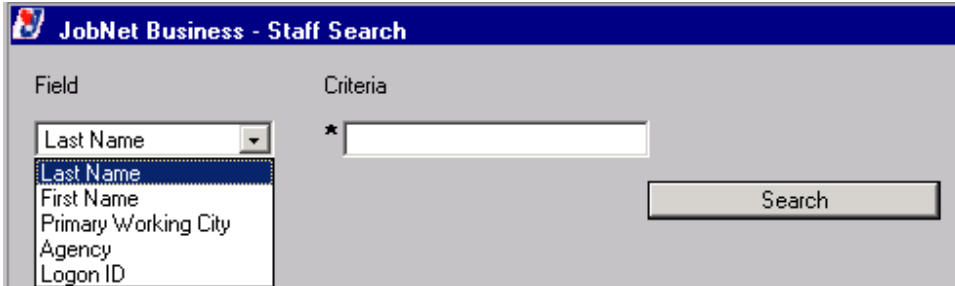


## Staff Action - Staff Search

Any staff person who is authorized to use JobNet Business may access and view staff information for all other job center staff in the state, and to edit their own record.

Click **Staff Information** on the menu tree. The result will be a **Staff Search** screen, as pictured below.

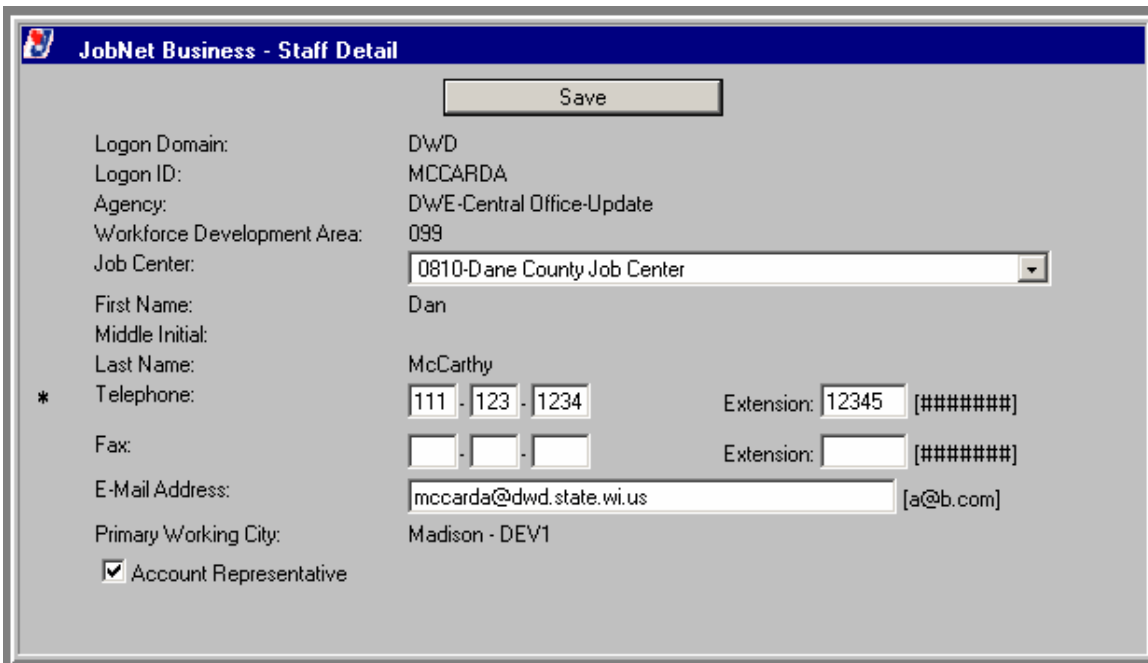


Field	Criteria
Last Name	*
Last Name	
First Name	
Primary Working City	
Agency	
Logon ID	

Search

Choose a field from the dropdown box to search on, choices are Last Name, First Name, Primary Working City, Agency, or Logon ID. Type your search criteria in the box and click the **Search** button. The result will be a list of search results.

Click a hyperlink in the search results to access the **Staff Detail** screen, shown below:



Save

Logon Domain: DWD  
Logon ID: MCCARDA  
Agency: DWE-Central Office-Update  
Workforce Development Area: 099  
Job Center: 0810-Dane County Job Center  
First Name: Dan  
Middle Initial:  
Last Name: McCarthy  
\* Telephone: 111 - 123 - 1234 Extension: 12345 [#####]  
Fax: - - Extension: [#####]  
E-Mail Address: mccarda@dwd.state.wi.us [a@b.com]  
Primary Working City: Madison - DEV1  
 Account Representative

The **Staff Detail** screen displays the staff person's domain, Logon ID, the name of Agency where the staff person is employed, the Workforce

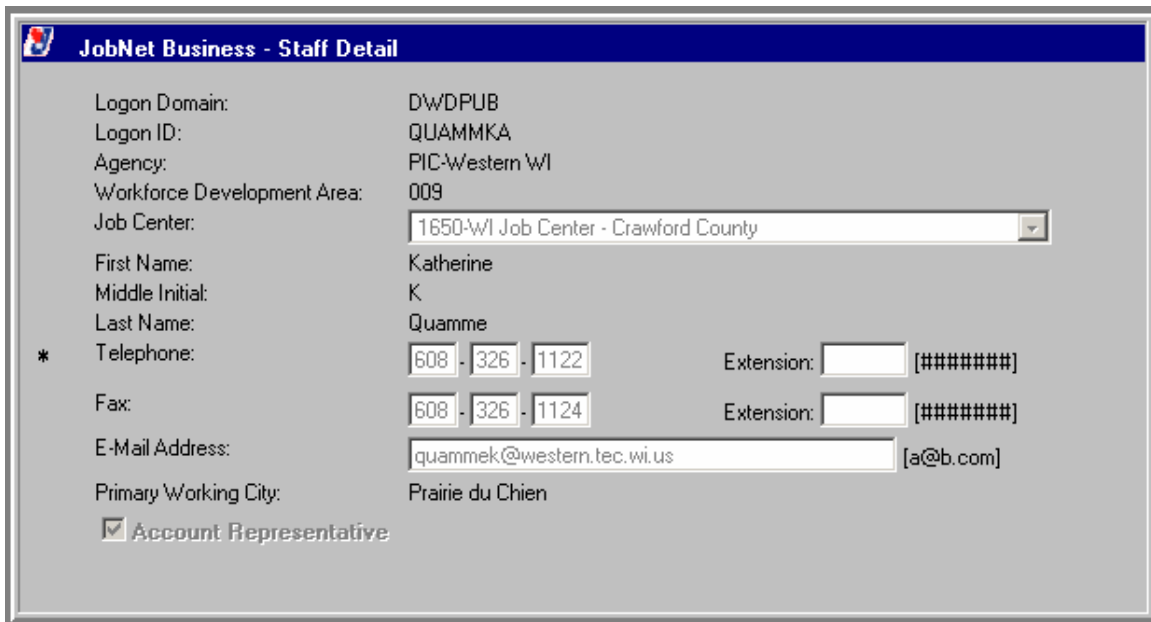
Development Area number and Job Center name of his/her place of employment, the staff First Name, Last Name and Middle Initial, Telephone and Extension, Fax and Extension, E-Mail Address, Primary Working City and Account Representative indicator.

The Job Center, Telephone and Extension, Fax and Extension, E-Mail Address and Account Representative fields may be updated by the staff person on their own record. To update the Job Center, select a new number and name from the drop down list. Key the 3-digit Area Code and 7-digit Number in both the Telephone and Fax fields. Up to seven digits may be entered in the Extension fields and up to fifty characters may be entered in the E-Mail Address field. If the staff person is an Account Representative, the check box should be selected. Click once on the **Save** button to process all changes to the record.

If any of the other information is incorrect, the Division Security Officer should be notified so that the fields may be updated.

Some staff work in more than one Job Center. The Job Center field on the Staff Information record should be updated whenever a change of office is made. This is to ensure that the correct Job Center number is added to job orders and job order events.

If staff select to view staff information for someone other than themselves, the result will be the **Staff Detail** screen for that person in read-only form, meaning no changes will allowed.



The screenshot shows a web-based form titled "JobNet Business - Staff Detail". The form contains the following fields and values:

Logon Domain:	DWD PUB		
Logon ID:	QUAMMKA		
Agency:	PIC-Western WI		
Workforce Development Area:	009		
Job Center:	1650-WI Job Center - Crawford County		
First Name:	Katherine		
Middle Initial:	K		
Last Name:	Quamme		
* Telephone:	608 - 326 - 1122	Extension:	[#####]
Fax:	608 - 326 - 1124	Extension:	[#####]
E-Mail Address:	quammek@western.tec.wi.us	[a@b.com]	
Primary Working City:	Prairie du Chien		
<input checked="" type="checkbox"/> Account Representative			

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