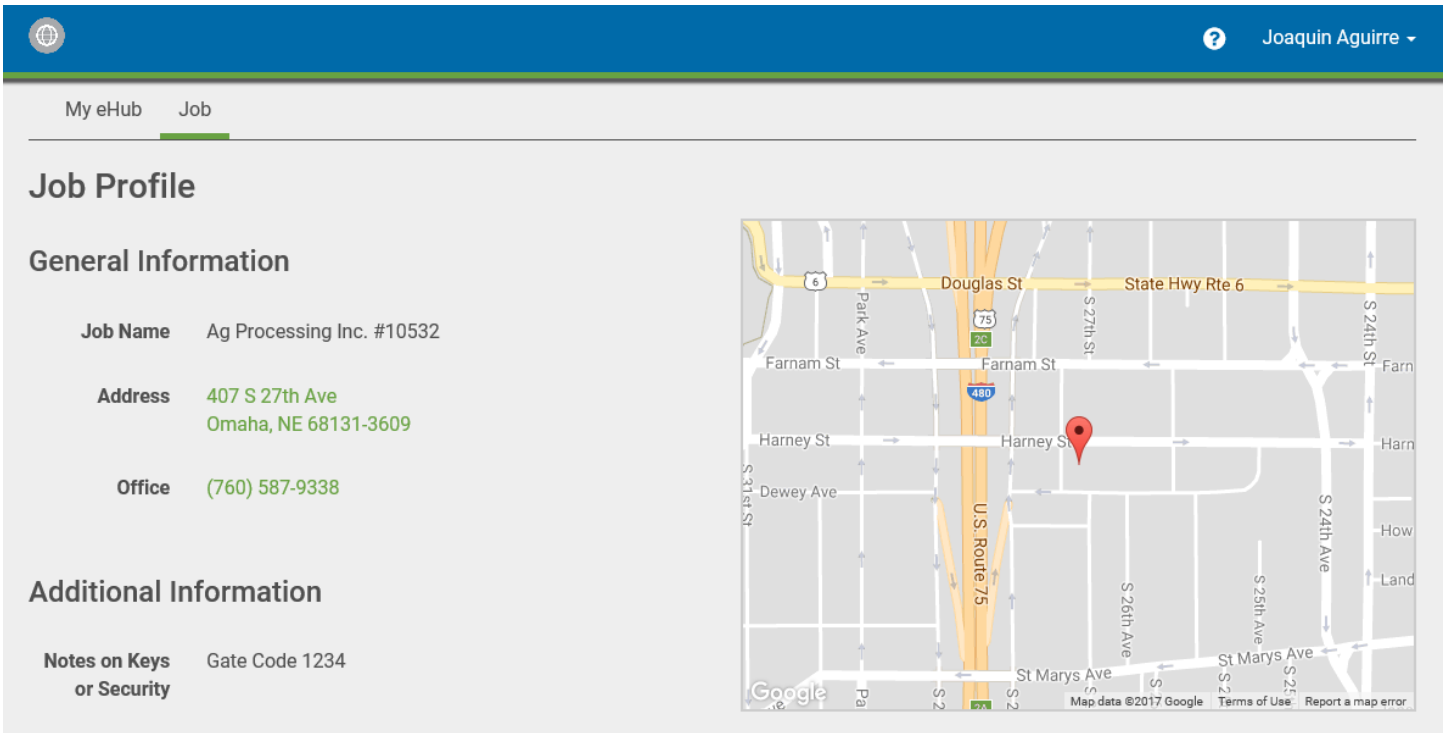
Job Tab

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.



Click View Profile to view additional information.



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EHUB MOBILE SCREENS

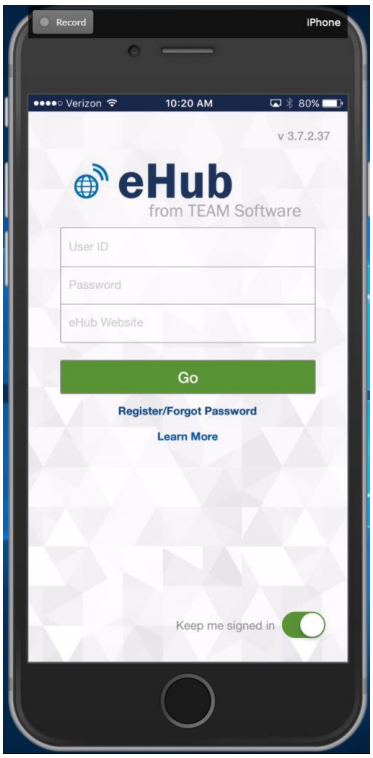
Downloading the eHub Mobile Application

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.

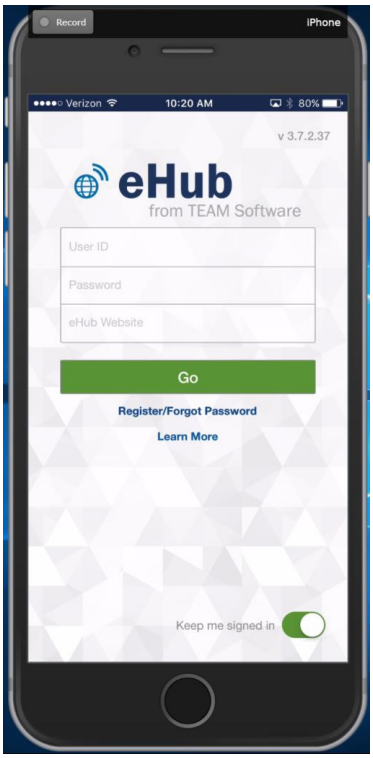
Logging on to eHub Mobile

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.

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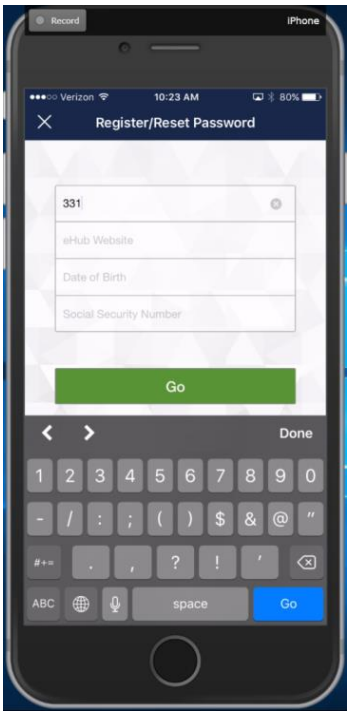
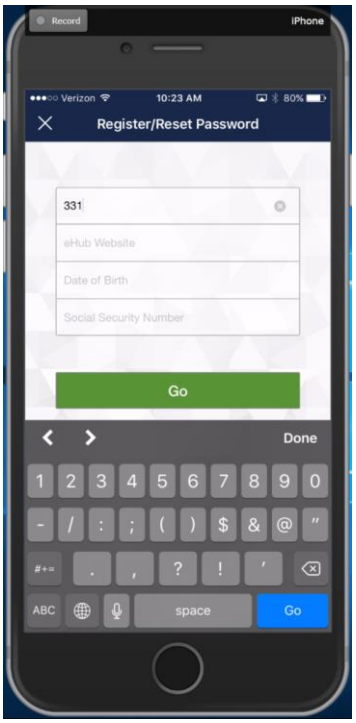
First-time users need to select the Register/Forgot Password link. The user then enters their user ID, eHub website, date of birth, and Social Security number

iOS Products:



Android Products:

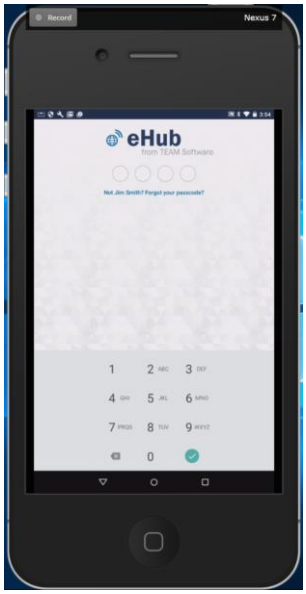


After entering the information and clicking the **Go** button, you are directed to enter a new password and confirm the password. The password must be 6-15 characters long and contain three of the four following criteria: an uppercase letter, a lowercase letter, a special character and/or a number.

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

iOS Products:

Android Products:



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