

Staff Action - Manage Employer Updates

All employer updates made to job orders, company records or contact records are tracked in JobNet Business. To view a list of employer updates click the **Manage Employer Updates** item on the menu tree. The result will be the **Employer Updates** screen as shown below:

JobNet Business - Employer Updates

Job Orders Updated by Employers: Your Job Center

Search Results: 146 Row(s) found

Job Order Number	Date of Change	Job Order Title	Job Order Site Trade Name	# of Fields Changed
0607238	08/13/2005	Lube Tech	CAR CARE CLINIC	2
0597709	08/12/2005	Operating Tech I	PLACON CORP	1
0601503	08/12/2005	Seasonal Telephone Sales Representative	DULUTH TRADING COMPANY	17
0604869	08/12/2005	Production Workers	STAR ONE STAFFING OF MADISON LLC	1
0603985	08/12/2005	Administrative Assistant	PLACON CORP	1
0605935	08/12/2005	Processing Specialist I - Night	TASC	1
0606032	08/12/2005	Payroll & Benefits Specialist	TASC	1
0585293	08/11/2005	Grinding/Polishing/Lapping	ABR EMPLOYMENT SERVICES	1
0600112	08/11/2005	Part-time Maintenance	WESTGATE MALL PROPERTIES	4
0603062	08/11/2005	Binder Operator	AMERICAN PRINTING CO INC	1

[Page 1](#) [\[2\]](#) [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#) [\[7\]](#) [\[8\]](#) [\[9\]](#) [\[10\]](#) [\[...\]](#)

Company Records Updated by Employers: Statewide

Search Results: 2 Row(s) found

Site Trade Name	Date of Change	Profile Trade Name	Site City	Status
DIXIE'S DINER	08/26/2005	DIXIE'S DINER	MADISON	Update
APPLE CONSTRUCTION	08/23/2005	APPLE CONSTRUCTION	BURLINGTON	Update

[Page 1](#)

Contact Records Updated by Employers: Statewide

Search Results: 1 Row(s) found

Contact Name	Date of Change	Profile Trade Name	Contact City	Status
JONES, DIXIE	08/26/2005	DIXIE'S DINER	MADISON	Update

[Page 1](#)

This screen is made up of three sections:

Job orders updated by employers, for your job center –

This section includes a hyperlink to the job order, date of change, job title, site trade name and a count of how many fields the employer changed. You may reorder this list by simply clicking the column headings. Click the page numbers at the bottom of the list to view more job orders.

This list is informational only, but it is recommended that employer-updated job orders be reviewed to ensure that the changes are appropriate. To display a job order on this list, click once on the Job

Order Number hyperlink. The response will be the **Job Order** screen. The fields that the employer updated are highlighted in yellow.

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
Compensation Range					
Click the More Information button for assistance completing the compensation range.				<input type="button" value="More Information"/>	
*		Amount		Unit of Time	
	Minimum Pay:	<input type="text" value="7.00"/>		<input type="text" value="Per Hour"/>	
	Maximum Pay:	<input type="text" value="9.00"/>		<input type="text" value="Per Hour"/>	
Additional Compensation Information					

When the changes on a job order have been reviewed, click once in the **Save Reviewed** button on the job order. The line entry for this job order will be deleted from the list.

Company Records Updated by Employers Statewide –

This list displays information about company records that have been updated by an employer.

Each line entry displays the Site Trade Name, Date of Change, Profile trade name, Site City and Status. The Site Trade Name is a *hyperlink* to the **Site Location** screen.

The list may also be sorted by Date of Change or Profile Trade Name Site City and Status by clicking the column headings.

To display a company record on this list, click once on the Site Trade Name. The response will be the **Site Location** screen. Changes made by the employer will be highlighted in yellow.

Address:	<input checked="" type="checkbox"/> Do not mail to this site	<input type="checkbox"/> This is the Corporate Location
* Street Address or PO Box:	<input type="text" value="5946 CHRISTINE CT"/>	
	<input type="text"/>	
* City:	<input type="text" value="BURLINGTON"/>	
* State:	<input type="text" value="WI"/>	
* Zip Code:	<input type="text" value="53105"/> - <input type="text" value="3333"/>	
* County:	<input type="text" value="Walworth"/>	

This list is informational only, but it is recommended that employer-updated company records be reviewed to ensure that the changes are appropriate.

When all changes to the company record have been reviewed, click once on the **Save Reviewed** button. The line entry will be deleted from the list.

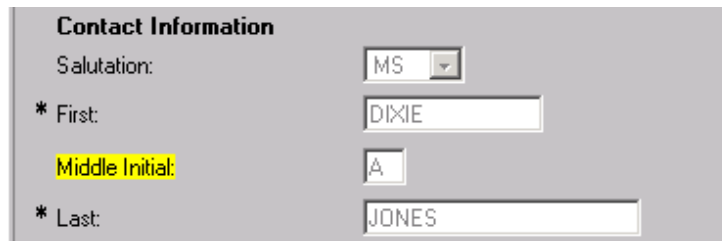
Contact Records Updated by Employers Statewide –

This list displays information about contact records that have been updated by an employer.

Each line entry displays the Contact Name, Date of Change, Profile Trade Name, Contact City and Status. The Contact Name is a *hyperlink* to the **Site Location** screen.

The list may also be sorted by Date of Change or Profile Trade Name Site City and Status by clicking the column headings.

To display a company record on this list, click once on the Site Trade Name. The response will be the **Contact** screen. Changes made by the employer will be highlighted in yellow.



The screenshot shows a form titled "Contact Information" with the following fields:

Salutation:	MS
* First:	DIXIE
Middle Initial:	A
* Last:	JONES

This list is informational only, but it is recommended that employer-updated contact records be reviewed to ensure that the changes are appropriate.

When all changes to the company record have been reviewed, click once on the **Save Reviewed** button. The line entry will be deleted from the list.

[Return to Index](#)