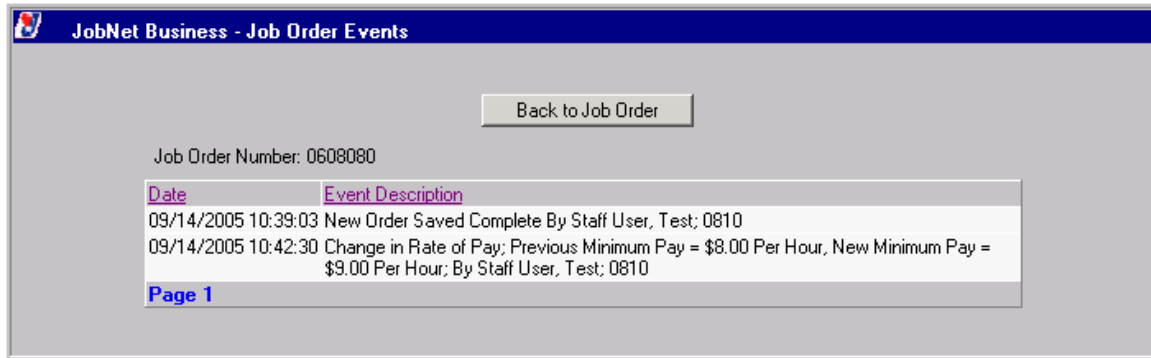


## Job Order - Event History

To view the Event History on a job order, click the Event History button at the top or bottom of the job order screen. The result will be the Job Order Events screen as shown below:



Each Event History Record will contain the following fields:

**Date**      **Time**      **Event Description**

The number shown at the end of Event Description messages is the Office Number of the user making the change.

Events tracked are detailed below:

### **Employer Entered Job Orders**

11/14/2005 10:13:01 New Order Saved Complete by Employer BUECHEL, GLORIA; 1540

This message is triggered when the job ordered is saved as Complete by the employer.

11/14/2005 10:13:01 New Order-Staff Completed; New Employer-entered order approved by Staff Jones, Robert; 1540

This message is triggered when the employer-entered job order is saved as Complete by staff.

## **Staff Entered Job Orders**

11/14/2005 10:13:01 New Order Saved Complete By Staff Smith, Sally; 0810

This message is triggered when the staff-entered job order is saved as Complete.

## **All Job Orders**

11/14/2005 10:13:01 Change in Order Taker; Previous = Jones, New = Adams; by Adams, Mary; 1540

This message is triggered when a staff person changes the Order Taker on a job order in On JobNet status.

11/14/2005 10:13:01 Change in Order Responsible Person; Previous = Jones, New = Adams; by Adams, Mary; 1540

This message is triggered when a staff person changes the Order Responsible staff person on a job order in On JobNet status.

11/14/2005 10:13:01 Change in site of order; Previous = Windfall Pottery, New = Wishful Pottery; By Staff Williamson, Linda; 0810

This message is triggered when the job order is moved from one site to another by Central Office JobNet Business Admin staff.

11/14/2005 10:13:01 Change in Job Order Suppression; By Staff Adams, Mary; 1540

This message is triggered when the suppression indicator is changed by staff on a job order in On JobNet status.

11/14/2005 10:13:01 Change in minimum age; Prior Age; 0 Current Age; 18; by Staff Adams, Mary; 1540

This message is triggered when the minimum age is changed by staff on a job order in On JobNet status.

11/14/2005 10:13:01 Change in minimum age; Prior Age; 0 Current Age; 21; by Employer BUECHEL, GLORIA; 1540

This message is triggered when the minimum age is changed by the employer on a job order in On JobNet status.

11/14/2005 10:13:01 Change in maximum age; Prior Age; 0 Current Age; 70; by Staff Adams, Mary; 1540

This message is triggered when the maximum age is changed by staff on a job order in On JobNet status.

11/14/2005 10:13:01 Change in maximum age; Prior Age; 0 Current Age; 55; by Employer BUECHEL, GLORIA; 1540

This message is triggered when the maximum age is changed by the employer on a job order in On JobNet status.

11/14/2005 10:13:01 Job Title changed from; Potter to Pottery Instructor; by Staff Adams, Mary; 1540

This message is triggered when the Job Title is changed by staff on a job order in On JobNet status.

11/14/2005 10:13:01 Job Title changed from; Potter to Pottery Instructor; by Employer BUECHEL, GLORIA; 1540

This message is triggered when the Job Title is changed by the employer on a job order in On JobNet status.

11/14/2005 10:13:01 Change in Veterans Preference; Previous = Normal, New = Extended; by Staff Adams, Mary; 1540

This message is triggered when the Job Title is changed by the employer on a job order in On JobNet status.

11/14/2005 10:13:01 Change in Job Center Number; Previous = 0810, New = 1540; By Staff Powell, Rebecca; 0810

This message is triggered when the job order is moved from one Job Center to another by Central Office JobNet Business Admin staff.

11/14/2005 10:13:01 Change in Rate of Pay; Previous Minimum Pay = \$7.00 Per Hour, New Minimum Pay = \$9.00 Per Hour; by Staff Adams, Mary; 1540

This message is triggered when the Minimum Pay is changed by staff on a job order in On JobNet status.

11/14/2005 10:13:01 Change in Rate of Pay; Previous Minimum Pay = \$7.00 Per Hour, New Minimum Pay = \$9.00 Per Hour; by Employer BUECHEL, GLORIA; 1540

This message is triggered when the Minimum Pay is changed by the employer on a job order in On JobNet status.

11/14/2005 10:13:01 Change in Openings; Previous = 4, New = 5; by Staff Adams, Mary; 1540

This message is triggered when the Number of Openings is changed by staff on a job order in On JobNet status.

11/14/2005 10:13:01 Change in Openings; Previous = 4, New = 5; by Employer BUECHEL, GLORIA; 1540

This message is triggered when the Number of Openings is changed by the employer on a job order in On JobNet status.

11/14/2005 10:13:01 Change to Federal Contractor; Previous = No, New = Yes; by Staff Adams, Mary; 1540

This message is triggered when the Federal Contractor indicator is changed from No to Yes by staff on the Company Profile.

11/14/2005 10:13:01 Change to Federal Contractor; Previous = Yes, New = No; by Staff Adams, Mary; 1540

This message is triggered when the Federal Contractor indicator is changed from Yes to No by staff on the Company Profile.

11/14/2005 10:13:01 Removed from JobNet; By Staff Adams, Mary; 1540

This message is triggered when a job order in On JobNet status is removed by staff.

11/14/2005 10:13:01 Removed from JobNet; By Employer BUECHEL, GLORIA; 1540

This message is triggered when a job order in On JobNet status is removed by the employer.

11/14/2005 10:13:01 Reopened on JobNet; By Staff Adams, Mary;  
1540

This message is triggered when a job order in Off JobNet May Reopen status is reopened by staff.

11/14/2005 10:13:01 Reopened on JobNet; By Employer BUECHEL,  
GLORIA; 1540

This message is triggered when a job order in Off JobNet May Reopen status is reopened by the employer.

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