

August 6, 2001

## **Important! WJOS and JobNet Changes**

Effective today, August 6, 2001, several changes will be made to WJOS and JobNet. They are:

- A Role Title Business Area field has been added to the Request for Contact form that is completed by an employer contact when requesting registration in WJOS. Staff formerly had to enter this information.
- The results of a Contact Search done for any of the functions under Employer Contact Maintenance will be displayed in correct alphabetical order. Formerly, only the last name was alphabetized in Last Name searches and the first name was alphabetized in First Name searches.

Now the results of a Last Name search will appear alphabetically by last name, then by first name within last name. Results of a First Name search will appear in alphabetically by first name, then by last name within first name. First name searches will continue to appear in "Last Name, First Name" format.

- The name of the last column on the Request for Contact List has been changed from Actv (Active) to Req Proc (Request Processed). The entry in this field will be Y (Yes) if the Request for Contact has been processed, or N (No) if the Request for Contact has not been processed.
- Requests for Contact that have been processed will remain on the Inactive List for 14 days.
- When a follow-up is posted during the new job order entry process, the follow-up will be automatically assigned to the Order-Responsible-Staff name on the job order. It was being assigned to the Order Taker name.
- Both Touchscreen and Internet JobNet have been changed to display the Last Contact Date on the Job Order Summary screen if a Last Contact Date is entered on the job order. If the Last Contact Date field is blank on the job order, the Job Order Effective Date will be displayed.

If you have any questions about these changes, please contact:

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