



JobNet Business WisLine Web Sessions

Two WisLine Web sessions will be offered in late October on the topic of "Managing Employer Records Using JobNet Business". The sessions will use WisLine Web technology. The sessions are scheduled as follows:

Part 1 - Tuesday, October 24th - 10:00 a.m. - 12:00 noon

Part 2 - Thursday, October 26th - 10:00 a.m. - 12:00 noon

Each session has a different agenda. Job Center staff working with employers in any capacity are strongly encouraged to participate in these sessions. **You must register for each session.**

To participate in this session you will need a computer and a telephone. If there are several people at one location (same computer/speaker phone), only one person should register and put a list of all other attendees in the "Department/Company Information" text field on the registration form. A limited number of lines are available for this session. If possible, all participants at a location should participate using one computer and speaker phone. This will allow all Job Centers to access the program.

Please register at:

<http://www.uwex.edu/ics/wlwreg/wlwwelcome.cfm>

From the welcome page, you can locate the event you wish to register for using one of these options:

1. Selecting the sponsoring organization (WI Dept of Workforce Development)

Select the date of the event. If you've used the service before, login to the system by entering your username and password. If you've never used the system, just click on the "Sign up" link to set up a new account. After logging in, your account information is displayed on the registration page. You can review your personal information, and add the names of additional attendees at your location if needed. You can also link to more information about the event, or download a file with further information. To finish your registration, click the **Register for this event** button. After submitting your registration, you'll receive a web page confirmation containing the information you submitted and instructions for entering the web conference. You can print this page now or follow the links for further information. You'll also receive an email confirmation for your records.

2. Searching from a list of all events.

3. Searching for the event by name.

You must register for each session.

It is a good idea to review the tips page on the WisLine Web site. Click the tips link:

<http://www.uwex.edu/ics/wlweb/tips.htm>

AGENDA - Part 1
Tuesday, October 24th
10:00 a.m. - 12:00 noon

Presenters - Linda Williamson & Rebecca Powell

- Welcome, Introductions & Ground Rules
- How are JobNet Business, JobNet, America's Job Bank and ASSET Linked?
- Employer Services Access vs. Job Order Access
- Policies
 - Confidentiality
 - Mailing Labels
 - Guidelines for Entering Text
- Searching for Employer Records
 - Profile Records
 - Site Records
 - Active, Inactive and Duplicate Sites
 - Location Tab
 - Business Summary Tab
 - Locating a NAICS code
 - Hiring Summary Tab
 - Benefits Tab
 - Application Instructions Tab
 - Service Plan Tab
 - Contact Records
- JobNet Business Data Collection Form
- Questions?

AGENDA - Part 2
Thursday, October 26th
10:00 a.m. - 12:00 noon

Presenters - Linda Williamson & Rebecca Powell

- Welcome, Introductions & Ground Rules
- Adding a Profile
- Adding a Site
- Adding Activities
 - Activity Types and Definitions
 - Adding Activities to an Employer Record
 - Adding Activities to Multiple Employer Records
- Adding Contacts
- Requests for Assistance
- My Staff Information Screen
- Staff Information Screen
- Reports Available in Webi and the Job Center Systems Data Warehouse
- Questions?