

November 13, 2001

Important! WJOS Staff Information Screen

Please check your Staff Information Screen in WJOS to be sure that the information listed for you is complete and correct. The Staff Information Screen is on the menu tree, toward the bottom of the list.

The information on this screen is what is listed on job orders if you are the Order Responsible staff person. You may have noticed that on some orders, only the Order Responsible staff person's name and telephone number (for example) appears. That is because the person's fax number and email address are not filled in on the Staff Information Screen.

Please check your Staff Information Screen in the next few days and update any information that is missing or incorrect. Click on the Update button (upper right corner of the screen) to save your changes.

Thank you!