



eHub Instruction Guide

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.

The screenshot displays the eHub web portal interface, which is divided into two main sections: LOGIN and REGISTER.

LOGIN Section:

- Header: **LOGIN**
- Text: Existing or returning?
- Form fields: User ID (text input), Password (text input).
- Links: [Forgot User ID](#) (with a question mark icon), [Forgot Password](#).
- Button: **LOGIN** (green button).

REGISTER Section:

- Header: **REGISTER**
- Text: First visit?
- Form field: User ID (text input).
- Button: **REGISTER** (green button).

View Upon Login:

The screenshot shows the eHub user interface for Joaquin Aguirre. The top navigation bar includes a globe icon, a help icon, and the user's name "Joaquin Aguirre" with a dropdown arrow. Below the navigation bar, there are links for "My eHub" and "Job".

The main content area is divided into several sections:

- Welcome, Joaquin Aguirre**: A green "View Profile >" link is displayed.
- Contact Information**: A table displaying the user's contact details.

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**: A green "View All >" link is displayed. Below it, a green button labeled "SHOW NET PAY" is shown, followed by the date "02/03/2017" and the text "PAY DATE".
- Schedule**: A green "View Full Schedule >" link is displayed. Below it, a calendar for "Dec 10 - 23, 2017" is shown. The calendar displays days of the week and dates, with specific times (e.g., 9:30a, 7a, 8a, 11p, 8a, 4p) indicated for certain days.
- Content**: A green "View All >" link is displayed. Below it, a list of events is shown:
 - Company Picnic multiple jobs Jul 14 - Jul 14
 - TEAM Client Conference multiple jobs Apr 17 - Apr 19
 - Fireworks.MOV multiple jobs
- Employee Requests**: A green "View All >" link is displayed. Below it, a table shows a request:

Phone/E-Mail 1991	12/13/2017 Received
----------------------	------------------------
- Reports**: A section titled "Select a report to view" with a green link labeled "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.

The screenshot shows the "Change Password" form in the eHub user interface. The top navigation bar includes a globe icon, a help icon, and the user's name "Joaquin Aguirre" with a dropdown arrow. Below the navigation bar, there are links for "My eHub" and "Job".

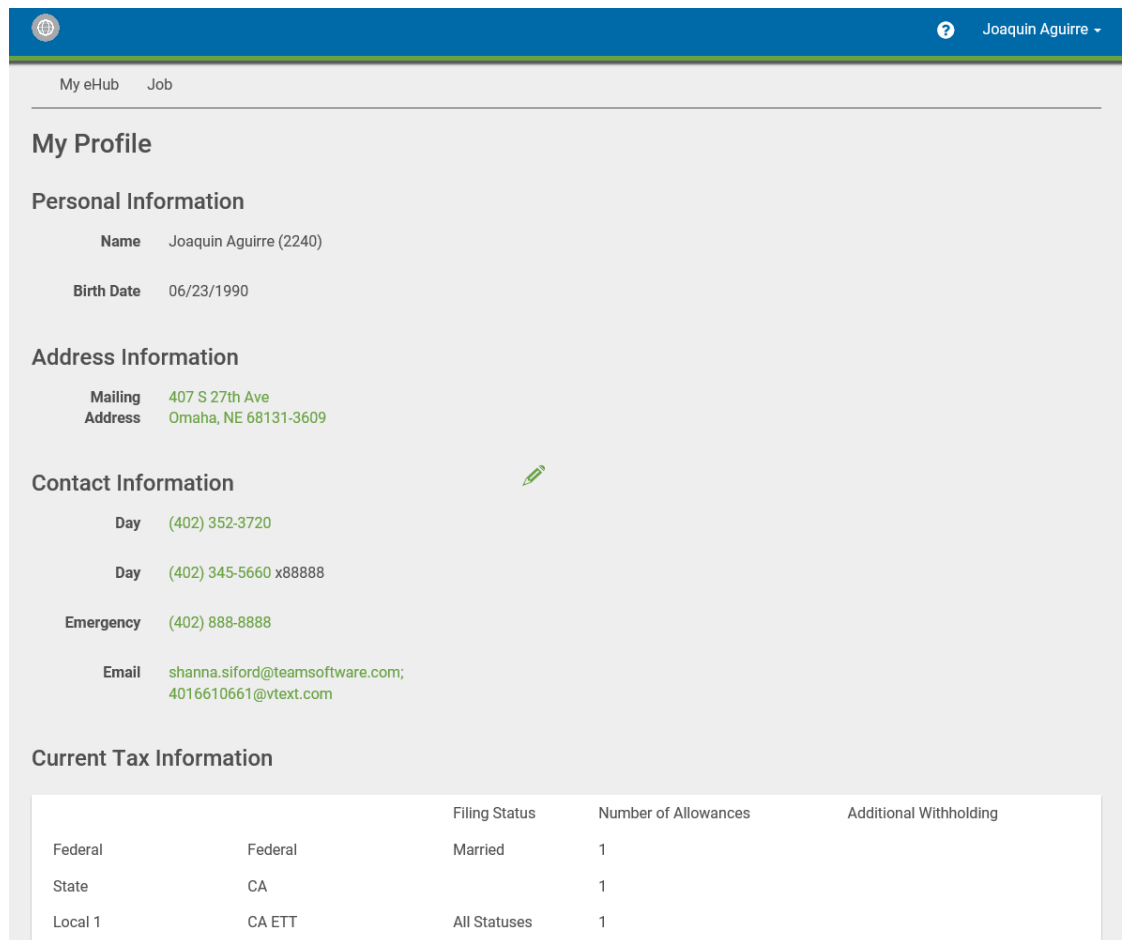
The main content area is titled "Change Password" and contains the following fields and options:

- Current Password**: A text input field labeled "Password".
- New Password**: A text input field labeled "Password".
- Confirm Password**: A text input field labeled "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.
- Buttons**: A "CANCEL" button and a green "CONTINUE" button.

A dropdown menu is open next to the user's name, showing options for "Change Password" and "Log Out".

My Profile

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



The screenshot shows the 'My Profile' page for a user named Joaquin Aguirre. The page is divided into several sections: Personal Information, Address Information, Contact Information, and Current Tax Information. A pencil icon is visible next to the Contact Information section, indicating that this information can be edited.

Personal Information

Name: Joaquin Aguirre (2240)

Birth Date: 06/23/1990

Address Information

Mailing Address: 407 S 27th Ave
Omaha, NE 68131-3609

Contact Information

Day: (402) 352-3720

Day: (402) 345-5660 x88888

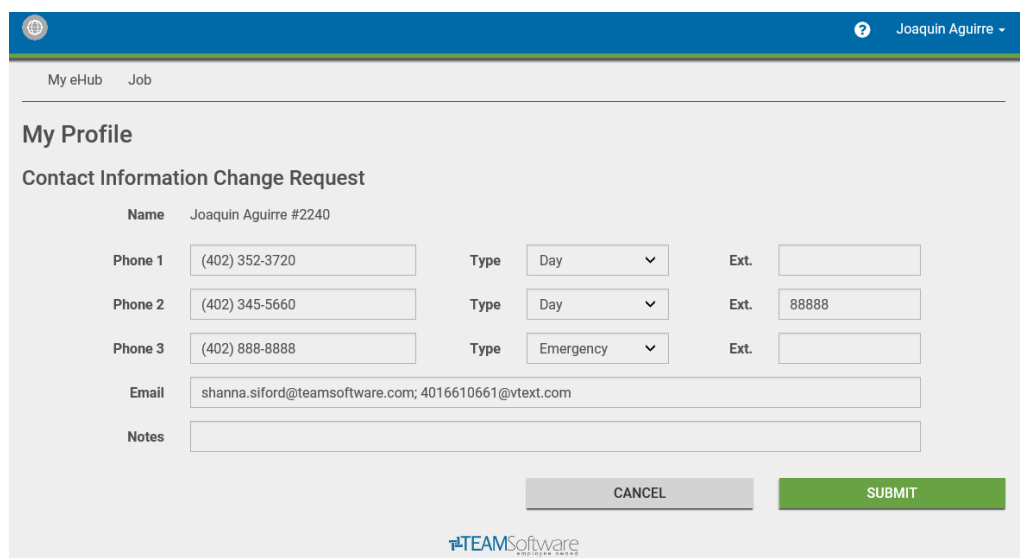
Emergency: (402) 888-8888

Email: shanna.siford@teamsoftware.com;
4016610661@vtext.com

Current Tax Information

		Filing Status	Number of Allowances	Additional Withholding
Federal	Federal	Married	1	
State	CA		1	
Local 1	CA ETT	All Statuses	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. It includes fields for Name, Phone 1, Phone 2, Phone 3, Email, and Notes. Each phone number field has a 'Type' dropdown menu and an 'Ext.' field. The form also includes 'CANCEL' and 'SUBMIT' buttons at the bottom.

My Profile

Contact Information Change Request

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:

CANCEL SUBMIT

TEAMSoftware


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.

  Joaquin Aguirre ▾


My eHub Job

Paychecks

ex. Jan 2014 

02/03/2017Check# 12123197

\$155.11
NET PAY


 **DOWNLOAD**

PAY INFORMATION

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

WAGE DETAILS

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

Details 

01/20/2017Check# 12122972

\$1.171.65

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.

?

Joaquin Aguirre

My eHub

Job

My Schedule

Current View

MONTH

WEEK

DAY

<

December 2017

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
11p Warehouse Entrance Ag Processing Inc. #10532	11p Warehouse Entrance Ag Processing Inc. #10532			7a Main Lobby Ag Processing Inc. #1053 8a Front Lobby Landmark Building #1000 11p Warehouse Entrance Ag Processing Inc. #10532	8a Front Lobby Landmark Building #1000 4p North Entrance Nebraska Distributing #10	8a Front Lobby Landmark Building #1000
3	4	5	6	7	8	9
8a Front Lobby Landmark Building #1000 11p Warehouse Entrance Ag Processing Inc. #10532	8a Front Lobby Landmark Building #1000 11p Warehouse Entrance Ag Processing Inc. #10532	8a Front Lobby Landmark Building #1000 8a Lobby Desk Bell Federal #10828	8a Front Lobby Landmark Building #1000 8a Lobby Desk Bell Federal #10828			
10	11	12				

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

CLOSE

Content

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

?

Joaquin Aguirre

My eHub

Job

Content

Search

Description, Job name/number

×

Category

All

▼

Documents

Events

Bulletins

Links

Contracts

Description

Contract Template

Job

multiple jobs

Holiday Fun

Description

Fireworks.MOV

Job

multiple jobs

Employee Requests

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

?

Joaquin Aguirre

My eHub

Job

Requests

Search

Search Request Records

×

Type

All

▼

Status

All

▼

All


Open

Assigned To Me

Date	Type	Description	Requested By	Status	Change Date
12/13/2017	Phone/E-Mail		1991		12/13/2017
<div><div>Name: Joaquin Aguirre #2240</div><div><div><div>Phone 1</div><div>4025215486</div><div>Previous</div><div>(Day) 4023523720</div></div><div><div>Phone 2</div><div>4023455660 Ext. 88888</div><div>Previous</div><div>(Day) 4023455660 Ext. 88888</div></div><div><div>Phone 3</div><div>4028888888</div><div>Previous</div><div>(Emergency) 4028888888</div></div></div><div><div>Email</div><div>shanna.siford@teamsoftware.com; 4016610661@vtext.com</div><div>Previous</div><div>shanna.siford@teamsoftware.com; 4016610661@vtext.com</div></div></div> <div><div>View History</div><div>COLLAPSE</div></div>					

Schedule Report

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


?
Joaquin Aguirre ▾

My eHub
Job

XLS ▾
EXPORT

Schedule Report

Period

Current Month ▾

Group By

JOB

DATE

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

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 a blue header bar containing a globe icon, a help icon, and the user name 'Joaquin Aguirre'. Below the header is a navigation bar with 'My eHub' and 'Job' tabs, where 'Job' is selected. The main content area is titled 'Job' and contains a search box with the text 'Ag Processing Inc. #10532' and a magnifying glass icon. Below the search box is a green link 'View Profile >'. At the bottom, there is a white box containing the following information: '407 S 27th Ave' (green text), 'Omaha, NE 68131-3609' (green text), 'Mailing Address' (black text), '(760) 587-9338' (green text), and 'Office' (black text).

Click View Profile to view additional information.

The screenshot shows the eHub interface with a blue header bar containing a globe icon, a help icon, and the user name 'Joaquin Aguirre'. Below the header is a navigation bar with 'My eHub' and 'Job' tabs, where 'Job' is selected. The main content area is titled 'Job Profile' and contains two sections: 'General Information' and 'Additional Information'. The 'General Information' section contains the following information: 'Job Name' 'Ag Processing Inc. #10532', 'Address' '407 S 27th Ave' (green text), 'Omaha, NE 68131-3609' (green text), 'Office' '(760) 587-9338' (green text). The 'Additional Information' section contains the following information: 'Notes on Keys or Security' 'Gate Code 1234'. To the right of the text is a Google Map showing the location of the job. The map displays a street grid with a red pin marking the location at the intersection of Harney St and Farnam St. The map also shows major roads like Douglas St, State Hwy Rte 6, and U.S. Route 75. The map data is attributed to Google, 2017.

EHUB MOBILE SCREENS

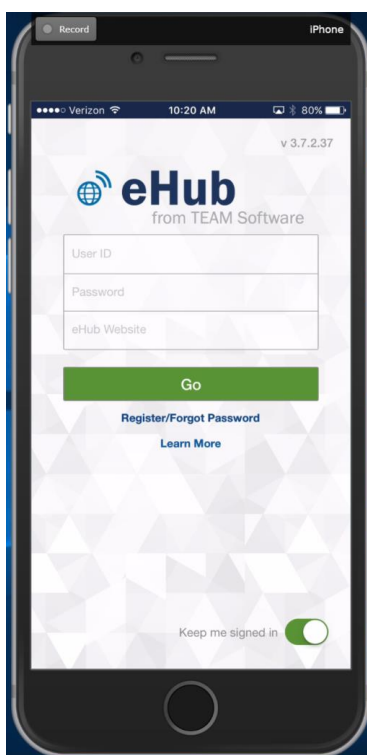
Downloading the eHub Mobile Application

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.

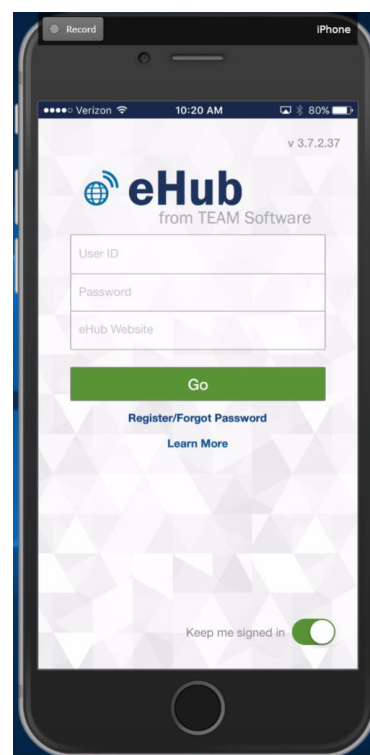
Logging on to eHub Mobile

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:



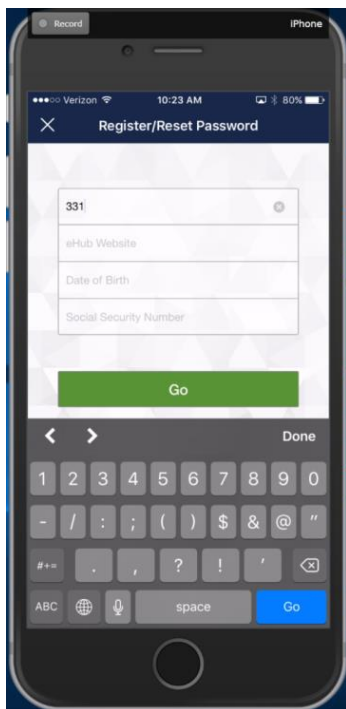
Android Products:



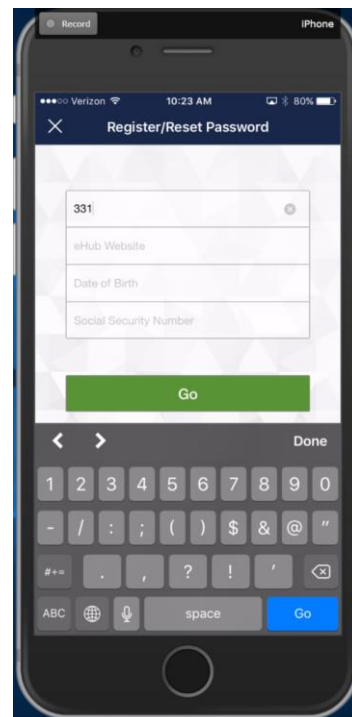
Users that have accessed eHub via the web portal won't need to register for eHub. They can simply log on using their employee number or user ID and password for eHub. Your organization's eHub address needs to be entered on the line that says eHub Website.

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:

A screenshot of an iPhone screen displaying the 'Register/Reset Password' form. The form has a title bar with a close button and the text 'Register/Reset Password'. Below the title bar, there are four input fields: a text field containing '331', a text field for 'eHub Website', a text field for 'Date of Birth', and a text field for 'Social Security Number'. A green 'Go' button is positioned below the input fields. At the bottom of the screen, a standard iOS keyboard is visible with a blue 'Go' button.

Android Products:

A screenshot of an Android phone screen displaying the 'Register/Reset Password' form. The form has a title bar with a close button and the text 'Register/Reset Password'. Below the title bar, there are four input fields: a text field containing '331', a text field for 'eHub Website', a text field for 'Date of Birth', and a text field for 'Social Security Number'. A green 'Go' button is positioned below the input fields. At the bottom of the screen, a standard Android keyboard is visible with a blue 'Go' button.

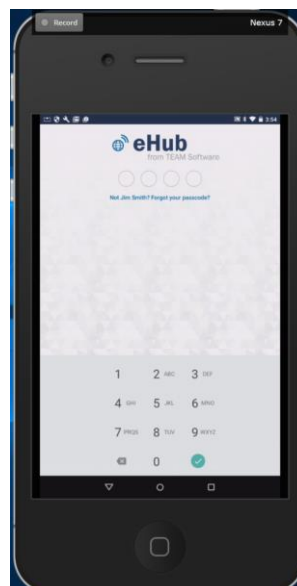
After entering the information and clicking the **Go** button, you are directed to enter a new password and confirm the password. The password must be 6-15 characters long and contain three of the four following criteria: an uppercase letter, a lowercase letter, a special character and/or a number.

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

iOS Products:

A screenshot of an iPhone screen displaying the 'Create a passcode' screen. The screen features the eHub logo and the text 'from TEAM Software'. Below the logo, there are four empty square boxes for the passcode. A keyboard is visible at the bottom of the screen.

Android Products:

A screenshot of an Android phone screen displaying the 'Create a passcode' screen. The screen features the eHub logo and the text 'from TEAM Software'. Below the logo, there are four empty circles for the passcode. A keyboard is visible at the bottom of the screen.