

September 20, 2001

Important! WJOS Reports Are Now Available! - Corrected Information

**Please note the corrected information about who to call if you have
password problems!**

I apologize for the earlier message, which contained incorrect information.

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

From: Williamson, Linda
Sent: Thursday, September 20, 2001 2:01 PM
Subject: Important! WJOS Reports Are Now Available!
Importance: High

Good news! The WJOS reports you have been waiting for are available!

The new reports include:

- WJOS Job Orders by Job Center and O Net Code
- WJOS Job Orders by Job Center by JobNet Occupational Code
- WJOS Job Orders by JobNet Occupational Code
- WJOS Job Orders by O Net Code
- WJOS Job Orders from Federal Contractors (Multiple Job Centers)
- WJOS Job Orders from Federal Contractors (Single Job Center)
- WJOS Job Orders Removed from JobNet in Job Center by Date
- WJOS List of Job Orders in Job Center
- WJOS List of Job Orders in Job Center by Order Responsible Staff

You will need to use WebIntelligence to access, view and print these reports. Everyone who has access to WJOS also has access to ERS and WebIntelligence. Here are the steps you need to follow:

- Access the WebIntelligence site <https://webi.dwd.state.wi.us/wi/>, log in and go to the Corporate Documents page.
- Click on 'Options' (in the black area along the left side of the screen), then click on 'View Documents' (blue text, near the top of the screen), then click on the circle in front of 'PDF Acrobat Reader'. Click on the 'Apply all Changes' button at the bottom of the screen.

- Click on 'Corporate Documents' (in the black area along the left side of the screen), then click on 'Refresh List' (in the black area along the top of the screen).
- Scroll to the bottom of the list. The WJOS reports are listed at the bottom of the list.
- Click on the report you want to generate. A blank version of the report will be displayed in a few seconds.
- Click on 'Refresh' (in the black area along the top of the screen).
- A blue and yellow box will be displayed. The items displayed will vary, depending on the report you are generating.
- **DO NOT TYPE IN THE FIELDS (white boxes)!** Click on the 'Show Values' button to the right of each field and click on your selection(s). To select more than one item from a list, click on the first item you want to select, then press and hold down the Control (Ctrl) key on your keyboard (lower left corner) and click on all other selections you want to make from that list. When finished, release the Control key.
- Repeat the above step for each field in the blue and yellow box. **You must make a selection for each field displayed.**
- Click on the 'Run Query' button.
- In a few seconds your report will be displayed. To print your report, click on the Printer icon (furthest one to the left) on the icon bar directly above where the report is displayed on the screen.

If you cannot access WebIntelligence, your password may have expired. To have your password reset, **call DWS Security at 608-261-6827** and tell them you need your WebIntelligence password reset.

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