

January 9, 2009

Running JCSDW Job Order Reports for 2008

Run report #62 in the Job Center Systems Data Warehouse. [The Steps for Running JCSDW Reports](#) will take you through the process.

Depending on the amount of data, and your computer's capabilities, you may need to run the report for just a few months, save the file, run the report for different months, save the file, etc. These tend to be very, very large reports.

- For the months **before** your Workforce Development Area (WDA) was part of the Call Center, you need to run the report for your office number(s).
- For the months **after** your WDA was part of the Call Center, you need to run the report for office 8888, then sort the list in Excel by Site County for the employer.
- If your WDA joined the Call Center on any day other than on the first of the month, you will need to run the report for that month for office 8888, as well as your office number(s), to be sure you are counting all job orders. If you are unsure about when your WDA joined the Call Center, check the [JobNet Business listserv archive](#) for announcements made between late February and late July 2008.
- Report #62 is called 'Unduplicated Job Order Listing'. If you run the report for one month only, you will get an unduplicated count. However, if you run the report for two or more months, the report has duplicate job orders. This occurs because some job orders are open in two or three months. For example, a job order went on JobNet on February 25, 2008 and was removed from JobNet on April 3, 2008.

To get an unduplicated job order count for a report that covers multiple months, follow the instructions for [Unduplicating Data in Webi Reports](#).

See the '[Data Warehouse \(Webi\) Job Order Report](#)' message from March 3, 2008 for background and further explanation.

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