

July 13, 2001

## Important! WJOS Employer Registrations on Request for Contact List

We have had a few phone calls and emails indicating that there seems to be some staff confusion about what they are seeing on the Process Request for Contact screen in WJOS.

- Click on Request for Contact on the WJOS menu tree. The Process Request for Contact screen appears.
- Change the Status field to Active. Change the Type field to Registration. Click on the Submit button. This will give you a list of all employer registrations that need to be processed.
- The far right column is titled 'Actv', when stands for Active.
  - The Y (for yes) in the Actv column, means that the registration needs to be processed.
  - If you think you have already processed that registration, click on it. If it says "**NOTE: The Employer Contact is authorized to use WJOS.**" it means the registration has been partially processed. You complete the Get Contact portion of the registration, and can tell that because the Get Contact button will not be active (grayed out).
    - To finish the registration process, scroll to the bottom of the screen and fill in the Processed Date field. Click on the Submit button.
    - Click on Request for Contact on the WJOS menu tree. The registration will no longer appear on the list.

The Actv column heading will be changed next week to Req Proc (which stands for Request Processed?). A Y (for yes) or an N (for no) will be displayed to indicate the status of the request.

(To view all requests received for your Job Center, processed and not processed, go to the Process Request Contact list and change the Status field to All and the Type field to All. Click on the Submit button.)

**We recommend viewing the Process Request for Contact list with the Status field set to Active and the Type field set to All. This will always show you the requests that need to be processed.**