

## Obtaining a List of All Sites for an Employer

We have had several questions about how to get a list of all sites for an employer.

- Click on Manage Sites on the JobNet Business menu tree. Conduct a search based on one of the Profile choices (Profile Trade Name, Profile Legal Name, UI Root Number, FEIN Number, EXPOE Reported Site Trade Name, or EXPOE Reported Profile Trade Name).

The screenshot shows a web form titled "JobNet Business - Site Search". It has three input fields: "Field:" with a dropdown menu set to "UI Root Number", "Operator:" with a dropdown menu set to "Exact Match", and "Criteria:" with a text box containing "999777". A "Search" button is located to the right of the criteria field.

The screenshot shows the same "JobNet Business - Site Search" form, but with the "Field:" dropdown set to "Profile Legal Name" and the "Operator:" dropdown set to "Contains". The "Criteria:" text box now contains "windfall pott". Below the search fields, there is a section for search results. It starts with a magnifying glass icon and the text "Search Results: 1 Row(s) Found". Below this is a table with three columns: "Profile Legal Name", "Profile Trade Name", and "UI Root". The table contains one row with the values "WINDFALL POTTERY", "WINDFALL POTTERY", and "999777". Below the table, there is a "Page 1" link.

| Profile Legal Name | Profile Trade Name | UI Root |
|--------------------|--------------------|---------|
| WINDFALL POTTERY   | WINDFALL POTTERY   | 999777  |

- The result will be a list of all sites for that employer.

**JobNet Business - Site List**

Profile Trade Name: WINDFALL POTTERY

Search Results: 3 Row(s) Found

| Site Trade Name                  | Site Address & Phone   | UI ROOT | Site # | Active | Corporate HQ |
|----------------------------------|--|---------|--------|--------|--------------|
| <a href="#">WINDFALL POTTERY</a> | 10345 WINTERGARDEN LN<br>MADISON, WI 53704<br>(608) 244-6541 | 999777  |        | YES    | NO           |
| <a href="#">WINDFALL POTTERY</a> | 212 MAPLE AVE<br>MINERAL POINT, WI 53566<br>(608) 987-7896   | 999777  |        | YES    | NO           |
| <a href="#">WINDFALL POTTERY</a> | 2379 GALENDA RD<br>PLATTEVILLE, WI 53587<br>(608) 348-4563   | 999777  |        | YES    | NO           |

Page 1

Add Site

=====

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://dwd.wisconsin.gov/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.