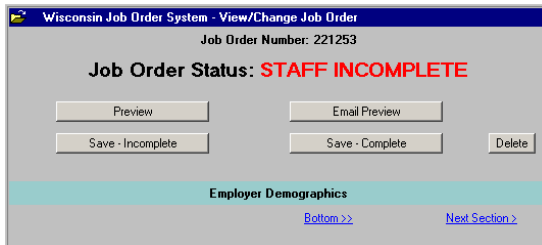


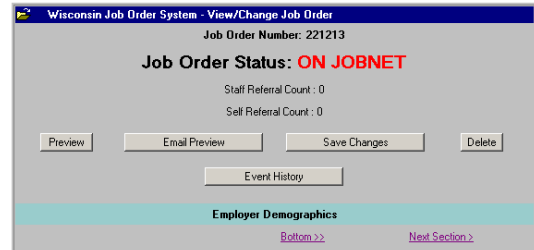
Emailing a Job Order in Preview Mode Staff and Employers December 12, 2003

Earlier this week changes were made in the Wisconsin Job Order System (WJOS) to allow staff to email job orders in Preview mode. **This functionality is also now available to employers.**

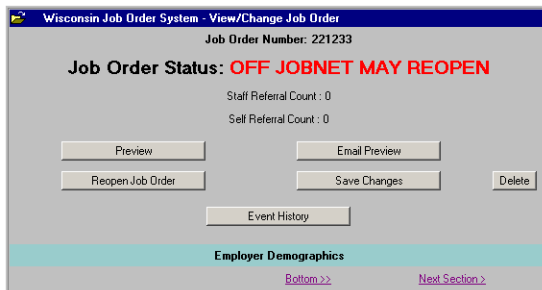
An Email Preview button now appears on job orders in all statuses, in both WJOS-Staff and WJOS-Employer.



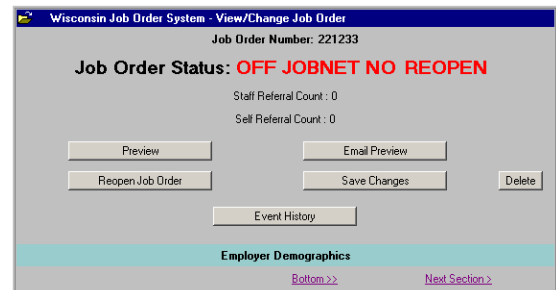
WJOS-Staff: Staff Incomplete



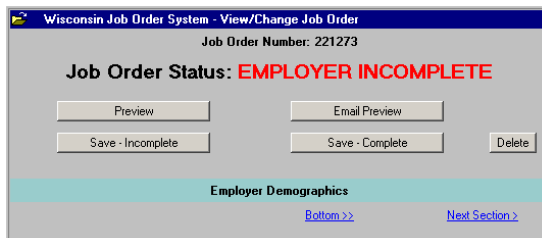
WJOS-Staff: On JobNet



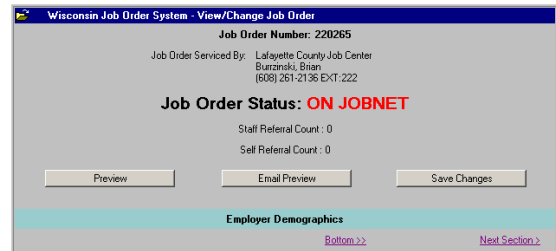
WJOS-Staff: Off JobNet May Reopen



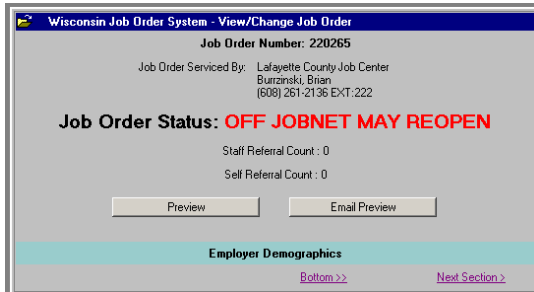
WJOS-Staff: Off JobNet No Reopen



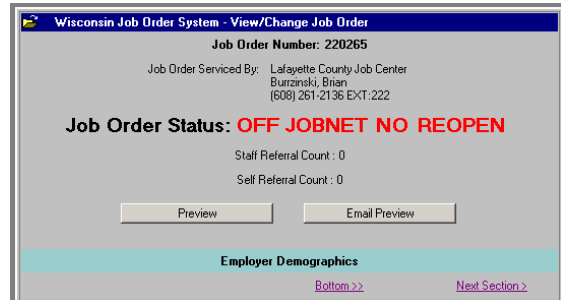
WJOS-Employer: Employer Incomplete



WJOS-Employer: On JobNet



WJOS-Employer: Off JobNet May Reopen



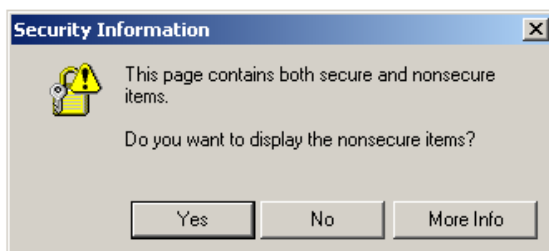
WJOS-Employer: Off JobNet No Reopen

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.

You may have the following message pop up. If so, click on the Yes button.



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 #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

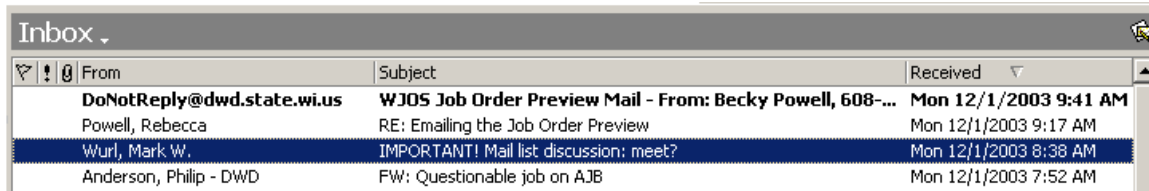
5. When you have proofed your message for accuracy, spelling, and format (you need to do this manually, there is no spell checking software available in this program), click on the “Send” button. You will receive the following message:

Web Mail

Your message was sent at 9:41:13 AM.

Please use your back button to return to the originating page or the button below to return to the job order.

- 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)**, as shown on the next page.



From	Subject	Received
DoNotReply@dwd.state.wi.us	WJOS Job Order Preview Mail - From: Becky Powell, 608-...	Mon 12/1/2003 9:41 AM
Powell, Rebecca	RE: Emailing the Job Order Preview	Mon 12/1/2003 9:17 AM
Wurl, Mark W.	IMPORTANT! Mail list discussion: meet?	Mon 12/1/2003 8:38 AM
Anderson, Philip - DWD	FW: Questionable job on AJB	Mon 12/1/2003 7:52 AM

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

