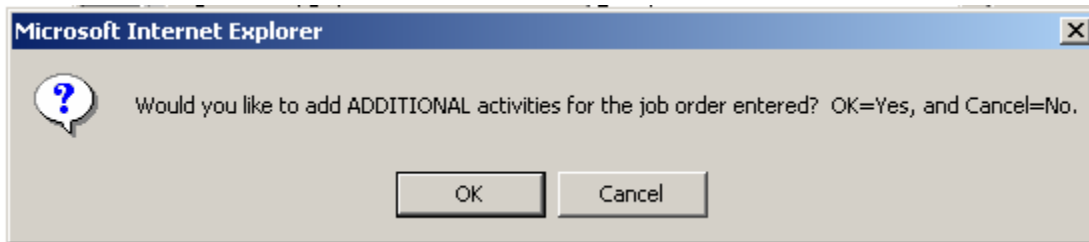



Adding a Job Order Follow-up Activity

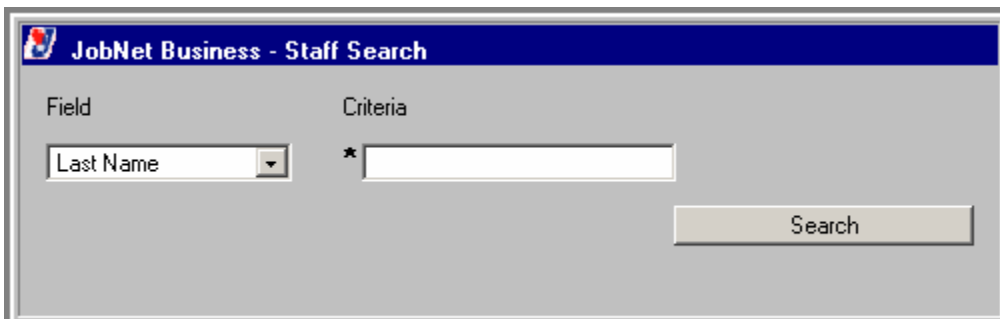
At the November 17 WisLine Web there was a request for information about how to post a Job Order Follow-up Activity, including how to assign it to a co-worker.

1. You can add a Job Order Follow-up activity from the job order, by clicking on the OK button when this message appears:



Or you can add an activity at anytime by clicking on Manage Activities on the JobNet Business menu tree and searching for the employer. When you have the employer selected, click on the Add Activity button on the Activity List screen. A blank Activity Detail screen will be displayed.

2. Select Job Order Follow-up from the Available Activity Types drop-down menu.
3. Enter the job order number in the Job Order Number text field located under the Selected Activity Types drop-down menu.
4. Since this is a future activity, you need to complete the To Be Performed By information. Your name will be listed in the To Be Performed By area as the staff person scheduled to conduct the activity. If someone else will be conducting the activity, you can select them from the list by clicking on the ellipsis button, which is to the left of the Clear button and has three dots on it. 
5. Clicking on the ellipsis button will initiate a Staff Search screen so you can search for and assign a co-worker to the activity.



6. Since the activity has not yet been performed, you need to remove your name from the Performed By area. Click on the Clear button in the Performed By area.
7. Enter your comments in the Comments text field.

JobNet Business - Activity Detail

Save Delete

Trade Name(s): **WINDFALL POTTERY**

Activity Type: * Job Order Follow-up

Job Order Number: 0608114

* Either "To Be Performed..." or "Performed ..." information is required. Both may be entered.

To Be Performed By: (If entered, both Staff & Date required)

Powell, Rebecca (Statewide - Update) ... Clear

Planned Date: 12 / 02 / 2005 Set As Today

Performed By: (If entered, both Staff & Date required)

... Clear

Completed Date: / / Set As Today

Comments: Do 10 day follow-up.

Text Limit: 2000 | Text Entered: 20

Created: 11/25/2005 10:37:26 AM By: WIEXTACC\USER2\JOBSSTAFFJOBORD

Last Updated By:

Save Delete

8. Click on the Save button. The activity will now appear on (1) the Tickler List for the staff person listed in the To Be Performed By area, and (2) on the Activity List for the employer.

Tickler List: 12 Rows Found For: Staff Member Logged On

Planned Date	Activity or Reason	Site Trade Name	Job Order Number	Staff Name
10/31/2005	Job Center Presentation/Tour	GATEWAY FOODS		User2, Test2
11/14/2005	On-Site Interviewing	WINDFALL POTTERY		User2, Test2
11/15/2005	Job Center Presentation/Tour	GATEWAY FOODS		User2, Test2
11/17/2005	Job Creation Services	GATEWAY FOODS		User2, Test2
12/02/2005	Job Order Follow-up	WINDFALL POTTERY	0608114	User2, Test2
12/09/2005	Workforce Needs Assessment	GENE'S COFFEE SHOP		User2, Test2
01/02/2006	Seminar Attendance	CITY BAKERY		User2, Test2
04/10/2006	Job Fair	LANDS' END INC		User2, Test2
04/10/2006	Job Fair	WALGREEN CO		User2, Test2
04/10/2006	Job Fair	SUPER 8 MOTEL		User2, Test2

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JobNet Business - Activity List

Site Trade Name: WINDFALL POTTERY

Search Results: 21 Row(s) Found

Planned Date ▲	Completed Date	Activity	Job Order Number
	12/02/2005	Job Order Follow-up	0608114

[1] [2] **Page 3**

Add Activity

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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://dwd.wisconsin.gov/viewers.htm>) to find links to software which may be necessary to view the publications.

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