

November 2, 2005

## JobNet Business Staff Training Videos

Deployment of the JobNet Business Staff Training Videos is underway! Most DWS and DVR staff have the videos available on their desktops now. The remaining staff will have the videos deployed over the next couple of days. If you don't have the videos available to you now, keep checking. If you don't have the videos on your desktop by Friday afternoon, please contact Linda Williamson at [Linda.Williamson@dwd.state.wi.us](mailto:Linda.Williamson@dwd.state.wi.us).

DWS, DVR and UI Staff with ERS or WJOS access: Click on the Start button (lower left corner of your computer screen), then on Programs, then on DWD, then on JobNet Business Staff Training Videos.

You will see the following (shown here for illustrative purposes - the links do not work):

|  |  |                                |
|--|--|--------------------------------|
|  | <h3>JobNet Business Staff Training</h3> <p>Just click on a function to view a movie!</p> |                                |
| <b>Staff Management</b>  | <b>Employer Management</b>   | <b>Job Order Management</b>    |
| <b>Activities</b>  | <b>Profiles</b>  | Tour the Job Order             |
| Add Planned Activity   | Add Profile  | Searching in JobNet Business   |
| Add Completed Activity   | Edit Profile   | Job Order Summary              |
| Add Multiple Planned Activities  | <b>Sites</b>   | What is NAICS?                 |
| Add Multiple Completed Activities  | Add Site   | Using O*NET Connector          |
| Edit Activity  | Edit Site  | Incomplete Job Orders          |
| Delete Activity  | Add Business Summary   | <b>System Reports</b>          |
| Pending Orders   | Edit Business Summary  | All Job Orders                 |
| Request for Assistance   | Add Hiring Summary   | New Job Orders                 |
| Processing Registrations   | Edit Hiring Summary  | New Job Orders by Worksite     |
| Employer Already Registered  | Add Benefits   | JO by Last Contact             |
| Employer Updates   | Edit Benefits  | JO Removed from JobNet         |
| Release from Veterans Hold   | Add Application Instructions   | JO Counts and Analysis         |
| Staff Information  | Edit Application Instructions  | Reopened Job Orders            |
|  | Add Service Plan   | JO to Close                    |
|  | Edit Service Plan  | Job Seeker Match by O*NET      |
|  | <b>Contacts</b>  | What is EXPOE?                 |
|  | Add Contact  |                                |
|  | Edit Contact   |                                |
| <a href="#">Overview-Job Order Staff</a>   | <a href="#">Overview-Employer Management Staff</a>                                       | <b>Who do I call for help?</b> |

Click on any of the links to view and hear a video explaining the topic selected. You will need to click on the middle icon in the upper right corner to expand the screen to full size.



When the video is finished and the screen fades to white, click on the "X" in the upper right corner of the screen to close the window.



Or, scroll to the bottom of the screen and click on the "X" on the playback bar.



You will return to the menu shown above.

Partner Agency Staff: CDs with all of the staff training videos are being mailed to all Job Center locations during the next several days to the attention of the Job Center Contact listed in the Wisconsin Locally Designated One-Stop Job Centers Contact Listing and Map document. Partner staff should contact the Job Center Contact for your location for a CD. The CD will load automatically and the above menu will appear. Follow the instructions above for viewing and closing the videos, and for enlarging the window to view the video.

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This message has been posted to the web site (<http://www.wisconsinjobcenter.org/erswjos>) that holds the WJOS/ERS announcements. The archive holds the current edition, and all previous editions.

These editions are delivered in Adobe PDF format for on-line reading or downloading. The web site has a link to the DWD Viewers Download Page (<http://www.dwd.state.wi.us/viewers.htm>) to find links to software which may be necessary to view the publications.

To subscribe to or unsubscribe from this list, visit <http://www.wisconsinjobcenter.org/signup> and follow the simple steps to complete and submit the on-line form.