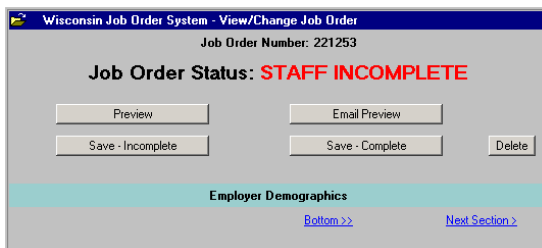


Emailing a Job Order in Preview Mode Staff and Employers March 26, 2004

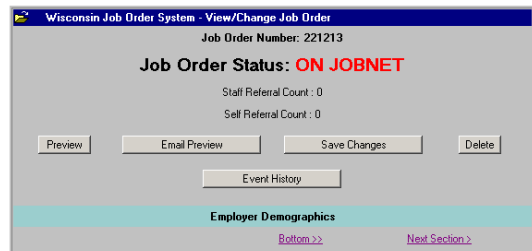
Effective today a change has been made to the Email Preview function in the Wisconsin Job Order System (WJOS). When the employer (or other recipient) receives the email, it will list the name of the person sending the email instead of DoNotReply@dwd.state.wi.us. This functionality has also been updated on the employer side.

An Email Preview button appears on job orders in all statuses, in both WJOS-Staff and WJOS-Employer.

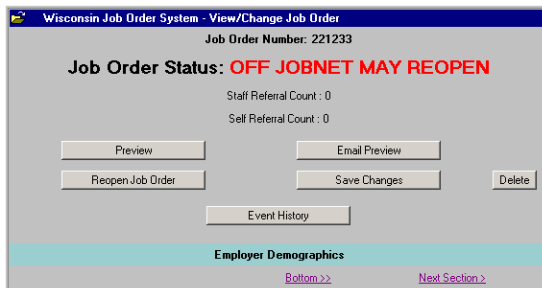
Changes are highlighted in **bold red text** (pages 4-5).



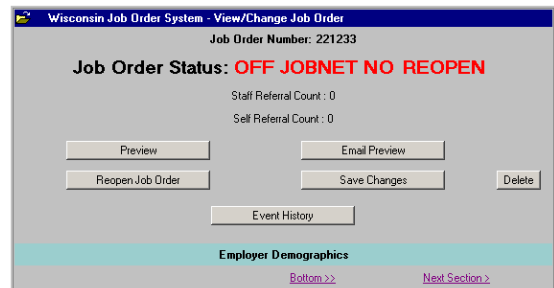
WJOS-Staff: Staff Incomplete



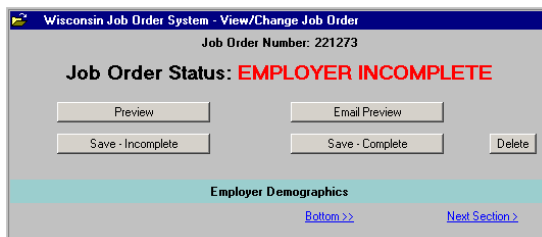
WJOS-Staff: On JobNet



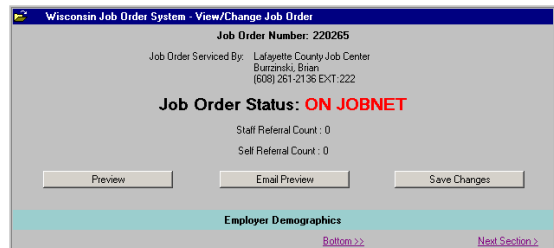
WJOS-Staff: Off JobNet May Reopen



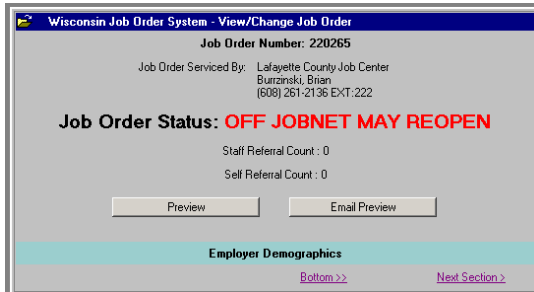
WJOS-Staff: Off JobNet No Reopen



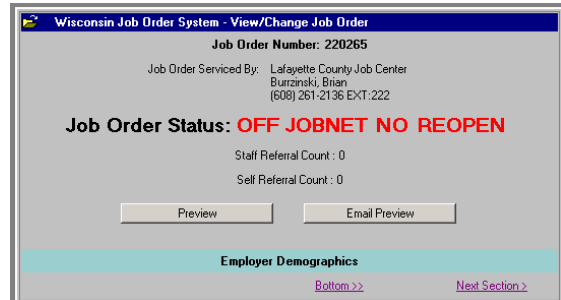
WJOS-Employer: Employer Incomplete



WJOS-Employer: On JobNet



WJOS-Employer: Off JobNet May Reopen



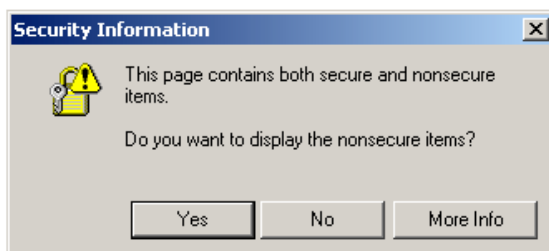
WJOS-Employer: Off JobNet No Reopen

This feature utilizes Web Mail, not your agency's email system. A copy of the 'sent' email will **not** appear in your 'Sent Items' folder.

To send a job order in Preview mode to an employer, follow these steps:

1. Click on the Email Preview button. A new window will pop out with the blank email format.

You may have the following message pop up. If so, click on the Yes button.



2. Key in, or copy and paste, the email address of the person you are sending the job order to in the “Mail to Email Addresses:” field. You can send the same job order to multiple people. Separate the email addresses with a semi-colon (;). If you would like a copy of the email for your records, include your email address in this field.
3. Key in your name and telephone number, and your email address, in the fields provided.
4. You can also add a message or instructions for the recipient in the “Message” text field. This is an expandable text field, with room for a 5,000-character message.

Email Job Order Preview

Please provide the following information, then click Send:

Mail To Email Addresses:

lynn.schmitt@dwd.state.wi.us;
 rebecca.powell@dwd.state.wi.us

(To enter more than one email recipient separate the email addresses with a semi-colon.)

From:
Your Name and Phone Number:

Linda Williamson, 608-264-8167

Your Email Address:

linda.williamson@dwd.state.wi.us

Message:

Your job opening is now on JobNet!

 Job order #221213, Benefit Analyst, will remain on JobNet until Tuesday, December 23. If you would like changes made, or if you would like the order removed prior to December 23, please contact me at the above

5. When you have proofed your message for accuracy, spelling, and format (you need to do this manually, there is no spell checking software available in this program), click on the “Send” button. You will receive the following message:

Web Mail

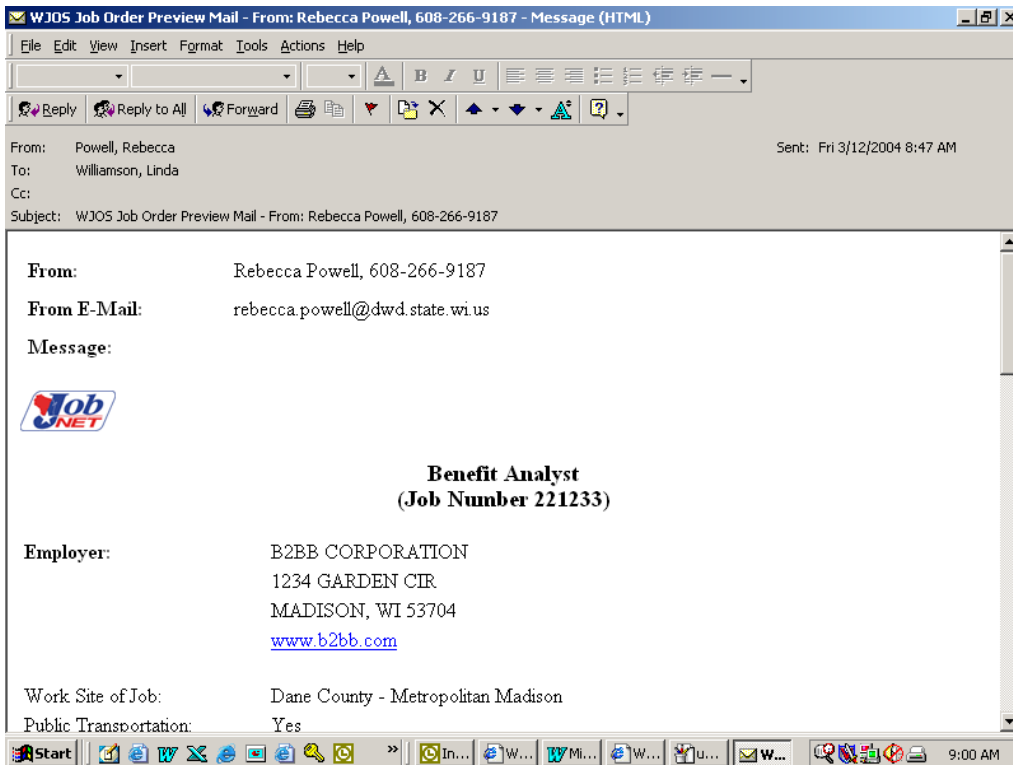
Your message was sent at 9:41:13 AM.

Please use your back button to return to the originating page or the button below to return to the job order.

6. The email message will appear in the recipients' mailboxes as being from **the sender's email address**, as shown below. The Subject will be **WJOS Job Order Preview Mail – From (your name and phone number)**, as shown on the next page.

Inbox		
From	Subject	Received
Williamson, Linda	WJOS Job Order Preview Mail - From: Linda Williamson, 608-264...	Fri 3/12/2004 8:48 AM
Powell, Rebecca	WJOS Job Order Preview Mail - From: Rebecca Powell, 608-266-...	Fri 3/12/2004 8:47 AM
Powell, Rebecca	RE: WJOS - Changes Moved to Acceptance	Fri 3/12/2004 8:29 AM
Denis, Gary	Agenda topics for Monday's Section Meeting	Fri 3/12/2004 8:24 AM

7. The email message looks like this. The recipient can scroll down to review the entire order as it appears in Preview mode. **The following text that appeared on messages in the past has been removed: “Do NOT use the reply feature to this message! It has been sent via web mail and the mailbox DoNotReply@dwd.state.wi.us does not exist. If the sender included their E-Mail address it will be listed below.)**



8. The recipient of the email can now reply to the sender of the message if they wish.

