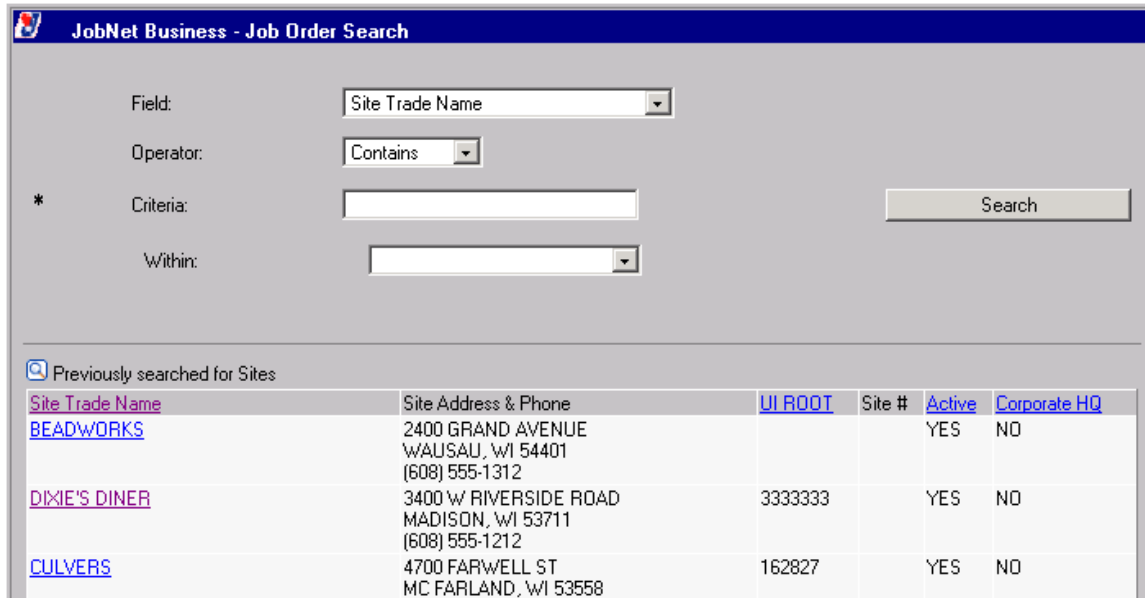


Job Order Search

Before you can work with a job order, a search is required. Click **Job Order Management** and then **Manage Job Orders** from the menu tree. The result will be the **Job Order Search** screen.

The lower portion of the screen displays a list of the last 10 previously searched for sites. You can click any of these hyperlinks to work with job orders for that employer.



JobNet Business - Job Order Search

Field:

Operator:

* Criteria:

Within:

Previously searched for Sites

Site Trade Name	Site Address & Phone	UI ROOT	Site #	Active	Corporate HQ
BEADWORKS	2400 GRAND AVENUE WAUSAU, WI 54401 (608) 555-1312			YES	NO
DIXIE'S DINER	3400 W RIVERSIDE ROAD MADISON, WI 53711 (608) 555-1212	3333333		YES	NO
CULVERS	4700 FARWELL ST MC FARLAND, WI 53558	162827		YES	NO

You can search for job orders by the following fields: Job Title, Job Order Number, Order Responsible Staff, Site Trade Name, EXPOE Reported Site Trade Name, Profile Trade Name, EXPOE Reported Profile Trade Name, Profile Legal Name, UI Root Number, or FEIN number.

NOTE: If the search is by Job Order Number, the Operator will automatically change to Exact Match.

To change a selection in the Field, Operator or Status 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. An entry must be made in the Criteria field.

SEARCH TIP: The "Begins With" or "Contains" searches are the most efficient options when searching by an Employer Name. 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 Employer Name.

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

A Job Order Search using Site Trade Name or EXPOE Reported Site Trade Name can be also narrowed by selecting the **County** option in the **Within** field. To select, position the mouse pointer over the County option and click once. After this selection a Name field containing a list of county names will appear on the screen. To select a specific county, position the mouse pointer over the desired county name and click once. To initiate the search, position the mouse pointer and click on the Search button at the bottom of the screen.

NOTE: To more quickly search the county list, enter the first letter of the county name. The list pointer will move to the first county with this letter. For example, if a 'd' is entered, the list pointer will move to Dane County.

The following illustrates the results of a Job Order Search for a **Site Trade Name** which **Begins With** the characters '**dixie's**' and is located in **Dane County**.

The screenshot shows the 'JobNet Business - Job Order Search' interface. The search criteria are: Field: Site Trade Name, Operator: Contains, Criteria: dixie's, Within: County, and Name: Dane. The search results show two rows found:

Site Trade Name	Site Address & Phone	UI ROOT	Site #	Active	Corporate HQ
DIXIE'S DINER	3400 W RIVERSIDE ROAD MADISON, WI 53711 (608) 555-1212	3333333		YES	NO
DIXIE'S WESTSIDE DINER	222 W ELM ST MADISON, WI 53719 (608) 555-1215	3333333		YES	NO

Page 1

To retrieve a list of job orders, click once on the Trade Name for the appropriate employer. The response will be the **Job Order Summary** screen:

JobNet Business - Job Order Summary

Profile: DIXIE'S DINER

Site: DIXIE'S DINER

Staff Incomplete
 Search Results: 1 Row(s) found

Job Order Number	Job Order Date	Job Order Title	Site Trade Name	Order Taker
0046306	08/10/2005	Dishwasher	DIXIE'S DINER	JobOrder JobsStaff

[Page 1](#)

On JobNet
 Search Results: 1 Row(s) found

Job Order Number	Job Order Date	Job Order Title	Site Trade Name	Order Responsible Staff	Remaining Days On JobNet	Identify Employer
0046326	08/10/2005	Cook	DIXIE'S DINER	JobsStaff, JobOrder	29	Yes

[Page 1](#)

Off JobNet May Reopen
 Search Results: 1 Row(s) found

Job Order Number	Job Order Removed Date	Job Order Title	Site Trade Name
0046327	09/09/2005	Bus Person	DIXIE'S DINER

[Page 1](#)

Off JobNet No Reopen
 Search Results: 0 Row(s) found

This screen is a helpful snapshot of all job order activity for the selected employer worksite.

Job Orders are listed in all four possible categories (Staff Incomplete, On JobNet, Off JobNet May Reopen and Off JobNet No Reopen). To select a job order from the list, click once on a hyperlink (underlined job order number). The response will be the **Job Order** screen.

Each list may also be sorted by Order Date, Status or Title in either Ascending or Descending order. To select a sort different from Order Number, click once on the first drop down box, highlight the desired selection and click once more. To select Descending sort order, click once on the second drop down, highlight Descending and click once more. Then click once on the **Submit** button. The response will be the list in the sort selected.

NOTE: If job orders matching the Status selected are not on file for the employer, a message to that effect (Search Results: 0 Row(s) found). will appear in the Search Results. If too many job orders were found in this category to be displayed, they will be paged and you can access them by clicking the page.

[Return to Index](#)