

March 25, 2004

## WJOS System Changes

Effective today, the following changes have been made in WJOS:

- **Email Preview function in WJOS**

When the employer (or other recipient) receives the email, it will list the name of the person sending the email instead of DoNotReply@dwd.state.wi.us. This functionality has also been updated on WJOS-Employer.

For detailed information, and instructions about how to use the Email Preview function, go the [www.wisconsinjobcenter.org/erswjos](http://www.wisconsinjobcenter.org/erswjos) and click on the attachment for the March 25 post.

- **Unemployment Insurance number on Job Order**

The business' Unemployment Insurance number is now displayed on the job order in both WJOS-Staff and WJOS-Employer. The number is displayed in the Employer Demographics section of the job order, directly underneath the Company Legal Name. The number will **not** be displayed on JobNet.

Wisconsin Job Order System - Enter New Job Order

Preview    Email Preview    Save - Incomplete    Save - Complete

**Employer Demographics**

[Bottom >>](#)    [Next Section >](#)

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:    COUNTY OF BROWN

UI Account Root:    692004

Site Trade Name:    COUNTY OF BROWN

Site Address:    305 E WALNUT

GREEN BAY, WI 54303

County:    Brown

- **New “Duties and Responsibilities of Job” Text**

A fourth bulleted tip has been added to the “Duties and Responsibilities of Job” section of the job order. The text is “Describe the *job*, not the person.” This appears on both WJOS-Staff and WJOS-Employer.

**Duties and Responsibilities of Job:**

Describe the essential duties and responsibilities of this job, such as:

- Machines, tools, equipment and materials involved
- Services performed
- Working conditions and physical demands
- Describe the *job*, not the person.

Do not include information related to job or worker requirements. Separate fields are provided for education and training requirements, drivers license and vehicle requirements, experience and qualifications and application instructions.

[Empty text input field]

- **Additional Search Option in WJOS-Employer**

An option to search on ‘All Days’ has been added to the View/Change a Job Order function.

**Wisconsin Job Order System - Job Order Search**

Choose Job Order Number or Status in the Field drop down box. If Job Order Number is chosen, enter the number in the Job Order Number field. If Status is chosen, select the desired status in the Status drop down box.

Field: [Status] [v]

Operator: [Begins With] [v]

Criteria: [ ]

Within Days: [All Days] [v]

Status: [All Days] [v]  
[30 Days] [v]  
[30-60 Days] [v]  
[60-90 Days] [v]  
[90-120 Days] [v]  
[over 120 Days] [v]

Sort By: [ ] [v]

[Search] [Reset]

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This message has been posted to the web site (<http://www.wisconsinjobcenter.org/erswjos>) that holds the WJOS/ERS announcements. The archive holds the current edition, and all previous editions.

These editions are delivered in Adobe PDF format for on-line reading or downloading. The web site has a link to the DWD Viewers Download Page (<http://www.dwd.state.wi.us/viewers.htm>) to find links to software which may be necessary to view the publications.

To subscribe to or unsubscribe from this list, visit <http://www.wisconsinjobcenter.org/signup> and follow the simple steps to complete and submit the on-line form.