

Staff Action - Add Activities to Multiple Sites

You may add a single activity, or multiple activities to one or more sites at a time. Select Add Multiple Activities from the menu tree. The result will be the **Add Activities to Multiple Sites** screen.

JobNet Business - Add Activities to Multiple Sites

Field:

Operator:

* Criteria:

Within:

Previously searched for Sites

Site Trade Name	Site Name And Address	UI ROOT	Site #	Active	
ABC PRESCHOOLS	800 OAK ST FITCHBURG, WI 53712 (608) 888-5558			YES	<input type="checkbox"/>
ABC PRESCHOOLS	123 MAIN VERONA, WI 53719 (608) 555-8888			YES	<input type="checkbox"/>
TTZ OUTLET	201 E. 1ST STREET MADISON, WI 53703 (608) 236-1515			YES	<input type="checkbox"/>
TTZ INC.	1800 CANDYCANE LANE STOUGHTON, WI 53705 (608) 555-1212			YES	<input type="checkbox"/>
TTZ	435 B STREET N WEST LACROSSE, WI 53719 (608) 222-2222			YES	<input type="checkbox"/>
CEDAR CREEK POTTERY	N70W6340 BRIDGE RD CEDARBURG, WI 53012-2036 (262) 375-1226	465900		YES	<input type="checkbox"/>
WINDFALL LAKE STORE	HWY 40 & 48 EXELAND, WI 54835 (715) 924-3396	652994		YES	<input type="checkbox"/>

[Page 1](#)

Selected Sites

You may search on either Site Trade Name, or EXPOE Reported Site Trade Name. You can narrow your search by searching within a county, click the Within: dropdown box and choose the county option. Another dropdown box will appear, choose the county and click the **Search** button, as shown below:

JobNet Business - Add Activities to Multiple Sites

Field:

Operator:

* Criteria:

Within:

Name:

Search Results: 3 Row(s) Found

Site Trade Name	Site Name And Address	UI ROOT	Site #	Active	
ABC LETTERING LLC	1 SUN PRAIRIE, WI 53714	677693		YES	<input type="checkbox"/>
ABC PRESCHOOLS	123 MAIN VERONA, WI 53719 (608) 555-8888			YES	<input type="checkbox"/>
ABC PRESCHOOLS	800 OAK ST FITCHBURG, WI 53712 (608) 888-5558			YES	<input type="checkbox"/>

[Page 1](#)

Selected Sites

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 checkbox to the right of the site and click the **Move Site to Selected List**. The selected site will be moved to the **Selected Sites** list.

Click the **Add Activities to Selected Site** button. The result will be a blank **Activity Detail** screen, with all selected sites appearing in the 'Trade Name' field, see below.

JobNet Business - Activity Detail

Trade Name(s): **DIXIE'S DINER - WEST, DIXIE'S DINER, APPLE 2, ACKERLAND TRANSFER, RUDY'S VEGETABLE STAND**

Available Activity Types:

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

Selected Activity Types:

*

Select one or more activities from the 'Available Activity Types' and click **Select Activity Type(s)** button. The result will be a new **Add Activities to Multiple Sites** screen.

[Return to Index](#)