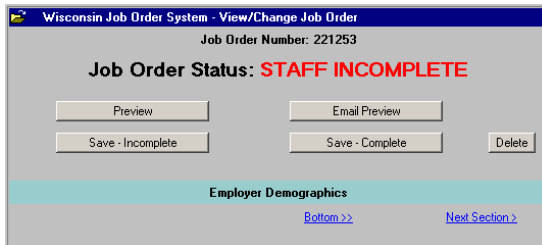


Emailing a Job Order in Preview Mode

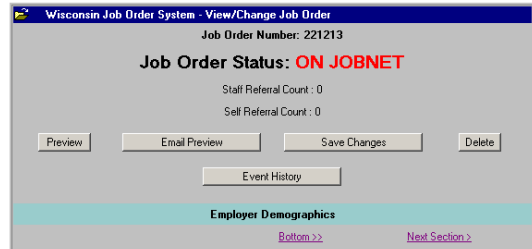
December 9, 2003

Last night changes were made in the Wisconsin Job Order System (WJOS) to allow staff to email job orders in Preview mode.

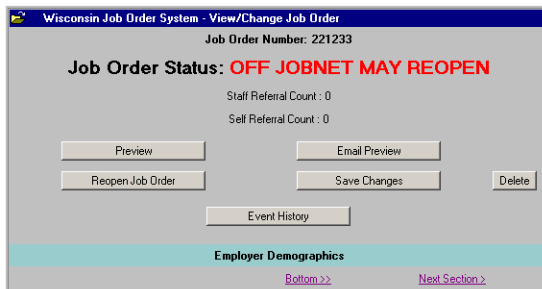
An Email Preview button now appears on job orders in all statuses.



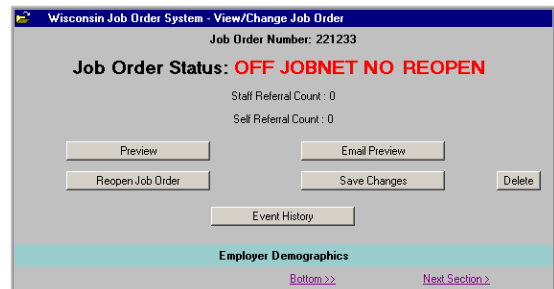
WJOS-Staff: Staff Incomplete



WJOS-Staff: On JobNet



WJOS-Staff: Off JobNet May Reopen



WJOS-Staff: Off JobNet No Reopen

This new feature utilizes Web Mail, not your agency's email system. A copy of the 'sent' email will **not** appear in your 'Sent Items' folder.

To send a job order in Preview mode to an employer, follow these steps:

1. Click on the Email Preview button. A new window will pop out with the blank email format.

Email Job Order Preview

Please provide the following information, then click Send:

Mail To Email Addresses:

(To enter more than one email recipient separate the email addresses with a semi-colon.)

From:
Your Name and Phone Number:

Your Email Address:

Message:

2. Key in, or copy and paste, the email address of the person you are sending the job order to in the "Mail to Email Addresses:" field. You can send the same job order to multiple people. Separate the email addresses with a semi-colon (;). If you would like a copy of the email for your records, include your email address in this field.
3. Key in your name and telephone number, and your email address, in the fields provided.
4. You can also add a message or instructions for the recipient in the "Message" text field. This is an expandable text field, with room for a 5,000-character message.

Email Job Order Preview

Please provide the following information, then click Send:

Mail To Email Addresses:

lynn.schmitt@dwd.state.wi.us;
 rebecca.powell@dwd.state.wi.us

(To enter more than one email recipient separate the email addresses with a semi-colon.)

From:
Your Name and Phone Number:

Linda Williamson, 608-264-8167

Your Email Address:

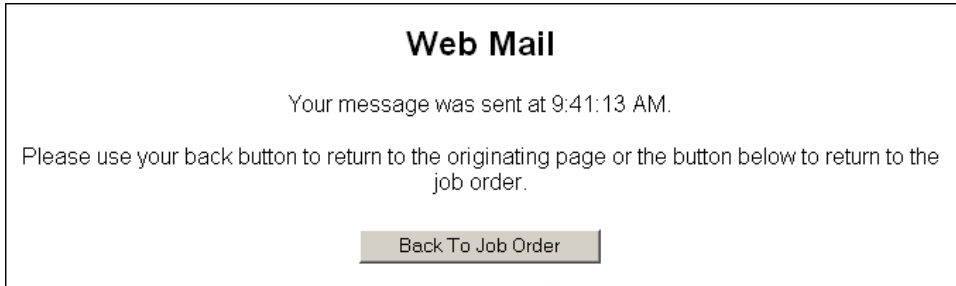
linda.williamson@dwd.state.wi.us

Message:

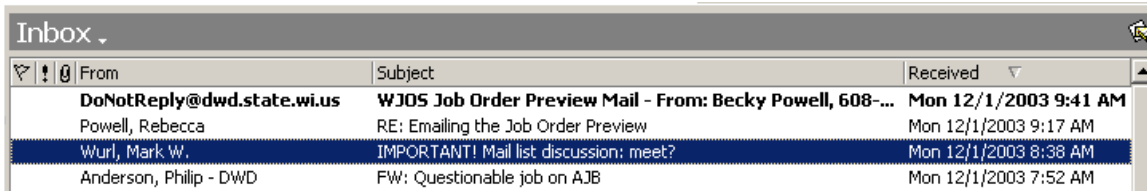
Your job opening is now on JobNet!

 Job order #221219, Benefit Analyst, will remain on JobNet until Tuesday, December 23. If you would like changes made, or if you would like the order removed prior to December 23, please contact me at the above

- When you have proofed your message for accuracy, spelling, and format (you need to do this manually, there is no spell checking software available in this program), click on the “Send” button. You will receive the following message:



- The email message will appear in the recipients’ mailboxes as being from **DoNotReply@dwd.state.wi.us**, as shown below. The Subject will be **WJOS Job Order Preview Mail – From (your name and phone number)**.



- The email message looks like this. The recipient can scroll down to review the entire order as it appears in Preview mode.

File Edit View Insert Format Tools Actions Help


Reply Reply to All Forward

From: DoNotReply@dwd.state.wi.us Sent: Mon 12/1/2003 11:56 AM
To: Williamson, Linda
Cc:
Subject: WJOS Job Order Preview Mail - From: Linda Williamson, 608-264-8167

(Do NOT use the reply feature to reply to this message! It has been sent via web mail and the mailbox DoNotReply@dwd.state.wi.us does not exist. If the sender included their E-Mail address it will be listed below.)

From: Linda Williamson, 608-264-8167
From E-Mail: linda.williamson@dwd.state.wi.us
Message: Your job opening is now on JobNet!

Job order #221213, Benefit Analyst, will remain on JobNet until Tuesday, December 23. If you would like changes made, or if you would like the order removed prior to December 23, please contact me at the above email address or telephone number.



**Benefit Analyst
(Job Number 221213)**

Start W X E S P I M J A S O N D W JOS ... 11:56 AM