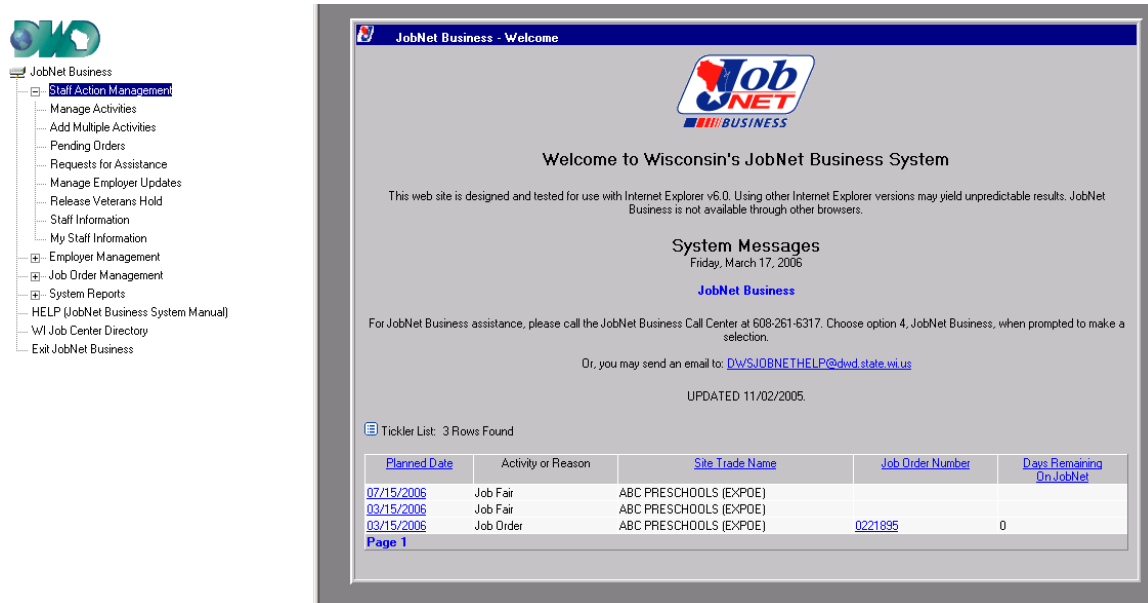


Presentation of JobNet Business Information

JobNet Business uses a split screen approach to presenting information. The **Welcome** screen below shows the split screen:



The screenshot displays the JobNet Business Welcome screen. On the left is a menu tree with the following items:

- JobNet Business
 - Staff Action Management
 - Manage Activities
 - Add Multiple Activities
 - Pending Orders
 - Requests for Assistance
 - Manage Employer Updates
 - Release Veterans Hold
 - Staff Information
 - My Staff Information
 - Employer Management
 - Job Order Management
 - System Reports
 - HELP (JobNet Business System Manual)
 - WI Job Center Directory
 - Exit JobNet Business

The main content area on the right features the JobNet Business logo and the following text:

Welcome to Wisconsin's JobNet Business System

This web site is designed and tested for use with Internet Explorer v6.0. Using other Internet Explorer versions may yield unpredictable results. JobNet Business is not available through other browsers.

System Messages
Friday, March 17, 2006
JobNet Business

For JobNet Business assistance, please call the JobNet Business Call Center at 608-261-6317. Choose option 4, JobNet Business, when prompted to make a selection.

Or, you may send an email to: DWSJOBNETHELP@dwd.state.wi.us

UPDATED 11/02/2005.

Tickler List: 3 Rows Found

Planned Date	Activity or Reason	Site Trade Name	Job Order Number	Days Remaining On JobNet
07/15/2006	Job Fair	ABC PRESCHOOLS [EXPDE]		
03/15/2006	Job Fair	ABC PRESCHOOLS [EXPDE]		
03/15/2006	Job Order	ABC PRESCHOOLS [EXPDE]	0221895	0



Page 1

Menu Tree

The left side of the screen will always display a Menu Tree. The items listed on this Menu Tree are the functions available through the system. Staff have more menu functions than Employers.

In the above example, a plus sign (+) is located next to several functions. A single click on the plus sign will expand the menu to display the functions included in that menu item. If the Menu Tree is expanded beyond the length of the screen, scroll bars will appear to facilitate movement between menu items.

Expanded Staff and Employer Menu tree are shown below:

Staff Menu	Employer Menu
 <p>JobNet Business</p> <ul style="list-style-type: none"> [-] Staff Action Management <ul style="list-style-type: none"> Manage Activities Add Multiple Activities Pending Orders Requests for Assistance Manage Employer Updates Release Veterans Hold Staff Information My Staff Information [-] Employer Management <ul style="list-style-type: none"> Manage Profiles Manage Sites Manage Contacts [-] Job Order Management <ul style="list-style-type: none"> Manage Job Orders Incomplete Orders [-] System Reports <ul style="list-style-type: none"> All Job Orders New Job Orders New Job Orders by Work Site Job Orders by Last Contact Job Orders Removed from JobNet Job Order Counts and Analysis Reopened Job Orders Job Orders to Close Job Seeker Match by O*Net HELP (JobNet Business System Manual) WI Job Center Directory Exit JobNet Business 	 <p>JobNet Business</p> <ul style="list-style-type: none"> [-] My Job Orders <ul style="list-style-type: none"> Enter a New Job Order Manage Job Orders Incomplete Job Orders [-] My Company Information <ul style="list-style-type: none"> Manage Company Records Manage Contacts Request for Assistance Feedback [-] System Reports <ul style="list-style-type: none"> Job Orders Removed HELP (Job Order System Manual) WI Job Center Directory Exit System DWD Home Page Labor Market Information

Display Area

The right side of the screen is reserved for the display of system screens. The action taken on the Menu Tree will result in the appearance of a screen in the Display Area.

To adjust the width of the Menu Tree or Display Area, position the mouse pointer over the boundary line between the screens and drag the line to the right or left.

Scroll Bars

If the information displayed on the Menu Tree or on screens in the Display Area exceeds the length or width of the monitor, scroll bars will appear for navigation purposes. To use a scroll bar, position the mouse pointer on an arrow and click until the desired information appears, OR position the mouse pointer on the square box within the scroll bar, hold the mouse button down and move up or down or right or left.

Tabs

On some screens (ex. The Job Order screen, Employer Site Location screen) we have incorporated "tabs" to display the information. Each tab has a label to indicate what type of information is included on the tab. Click once on the tab to navigate to it. This alleviates some of the scrolling you had to do in the past to access and enter data on long screens.

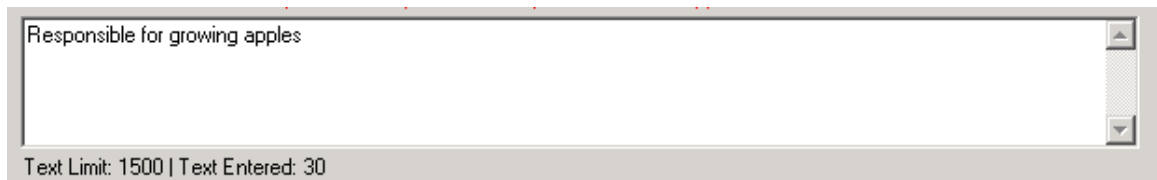
Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
Company Information					
If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. <input type="button" value="Find a Different Site"/>					
Company Legal Name:	RUDY J FARMER				
UI Account Root:	111				
FEIN:	-				
Site Trade Name:	RUDY'S VEGETABLE STAND				
Site Address:	7198 DUSTY ROAD				
Site Address:	MONROE,WI 53566				
County:	Green				
Company Telephone:	(608) 325-4155				
Company Web Site:	http://www.rudysvegetablestand.com				
Site Company Description:	Rudy's Vegetable Stand sells only the finest, freshest home-grown veggies in southern Wisconsin. Seasonal selections available from late May through October.				

Information Fields on System Display Screens

Information fields in JobNet Business are displayed in the following formats:

Text boxes – to enter information, position the mouse pointer in the box and enter the information requested using the keyboard.

Expandable text boxes – these are text boxes which have scroll bars (up and down arrows) on their right side. The scroll bars can be used to vertically navigate within the box.



Under each expandable text box we have indicated how many characters may be entered in this field (Text Limit), as you type in this field you can see how many characters have been entered (Text Entered). If you exceed the Text Limit, you will see another count (Text Truncated) telling you how many characters have been truncated (cut) from this field.

NOTE: Text that has been copied or cut from another source may be pasted in either of the above types of text boxes. The font and point size from the original source will not be retained, but will be changed to conform to the default set for the information field. HTML or Javascript is not be allowed in text boxes.

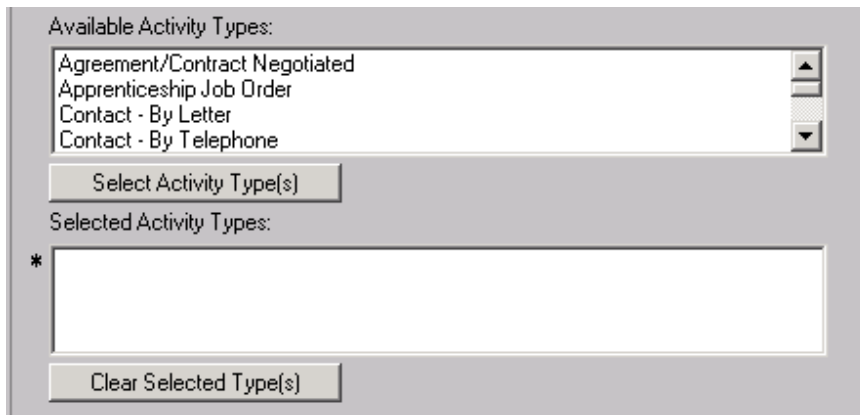
The general rule for text boxes is "What you see is what you get." Use upper and lower case, use accurate spellings, format correctly and separate into paragraphs (applicable to expandable text boxes). In short, make it easy to read!

Drop down boxes – these have a down arrow at the right of the box. Position the mouse pointer over the arrow and click once. To choose a selection in the box, position the mouse pointer over the desired selection and click once.

Check boxes – check boxes are used when one or more responses in a field may be selected. To respond affirmatively to a check box, position the mouse pointer over the desired selection and click once.

Radio Buttons – radio buttons are used when only one response in a field may be selected (Yes/No, etc.). To select a radio button, position the mouse pointer over the desired circle and click once. Often, one of the buttons will already be chosen. This is the default that has been assigned to the field.

Selection List Boxes – These boxes are used when more than one response may be selected. Highlight the option(s) you want by Ctrl-clicking the items and then click the Select button to move these items to the Selected box, as shown below:



The screenshot shows a software interface for selecting activity types. It features two main sections: 'Available Activity Types' and 'Selected Activity Types'. The 'Available Activity Types' section contains a list box with four items: 'Agreement/Contract Negotiated', 'Apprenticeship Job Order', 'Contact - By Letter', and 'Contact - By Telephone'. Below this list is a button labeled 'Select Activity Type(s)'. The 'Selected Activity Types' section contains an empty list box with an asterisk (*) to its left, and a button labeled 'Clear Selected Type(s)' below it.

Click the **Clear** button to clear the selection box.

In addition to the above formats for information fields, buttons are used on the display screens to initiate a variety of actions. Also, auto tabbing has been added in fields where it is possible. For example, if an Area Code is keyed, the cursor will jump (tab) to the field in which the Telephone Number is keyed.

Existing data will automatically populate fields wherever possible to save you time keying.

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