

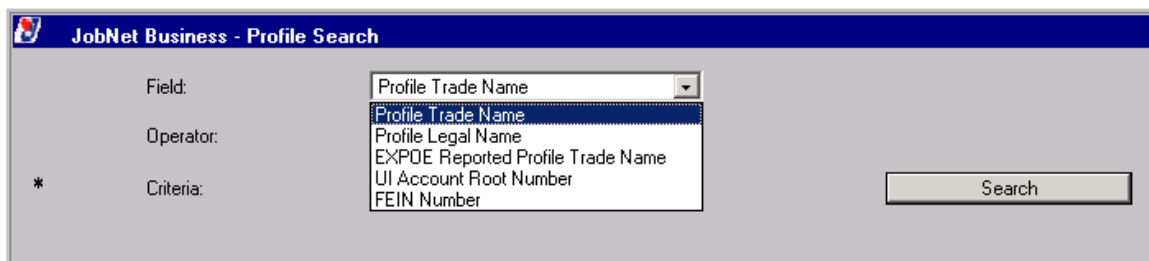
Employer Profiles

Employer profiles in the JobNet Business system are maintained through the **Employer Management** menu option.

Profile Search

Click **Employer Management** and then **Manage Profiles**. The response will be the Profile Search screen.

Choose how your search will be executed using the available options:



The screenshot shows a web application window titled "JobNet Business - Profile Search". The interface includes a search form with the following elements:

- Field:** A dropdown menu with "Profile Trade Name" selected.
- Operator:** A text input field.
- Criteria:** A text input field with an asterisk (*) to its left.
- Search:** A button on the right side of the form.

The dropdown menu is open, showing the following options:

- Profile Trade Name
- Profile Legal Name
- EXPOE Reported Profile Trade Name
- UI Account Root Number
- FEIN Number

Field:

- Profile Trade Name = the name the company is 'doing business as' in the community. May be updated by staff to reflect what the company is known as locally.
- Profile Legal Name = the official name of the company as reported by the employer.
- EXPOE Reported Profile Trade Name = the name the employer reports that they are 'doing business as' in the community.
- UI Account Root Number – Unemployment Insurance Account Number that is assigned to a business.
- FEIN Number – the unique nine-digit FEIN or Federal Tax ID Number issued to each business by the Internal Revenue Service (IRS).

Operator:

- Begins With = the string of characters the Profile Name begins with
- Contains = a string of characters within the Profile Name
- Exact Match = the string of characters equal to the Profile Name
- Sounds Like = the string of characters which sound like the Profile Name

NOTE: If the search is by UI Root Number or FEIN number, the Operator will automatically change to Exact Match.

Criteria

- The entry in the Criteria field should equal the string of characters (letters or numbers) on which the search should be based.

To change a selection in either the Field or Operator fields, position the mouse pointer and click on the down arrow; then position the mouse pointer and click on the desired selection. The selection will appear in the box. After a selection is made in the Operator field, an entry must be made in the Criteria field.

SEARCH TIP: The "Begins With" or "Contains" searches are the most efficient search options. For best results when using these options, enter a minimum number of characters in the Criteria field. More matches may result, but there is a better chance of finding the desired Contact Name.

NOTE: When the Profile Search screen is requested, the entries in the Field and Operator items will be defaulted to the entries made in the last Profile Search.

The response to an Employer Search is shown below:

JobNet Business - Profile Search

Field: Profile Legal Name

Operator: Contains

* Criteria: a better deal

Search

Search Results: 1 Row(s) Found

Profile Legal Name	Profile Trade Name	UI Root
A BETTER DEAL ANIMAL CONTROL INC	A BETTER DEAL ANIMAL CONTROL INC	51977

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Add Profile

The results of this search shows 1 match in the Search Results grid. The **Profile Search** results screen displays the Profile Legal Name, Profile Trade name, and UI root Number of the employer. The underlined name on the above search results screen is a *hyperlink* to the Profile screen. To go to the profile detail screen for the profile listed, position the mouse pointer and click on the underlined name. The response will be the Profile screen for the employer contact.

NOTE: If the search is by UI Root Number or FEIN number, the Operator will automatically change to Exact Match and if the employer exists the system will bring you directly to the employer's Profile screen .

If an error was made in the entry of the search factors (Operator or Criteria) or the search does not yield the desired results, the search factors may be changed and a new Profile Search initiated.

If the Profile Search does not yield a match, the contact is not currently listed in JobNet Business and you must add a profile for the employer.

Add Employer Profile

If you can't find the employer you wish to work with, try these search tips. Once you are satisfied that the employer does not exist in our system, click the **Add Profile** button to create a profile for the employer.

JobNet Business - Profile Search

Field: Profile Trade Name

Operator: Contains

* Criteria: Dixie's Diner

Search

Search Results: 0 Row(s) Found

Add Profile

The response will be a blank **Profile** Screen.

JobNet Business - Profile

Save

* Legal Name:

EXPD Reported Trade Name:

* Trade Name:

UI Account Root Number:

FEIN Code: [###-#####]

This Employer has multiple locations in Wisconsin.

Is this Employer a Federal Contractor? Yes No

[Federal Contractors List](#)

* Ownership Code: Private

* Type of Employer: Profit

Web Address:

Company Description:

Text Limit: 2000 | Text Entered: 0

Created: _____ By: _____

Last Updated: _____ By: _____

Save

Complete the Profile screen for the employer. (Required fields have asterisks (*) to the left.) Click the **Save** button. The result will be the completed **Profile** screen.

A completed **Profile** screen is shown below:

JobNet Business - Profile

Save

* Legal Name: A BETTER DEAL ANIMAL CONTROL I
 EXPO Reported Trade Name: A BETTER DEAL ANIMAL CONTROL INC

* Trade Name: A BETTER DEAL ANIMAL CONTROL I

UI Account Root Number: 51977
 FEIN Code: 39-1734198 (###-#####)

This Employer has multiple locations in Wisconsin:

Is this Employer a Federal Contractor? Yes No
[Federal Contractors List](#)

* Ownership Code: Private

* Type of Employer: Profit

Web Address: http://www.abetterdeal.com
 Employment Size: 0000
 As of Quarter: 4th
 As of Year: 1999

Company Description: We offer a humane solution to your animal control problems!
 Text Limit: 2000 | Text Entered: 59

Created:	6/30/1999 12:03:18 AM	By: EXP0E202
Last Updated:	8/5/2005 9:13:50 AM	By: D\WD\POWELRE

Save

Legal Name – The Legal name of the employer is required and may be up to 35 characters in length.

EXPOE Reported Trade Name – Displays the company trade name as reported by EXPOE. Staff cannot update this information, it is updated via the EXPOE quarterly update.

Trade Name – The trade or “doing business as” name of the employer is required and may be up to 35 characters in length.

UI Account Root Number – The UI Account Root Number is 6 characters in length, and is updated by EXPOE during quarterly updates. Staff cannot update an existing UI Account Root Number, however this number should be obtained and entered on any records where it does not already exist.

FEIN Code – The unique nine-digit FEIN or Federal Tax ID Number issued to each business by the Internal Revenue Service (IRS).

Multiple-Location Indicator – If the employer has multiple worksites in the state of Wisconsin, a check mark will appear in this box. An entry in this field is optional.

Federal Contractor designation – Indicates whether or not an employer is a contractor for the Federal Government.

Click on the [Federal Contractors List](#) link to bring up a list of federal contractors to determine if employer is a federal contractor or not.

Ownership Code – Required field. Valid entries are: Federal Government, International Government, Local Government, Private and State Government.

Type of Employer – Required field. Valid entries are Government, Non-Profit and Profit.

Web Address – The employer's web site address is optional, and may be up to 50 characters in length. It is not necessary to include the **http://** at the beginning of the address.

Employment Size - The employment size range for all worksites the employer operates in Wisconsin. These fields will only appear on profile screens created by EXPOE and cannot be changed by staff.

As of Quarter and Year – The quarter and year designations are the reference time frame for the **Employment Size** field above. These fields will only appear on profile screens created by EXPOE and cannot be changed by staff.

Company Description – An optional informational field, may be up to 2000 characters in length. It may be used for any summary information about the employer. This field shows up on job orders, unless there is a company description entered on the specific site.

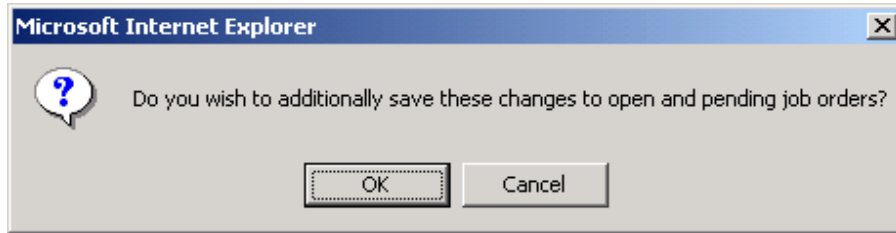
Created – Indicates the date and time the profile record was created, as well as the source of the record. If the record was created by the system during the EXPOE process the **By** field will equal EXPOE202. Otherwise the **By** field will equal the logon ID of the staff who entered the profile record.

Updated – Indicates the date and time the profile record was last updated, as well as the logon ID of the staff who made the update.

Edit Employer Profile

Make any needed changes to the profile record and click the **Save** button at the top or bottom of the screen. If any problems exist with

the data entered in these fields, error validation messages will be summarized in red at the top of the screen and each field containing an error will be marked with (!) an exclamation point so they can be easily corrected and saved.



Click either the **OK** button to save the changes to all open and pending job orders, or the **Cancel** button to save changes to only the employer profile.

The result will be the completed **Profile** screen. You will notice that the **Updated** and **By** have been populated with the time and date the record was last saved, as well as your staff ID.

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