

## Staff Action - Manage Activities

To access the **Activity List** screen, click the **Manage Activities** option on the menu tree. In order to view or post employer activities to JobNet Business, you will first perform a search for the employer you want to work with. This is done via the **Activity Search** screen, as shown below:

Site Trade Name	Site Address & Phone	UI ROOT	Site #	Active	Corporate HQ
<a href="#">BEADWORKS</a>	2400 GRAND AVENUE WAUSAU, WI 54401 (608) 555-1312			YES	NO
<a href="#">DIXIE'S DINER</a>	3400 W RIVERSIDE ROAD MADISON, WI 53711 (608) 555-1212	3333333		YES	NO
<a href="#">CULVERS</a>	4700 FARWELL ST MC FARLAND, WI 53558	162827		YES	NO
<a href="#">LANDS' END CHILDCARE CENTER</a>	4 LANDS' END LANE DODGEVILLE, WI 53595 (608) 935-5407	636355		YES	NO
<a href="#">DIXIES CLEANING SERVICE</a>	124 2ND ST STEVENS POINT, WI 54481-1459 (715) 347-4146	813674		YES	NO

### Quick Select Method

You will notice under the search area is a listing of "Previously searched for Sites". To work with any of those sites, simply click the hyperlink to navigate directly to the **Activity List** for that site.

### Activity Search

You may search on any of the following fields: 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.

If you search on UI Root Number or FEIN Number, the result will be the **Site List** for that employer profile, shown below:

**JobNet Business - Activity Search**

Field:

Operator:

\* Criteria:

Include Deleted Sites?

Within:

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Search Results: 2 Row(s) Found

<a href="#">Site Trade Name</a>	Site Address & Phone	<a href="#">UI ROOT</a>	Site #	<a href="#">Active</a>	<a href="#">Corporate HQ</a>
<a href="#">ABC PRESCHOOLS</a>	123 MAIN VERONA, WI 53719 (608) 555-8888			YES	NO
<a href="#">ABC PRESCHOOLS</a>	800 OAK ST FITCHBURG, WI 53712 (608) 888-5558			YES	NO

[Page 1](#)

You then need to indicate which site the activity is for, this is done by simply clicking the hyperlink for the proper site. The result is the **Activity List** screen for that site.

**JobNet Business - Activity List**

Site Trade Name: ABC PRESCHOOLS

Search Results: 6 Row(s) Found

<a href="#">Planned Date</a>	<a href="#">Completed Date</a>	<a href="#">Activity</a>	<a href="#">Job Order Number</a>	<a href="#">Days Remaining On JobNet</a>
	03/15/2006	<a href="#">Job Order</a>	<a href="#">0221898</a>	28
	03/15/2006	<a href="#">Job Order</a>	<a href="#">0221894</a>	28
	03/15/2006	<a href="#">Job Order</a>	<a href="#">0221895</a>	0
03/15/2006		<a href="#">Apprenticeship Job Order</a>	<a href="#">0221894</a>	28
03/15/2006		<a href="#">Job Fair</a>		
03/15/2006		<a href="#">Job Order</a>	<a href="#">0221895</a>	0

[Page 1](#)

To add an activity, click the **Add Activity** button. The result will be a blank **Activity Detail** screen.

## Activity Detail Screen

JobNet Business - Activity Detail

Save

Trade Name(s): **ABC PRESCHOOLS**

Available Activity Types:

- Agreement/Contract Negotiated
- Apprenticeship Job Order
- Contact - By Letter
- Contact - By Telephone

Select Activity Type(s)

Selected Activity Types:

\* [Empty Box]

Clear Selected Type(s)

\* Either "To Be Performed..." or "Performed ..." information is required. Both may be entered.

**To Be Performed By: (If entered, both Staff & Date required)**

Powell, Rebecca (DWE-Central Office-Update) ... Clear

Planned Date: [ ] / [ ] / [ ] Set As Today

**Performed By: (If entered, both Staff & Date required)**

Powell, Rebecca (DWE-Central Office-Update) ... Clear

Completed Date: [ ] / [ ] / [ ] Set As Today

Comments:

[Empty Text Area]

Text Limit: 2000 | Text Entered: 0

Created: Last Updated By: By:

Save

**Trade Name** – displays the Site Trade Name for the employer you are working with.

### Available Activity Types –

Choose the activity(ies) you wish to add by CTRL-clicking on the activity types and then click the **Select Activity Types** button. Selections will be moved to the **Selected Activity Types** box. A description of available activity types is below:

Agreement/Contract Negotiated = On-the-Job Training (OJT), Trial Jobs, Work Experience.

\*Apprenticeship Job Order = Job order entered for an Apprenticeship position. Automatically recorded by JobNet Business.

Contact – By Letter = Written correspondence with a business, including an email message.

Contact – By Telephone = Verbal telephone contact with a business, including a voice mail message.

Contact – Initial = First contact of any type with a business.

Contact – Visit Employer Location = Visit or meeting at the business' location.

Discussion of Job Center Programs = Discussion with business regarding Job Center programs.

Dislocated Worker Services = Dislocation service including verbal explanation, information provided, Rapid Response sessions.

Emailed Job Order Preview = Used the Email Preview function on a job order to email the job order to the employer for review.

Follow-up = A response following contact with an employer.

Incumbent Worker Grant = Skill enhancement activity related to providing employment training to existing employees of a company or industry to improve worker skills, technical training, basic skills or English as a Second Language skills.

Informational Materials Provided = Promotional materials for the Job Center and its services provided to the business.

Job Center Presentation/Tour = On-site presentation/tour of the Job Center provided to the business.

Job Creation Services = Activity related to contacting the employer on behalf of the job seeker to find employment not advertised that meets the customer's special needs. Also known as job development.

Job Fair = Business participated in a Job Center-sponsored job fair.

\*Job Order = Job order placed on JobNet for employer. Automatically recorded by JobNet Business.

Job Order Follow-up = Contact with an employer to determine desired changes in a job order.

Not Otherwise Described = Any activity with a business/employer not covered by other Activity Types.

On-Site Interviewing = Employer conducted employment interviews at the Job Center.

Recruiting Services = Service provided to employer assisting them with their recruitment needs, such as application distribution and collection.

Screening Services = Application screen services provided to employer.

Seminar Attendance = Business attended a Job Center sponsored workshop or seminar

\*Service Plan Created = Service Plan screen in JobNet Business is completed for the first time.

\*Service Plan Updated = Service Plan screen in JobNet Business is updated by the Account Representative.

Supported Employment Services = Activity related to helping a newly hired worker to be successful on the job. This includes activities such as job coaching, mentoring, post employment counseling, intervention with employers, childcare, and transportation assistance.

Targeted Job Development = Job development activity specific to a targeted group such as Veterans, W-2, WIA, etc.

Workforce Needs Assessment = Services provided to an employer to assess the skills and training needs of existing workers at the company.

\*These activities are automatically generated when a job order is completed for an employer.

**To Be Performed By** – Staff person performing activity.

**Planned Date** – Date activity is planned.

**Performed By** – Who actually performed the activity.

**Completed Date** – When activity took place.

**Clear button** – Clears the entry and allows for re-entry.

**Set As Today button** – Automatically inserts today's date.

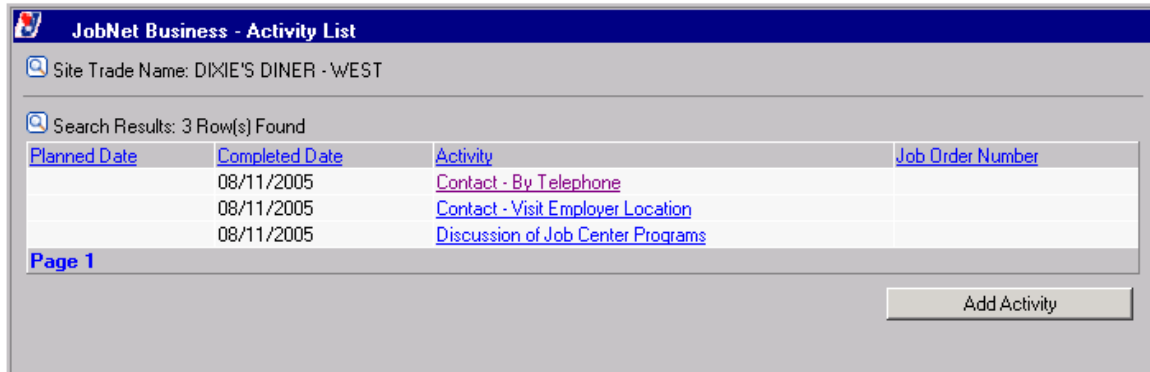
You can easily assign staff to future activities, or record activities you or other staff have already performed. Both fields default to the logon ID of the staff person logged on, if you are assigning the activity to

someone else the first step is to click the [...] button to perform a staff search and select the proper staff person.

Enter all information on this screen and click the **Save** button.

## Multiple Activities

If you enter multiple activities for an employer at one time, a separate activity will actually be created for each, as shown below:



The screenshot shows the 'JobNet Business - Activity List' interface. At the top, it displays 'Site Trade Name: DIXIE'S DINER - WEST'. Below this, it indicates 'Search Results: 3 Row(s) Found'. A table lists three activities, all with a 'Planned Date' of 08/11/2005. The activities are 'Contact - By Telephone', 'Contact - Visit Employer Location', and 'Discussion of Job Center Programs'. Each activity has a corresponding 'Job Order Number' field, which is currently empty. At the bottom of the table, it says 'Page 1'. To the right of the table, there is an 'Add Activity' button.

Planned Date	Completed Date	Activity	Job Order Number
08/11/2005		<a href="#">Contact - By Telephone</a>	
08/11/2005		<a href="#">Contact - Visit Employer Location</a>	
08/11/2005		<a href="#">Discussion of Job Center Programs</a>	

## Tickler List

At the bottom of the **Activity Search** screen the **Tickler List** is displayed. By default this list shows all future activities scheduled for the staff person logged on.



The screenshot shows the 'Tickler List' interface. It displays 'Tickler List: 1 Rows Found For: Staff Member Logged On'. Below this, a table lists one activity with a 'Planned Date' of 06/24/2005. The activity is 'Contact - By Telephone' for 'THE APPLE GROVE, LLC'. The 'Job Order Number' and 'Staff Name' fields are also visible. At the bottom of the table, it says 'Page 1'.

Planned Date	Activity or Reason	Site Trade Name	Job Order Number	Staff Name
<a href="#">06/24/2005</a>	Contact - By Telephone	THE APPLE GROVE, LLC		JobsStaff, JobOrder

To view all future activities scheduled for the job center, click the dropdown box and select 'Job Center'.

The tickler list will be expanded to show activities for all staff members in the job center, as shown below:

Tickler List: 22 Rows Found For:

<a href="#">Planned Date</a>	Activity or Reason	<a href="#">Site Trade Name</a>	<a href="#">Job Order Number</a>	<a href="#">Staff Name</a>
<a href="#">04/29/2002</a>	Job Order	MADISON GAS & ELECTRIC		Taylor, Chris
<a href="#">04/29/2002</a>	Job Order	MADISON GAS & ELECTRIC		Taylor, Chris
<a href="#">04/30/2002</a>	Job Order	*****		Burrzinski, Brian
<a href="#">11/22/2004</a>	Agreement/Contract Negotiated	APPLE 2		Burrzinski, Brian
<a href="#">12/15/2004</a>	Agreement/Contract Negotiated	EWWE		Burrzinski, Brian
<a href="#">06/07/2005</a>	Job Order	APPLE EXPD SITE TRADE NAME	<a href="#">0046222</a>	JobsStaff, Employer
<a href="#">06/07/2005</a>	Apprenticeship Job Order	APPLECORE	<a href="#">0046222</a>	JobsStaff, Admin
<a href="#">06/18/2005</a>	Apprenticeship Job Order	TEST	<a href="#">0046245</a>	McCarthy, Dan
<a href="#">06/22/2005</a>	Contact - By Letter	TEST		McCarthy, Dan
<a href="#">06/24/2005</a>	Contact - By Telephone	THE APPLE GROVE, LLC		JobsStaff, JobOrder

[Page 1](#) [[2](#)] [[3](#)]

This list is sorted by default on Planned Date, however you may also choose to sort on Site Trade Name, Job Order Number, or Staff Name by simply clicking the column heading.

[Return to Index](#)