

September 18, 2001

Attention! Wisconsin Conservation Corps Sites and Job Orders

All Wisconsin Conservation Corps (WCC) site records are attached to the **Department of Workforce Development** Profile (UI Account #691027). WCC is part of the Department of Workforce Development.

The shared database for the Employer Record System (ERS) and the Wisconsin Job Order System (WJOS) has been updated to attach all existing Wisconsin Conservation Corps site records to the Department of Workforce Development Profile record.

Follow these steps to easily locate a Wisconsin Conservation Corps site you are searching for in WJOS:

- Set the 'Field' to: Site Trade Name
- Set the 'Operator' to: Contains
- In the 'Criteria' field, enter some portion of the name (Wisconsin Conservation Corps)
- Set the 'Within' to: County
- Select the correct county in the 'County' field
- Click on the Search button
- The matching records will be displayed in the Search Results box. Review the matches and click on the one you are looking for.
- If none of the matches displayed in the Search Results box is the one you are looking for, use the tips/steps contained in the **Searching for Employer Records in the Wisconsin Job Order System** handout (green paper) in your WJOS training folder, starting on page 7. After you have thoroughly searched for the site record, and you are convinced the site you need does not exist in the database, you may add the site you need.

If you have any questions, please contact Linda Williamson by phone at 608/264-8167 or by email at willili@dwd.state.wi.us.