

## Important! ERS/WJOS/Touchscreen/Internet JobNet Changes

### ERS/WJOS/Touchscreen/Internet JobNet

Changes that went into production on Saturday, May 11, 2002:

- 1. WJOS, and Touchscreen/Internet/Seasonal JobNet changes for the Wisconsin Dells/Lake Delton area:**
  - Removed the "Columbia County - Wisconsin Dells" worksite. Changed "Sauk County - Lake Delton" to "Sauk County - Lake Delton/Wisconsin Dells".
  - Changed all job orders with a "Columbia County - Wisconsin Dells" worksite to "Sauk County - Lake Delton/Wisconsin Dells" worksite.
  - Touchscreen has been modified so that the "Wisconsin Dells" button in Sauk County and Columbia County will return all 'Sauk County - Lake Delton/Wisconsin Dells' jobs.
  - Internet and Seasonal JobNet have both been modified so that both Sauk County searches and Columbia County searches include "Sauk County - Lake Delton/Wisconsin Dells" jobs.

These changes were made to accommodate job seekers. WJOS now has one site to identify the entire Wisconsin Dells area. In JobNet (Internet and Seasonal) the Wisconsin Dells/Lake Delton area is split between the Southeast and Southwest search areas. Therefore, a change was made to include Wisconsin Dells/Lake Delton job orders in both Columbia County and Sauk County.

- 2. Job Order Activity**

The systems have been modified so that when a job order is entered for an employer site, a Job order 'Activity' is automatically created in ERS for that specific site.

- Activity Type: Job Order
- The 'To Be Performed By' and 'Performed By' fields are set to the WJOS Order Taker staff person.
- The 'Comments' field is set to the Job Title and Job Order number from the job order. For example: Elder Care Job Order #040753

- 3. WJOS Employer**

The System Error message previously directed users to call the DWD Service Desk. The message has been modified so that employers are directed to contact the local Job Center. This is the new System Error message employers will receive: An error has occurred. Please click a link on the menu tree to go to

another page. If the problem persists, contact your local Job Center. Click here for the [Job Center Directory](http://www.dwd.state.wi.us/dws/directory/default.htm) <<http://www.dwd.state.wi.us/dws/directory/default.htm>>.

If the employer's access is deleted, the following message will display:  
Your contact record has been deleted. Please contact your local Job Center. Click here for the [Job Center Directory](http://www.dwd.state.wi.us/dws/directory/default.htm) <<http://www.dwd.state.wi.us/dws/directory/default.htm>>.

**4. New WJOS reports are available.** The first is titled "Staff Job Order Counts and Analysis". This complex report informs staff members and Job Center managers about the use of the system by employers in their area and statewide.

The report can be displayed for a specific Job Center or Statewide data can be displayed. Data retrieved in the report is for 6, 9, or 12 months. The report consists of 4 sections:

1) Job Order Entry Counts and Analysis

This section counts Employer-entered Job Orders, Staff Entered Job Orders, and totals for the period and percentages. The line below the Job Center totals is the statewide totals, so agencies can see how they are doing in comparison to the state in the same period.

2) Removal Counts and Analysis on Staff Entered Job Orders

This section of the report is based on job orders entered by staff and how those job orders were removed from JobNet. It shows the following counts and percentages: job orders removed by the employer, job orders removed by staff, and job orders removed by the system. The line below the Job Center totals is the statewide totals, so agencies can see how they are doing in comparison to the state in the same period.

3) Removal Counts and Analysis on Employer Entered Job Orders

This section of the report is based on job orders entered by employers and how those job orders were removed from JobNet. It shows the following counts and percentages: job orders removed by the employer, job orders removed by staff, and job orders removed by the system. The line below the Job Center totals is the statewide totals, so agencies can see how they are doing in comparison to the state in the same period.

4) Removal Counts and Analysis (for the Job Center)

This section of the report is based on all job orders that were removed from JobNet during the time frame selected. It shows the following counts and percentages: job orders removed by the employer, job orders removed by staff, and job orders removed by the system. The line below the Job Center totals is the statewide totals, so agencies can see how they are doing in comparison to the state in the same period.

The second is titled, "Last Contact Date Report". This report is used to manage job orders. The default will be to display job orders by last contact date in ascending order. Null dates (those without a last contact date) will display first, then the oldest date first.

**5. WJOS Edit Check on Minimum Number of Hours**

An edit check was added to ensure users enter a minimum number of hours greater than zero. Preview mode on WJOS was modified to accurately display the data. If a user attempts to enter a job order with 0 minimum hours, the following error code will display: The entry in Hours Per Week must be greater than zero.

1)

**6. Allow quotation marks in the Employer's Name and the Job Order Title**

Previously, ERS would allow for quotation marks in the Employers Name. However, if quotation marks were present, the data would not display in WJOS. This has been fixed.

**7. Allow Carriage Returns to display on JobNet**

The following JobNet fields will display carriage returns used in formatting text:

- Pay
- Education
- Duties and Responsibilities of the Job
- Other Benefits
- Comments
- Company Profile
- How To Apply

**8. Changed text on the Employer Sign-On Screen**

The text that informed employers that accounts created prior to 7/1/01 has been removed. The reminder was changed to encourage employer contacts to use the SAVE INCOMPLETE button when entering job orders.

The wording on the screen follows:

Welcome to the enhanced Wisconsin Job Order System! This is a valuable service provided at no cost to employers by the Department of Workforce Development (DWD). Job orders entered in this system will appear on JobNet (Wisconsin's statewide computerized job listings). Please read about the [Conditions for Acceptable Job Orders <AcceptableJO.htm>](#). DWD reserves the right to refuse job orders which do not meet these conditions.

To access this system, you will need a DWD Account. If you have an account, please enter your User Name and Password below and select the Log In button. FIRST TIME USERS: Please read the [Create Account Instructions <http://www.dwd.state.wi.us/dwe-wec/WJOS/empentry.htm>](#) before selecting the Create Account button.

Reminder: After 20 minutes of no activity (either using one of the SAVE or UPDATE buttons or retrieving a new screen) WJOS will timeout. Clicking on the SAVE INCOMPLETE button will avoid losing data.

