

ERS and WJOS Changes Related to Solving the EXPOE Quarterly Update Overwriting Problem

September 29, 2003

Over the weekend several changes were made in the Employer Record System (ERS) and the Wisconsin Job Order System (WJOS) to solve the problem of the EXPOE Quarterly Updates overwriting information entered by staff. The Quarterly Update contains information reported by the employer via a survey conducted by the Labor Market Information Section. Most of the time it is a plus for staff - the company's name, address, and telephone number are updated, along with the number of employees and the NAICS code. Occasionally though, the Quarterly Update created problems because the company name, address, and/or telephone number had been updated by staff, and staff did not want those fields overwritten.

To solve the problem, some new fields have been added in ERS, and some additional search options have been added in ERS and WJOS. Following is an explanation of what the fields are named, where the information comes from to populate the fields, and how the fields are updated.

ERS Profile Screen

Wisconsin Employer Record System - Profile

Legal Name: XAVIER Y ZANDER Update

EXPDRE Reported Trade Name: XYZ SUPERIOR CLEANING SERVICES

Trade Name: XYZ SUPERIOR CLEANING

UI Account Root Number: 100000

This Employer has multiple locations in Wisconsin

Ownership Code: Private

Type of Employer: Profit

Web Address:

Employment Size: 0010 - 0019

As of Quarter: 2nd Year: 2002

Company Description

Created: 03/11/2003 10:48:17 PM By: EXPOE202

Last Updated: By:

Site List..

Legal Name – No change. This field is populated by EXPOE202 or staff. The data is updated by EXPOE202 during the Quarterly Update or by staff.

Trade Name - Prior to the change this field was populated by EXPOE202 or staff. The data was updated by EXPOE202 during the Quarterly Update or by staff. **Now the field is populated by EXPOE202 or staff, and only changed by staff. The Quarterly Update will not overwrite what is in this field.**

EXPDRE Reported Trade Name – This is a new field. It is populated by, and updated by, the EXPOE Quarterly Update. This is the name reported by the employer on their labor market information survey.

Wisconsin Employer Record System - Profile

Legal Name:

EXPOE Reported Trade Name: XYZ SUPERIOR CLEANING SERVICES

Trade Name:

UI Account Root Number:

This Employer has multiple locations in Wisconsin

Ownership Code:

Type of Employer:

Web Address:

Employment Size:

As of Quarter: Year:

Company Description

Created: **03/11/2003 10:48:17 PM** By: **EXPOE202**

Last Updated: **09/24/2003 03:55:34 PM** By: **WILLILI**

This page shows this same screen after the Trade Name has been changed by a staff person. Note that the EXPOE Reported Trade Name field **does not change**.

The next time the Quarterly Update updates this record, it will change/update the Legal Name and the EXPOE Reported Trade Name. **It will not change Trade Name.**

ERS Location Screen

Wisconsin Employer Record System - Location

Trade Name:

EXPOE Reported Trade Name: XYZ SUPERIOR CLEANING SERVICES
UI Account Root Number: 100000

Inactive Employer

Account Representative Information
Name:
Telephone:

Address
Street Address or PO Box:

City:
State:
Zip Code: -
Telephone: -
Fax: -

Do not mail to this site

EXPOE Reported Address
Street Address: 123 MAIN ST
City: DARLINGTON
State: WI
Zip Code: 53530 -
Telephone: (608) 776 - 1234
Fax: (608) 776 - 9876

Do not mail to this EXPOE Reported site

Web Site Address

This is the Corporate Location

Workforce Development Area: **Southwest**
County:
Metropolitan Statistical Area:

Created: **03/11/2003 10:48:17 PM** By: **EXPOE202**
Last Updated: By:

Trade Name – Prior to the change this field was populated by EXPOE202 or staff. The data was updated by EXPOE202 during the Quarterly Update or by staff. **Now the field is populated by EXPOE202 or staff, and only changed by staff. The Quarterly Update will not overwrite what is in this field.**

EXPOE Reported Trade Name – This is a new field. It is populated by, and updated by, the EXPOE Quarterly Update. This is the name reported by the employer on their labor market information survey.

Address (Street, City, State, Zip), Telephone, Fax – Prior to the change these fields were populated by EXPOE202 or staff. The data was updated by EXPOE202 during the Quarterly Update or by staff. **Now the field is populated by EXPOE202 or staff, and only changed by staff. The Quarterly Update will not overwrite what is in this field.**

EXPOE Reported Address (Street, City, State, Zip), Telephone, Fax – These are new fields. They are populated by, and updated by, the EXPOE Quarterly Update. This is the information reported by the employer on their labor market information survey.

Wisconsin Employer Record System - Location

Trade Name:

EXPOE Reported Trade Name: XYZ SUPERIOR CLEANING SERVICES
 UI Account Root Number: 100000

Inactive Employer

Account Representative Information
 Name:
 Telephone:

Address
 Street Address or PO Box:

 City:
 State:
 Zip Code: -
 Telephone: -
 Fax: -

Do not mail to this site

EXPOE Reported Address
 Street Address: 123 MAIN ST
 City: DARLINGTON
 State: WI
 Zip Code: 53530 -
 Telephone: (608) 776 - 1234
 Fax: (608) 776 - 9876

Do not mail to this EXPOE Reported site

Web Site Address

This is the Corporate Location

Workforce Development Area: **Southwest**
 County:
 Metropolitan Statistical Area:

Created: **03/11/2003 10:48:17 PM** By: **EXPOE202**
 Last Updated: **09/24/2003 02:36:30 PM** By: **WILLILI**

This page shows this same screen after the Trade Name has been changed by a staff person. Note that the EXPOE Reported Trade Name field **does not change**.

The staff person also updated the Address fields (Street Address, Zip Code extension). Note that the EXPOE Reported Address fields **did not change**.

The next time the Quarterly Update updates this record, it will only change/update the EXPOE Reported Trade Name and EXPOE Reported Address fields. **It will not change any other fields.**

ERS Profile Search

Wisconsin Employer Record System - Profile Search

Field: Profile Trade Name

Operator: Profile Trade Name

Criteria: EXPOE Reported Profile Trade Name

Search

An additional choice is now available when conducting a Profile Search in ERS – EXPOE Reported Profile Trade Name.

Wisconsin Employer Record System - Profile Search

Add Profile...

Field: EXPOE Reported Profile Trade Name

Operator: Contains

Criteria: xyz

Search

Search Results

EXPOE Reported Profile Trade Name	Legal Name	UI Account Root Number
XYZ SUPERIOR CLEANING SERVICES	XAVIER Y ZANDER	100000

When searching by EXPOE Reported Profile Trade Name, the Search Results will be displayed as shown at left.

ERS Site Search

Wisconsin Employer Record System - Site Search

Field: EXPOE Site Trade Name

Operator: Site Trade Name
EXPOE Site Trade Name

Criteria:

Within:

Search

An additional choice is now available when conducting a Site Search in ERS – EXPOE Site Trade Name.

Wisconsin Employer Record System - Site Search

Field: EXPOE Site Trade Name

Operator: Contains

Criteria: xyz

Within:

Include Deleted Sites?

Search

Search Results

EXPOE Reported Site Trade Name	EXPOE Reported Address	UI Account Root	Active
XYZ SUPERIOR CLEANING SERVICES	123 MAIN ST DARLINGTON, WI (608) 776-1234	100000	Yes

When searching by EXPOE Site Trade Name, the Search Results will be displayed as shown at left.

WJOS Searches

Two additional choices are now available when conducting many of the searches in WJOS – EXPOE Reported Profile Trade Name and EXPOE Reported Site Trade Name. These choices have been added to the searches for the following functions: Enter New Job Order, Copy Job Order, View/Change a Job Order, Remove from JobNet, Reopen Job Order, Forgot User Name/Password, Update Contact Information, Inactivate Contact, and Delete Contact.

EXPOE Reported Profile Trade Name	Legal Name	UI Root
XYZ SUPERIOR CLEANING SERVICES	XAVIER Y ZANDER	100000

When searching by EXPOE Reported Profile Trade Name, the Search Results will be displayed as shown at left.

EXPOE Reported Site Trade Name	EXPOE Reported Address & Telephone	UI Root
XYZ SUPERIOR CLEANING SERVICES	123 MAIN ST DARLINGTON WI 53530 (608) 776-1234	100000

When searching by EXPOE Reported Site Trade Name, the Search Results will be displayed as shown at left.

Job Order

Wisconsin Job Order System - View/Change Job Order

Job Order Number: 221073

Job Order Status: ON JOBNET

Staff Referral Count : 0
Self Referral Count : 0

Employer Demographics

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If the Company Information shown below is not for the correct site, CLICK on the Change Site button to select a new site.

If the Company Information shown below is not correct, CLICK on the Update Company button to update.

Company Legal Name: XAVIER Y ZANDER

Site Trade Name: XYZ CLEANERS

Site Address: 123 MAIN ST, STE A
DARLINGTON, WI 53530-5566

County: Lafayette

Company Telephone: (608) 776-1234

Company Web Site:

There are no changes on the job order. WJOS continues to pull in the Company Legal Name from the ERS Profile screen, Legal Name field; the Site Trade Name from the ERS Location screen, Trade Name field; and the Site Address from the ERS Location screen, Address fields.