

July 2, 2001

WJOS: A Tip and A Request

I should have been more specific in my earlier message -

The **Site Trade Name** can be updated in WJOS by using the Update Company button on the job order. The **Profile Trade Name** and **Profile Legal Name** can only be changed by going to the Employer Record System.

Sorry for any confusion!

-----Original Message-----

From: Williamson, Linda
Sent: Monday, July 02, 2001 2:45 PM
To: Andrea Simon; Brian Solomon; Carol Burgett; Diane Gulseth; Donna Swanson; Duane Christoph; Grace Gadiant; James Darling; Jane DeRosia; Jenean Shreves; Joan Gage; Kathie Edge; Lee Matthews; Linda Williamson; Roger Gantzarow; Rosalie Cowick; Sandra Destree; Sheri Yeazle; Steve Callahan; Susan Hennig; Thomas Barth
Subject: WJOS: A Tip and A Request
Importance: High

Tip: I just had a call asking how to change the employer's legal name or trade name in WJOS. You can't. Staff need to go to the Employer Record System to change those fields.

Request: If you receive comments about the size of certain text fields (not enough space, etc.) or other comments/suggestions about WJOS, please pass them on to me. The WJOS Guidance Team is meeting in early August and we'll take a look at those comments. Thanks.