

## Job Order Contacts

At the November 17 WisLine Web there was a request for information about how to make a Contact person appear on the Employer Contact drop-down menu on a job order.

- In order for an employer contact person to appear in the Employer Contact drop-down menu on a job order, two things have to happen:
  1. The Contact must be associated with the site that appears on the job order.
  2. The Job Order Contact checkbox on the Contact screen must be checked.

The Contact does not have to have JobNet Business access to be a Job Order Contact.

**JobNet Business - Contact**

Save Delete

Please select the sites that this contact works with:

Available Site List 2 Row(s) found

Site Trade Name	Address & Phone	UI Root	Site #	Active	
WINDFALL POTTERY	212 MAPLE AVE MINERAL POINT, WI 53566 (608) 987-7896	999777		Yes	<input type="checkbox"/>
WINDFALL POTTERY	2379 GALENDA RD PLATTEVILLE, WI 53587 (608) 348-4563	999777		Yes	<input type="checkbox"/>

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Check All Uncheck All Move Site to Selected List

Selected Site List 1 Row(s) found

Site Trade Name	Address & Phone	UI Root	Site #	Active	
WINDFALL POTTERY	10345 WINTERGARDEN LN MADISON, WI 53704 (608) 244-6541	999777		Yes	<input type="checkbox"/>

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Check All Uncheck All Remove Site From Selected List

User Name: windfallpottery2  
Registration Date: 10/27/2005  
Last Access Date: 11/17/2005

This contact is registered for JobNet Business

**Contact Information**

Salutation:

\* First:

Middle Initial:

\* Last:

Job Order Contact:

\* Role, Title or Business Area:

- In this example Gloria is associated with the Madison site. If she needs to appear as a Contact for a job order for the Mineral Point location, a checkmark needs to be placed in the checkbox in the far right column of the Mineral Point site, then click on the Move Site to Selected List button. Click on the Save button. Gloria is now associated with the Mineral Point and Madison sites. Repeat these steps if she needs to be associated with the Platteville site.

**JobNet Business - Contact**

Save Delete

Please select the sites that this contact works with:

Available Site List 1 Row(s) found

Site Trade Name	Address & Phone	UI Root	Site #	Active	
WINDFALL POTTERY	2379 GALENDA RD PLATTEVILLE, WI 53587 (608) 348-4563	999777		Yes	<input type="checkbox"/>

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Check All Uncheck All Move Site to Selected List

Selected Site List 2 Row(s) found

Site Trade Name	Address & Phone	UI Root	Site #	Active	
WINDFALL POTTERY	10345 WINTERGARDEN LN MADISON, WI 53704 (608) 244-6541	999777		Yes	<input type="checkbox"/>
WINDFALL POTTERY	212 MAPLE AVE MINERAL POINT, WI 53566 (608) 987-7896	999777		Yes	<input type="checkbox"/>

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Check All Uncheck All Remove Site From Selected List

User Name: windfallpottery2  
 Registration Date: 10/27/2005  
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This contact is registered for JobNet Business

**Contact Information**

Salutation:

\* First:

Middle Initial:

\* Last:

Job Order Contact:

\* Role, Title or Business Area:

- When you open or create a job order for the sites Gloria is associated with, her name will appear in the Employer Contact drop-down menu.

JobNet Business - Job Order					
Save - Incomplete		Save - Complete		Abandon Changes	
Preview			Email Preview		
Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
<b>Company Information</b>					
If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site.					Find a Different Site
Company Legal Name:	WINDFALL POTTERY				
UI Account Root:	999777				
FEIN:	39-8912345				
Site Trade Name:	WINDFALL POTTERY				
Site Address:	212 MAPLE AVE				
County:	MINERAL POINT, WI 53566				
Company Telephone:	Iowa				
Company Web Site:	(608) 987-7896				
Site Company Description:	www.windfallpottery.com				
Site Company Description:	Windfall Pottery manufactures beautiful handmade pottery and ironware.				
<b>Contact Information:</b>					
Employer Contact:	GLORIA BUECHEL				
Contact Telephone:	(608) 348-4563			Extension:	
Contact Fax:				Extension:	
Contact Cell Phone:					
Preferred Method Of Contact:	Email				
Contact Email Address:	Gloria@windfallpottery.com				
<b>Note - The above contact information is confidential and will not be disclosed to job seekers.</b>					
Save - Incomplete		Save - Complete		Abandon Changes	
Preview			Email Preview		

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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.

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