

System Report - Job Orders by Last Contact

To view this report click **System Reports** and then **Job Order by Last Contact** options from the menu tree. The result will be the **Job Order by Last Contact Date** report, as shown below.

| Last Contact Date | Effective Date | Job Order Site Trade Name | Title | JO Number |
|-------------------|----------------|------------------------------------|---------------------------|-------------------------|
| 06/14/2005 | 06/07/2005 | THE APPLE GROVE, LLC | Botanist | 0046223 |
| 12/20/2004 | 12/13/2004 | APPLE COMPANY | Test | 0045890 |
| 10/12/2004 | 10/12/2004 | APPLE COMPANY | Test applet | 0045588 |
| 10/06/2004 | 10/06/2004 | APPLE COMPANY | Apple Sorter | 0045528 |
| 10/14/2003 | 09/17/2003 | MADISON CB CAT WORKSITE TRADE NAME | accountant | 0044515 |
| 08/22/2003 | 08/13/2003 | MADISON CB CAT WORKSITE TRADE NAME | cat doctor | 0043951 |
| 07/23/2003 | 12/18/2003 | TEST | Extended App Instr Test A | 0042852 |
| 07/21/2003 | 07/21/2003 | CHRIS EVENT TEST ORDER | Farmer Assistant | 0043491 |
| 07/21/2003 | 06/03/2003 | BEST MARK INC | Test AAAAss | 0042991 |
| 05/15/2003 | 06/11/2003 | BETA COMPANY | Test Change Job Order | 0042589 |
| 10/19/2001 | 10/19/2001 | PRESIDENTS CLUB - CORPOATE | tester | 0040231 |

By default, this report displays all job orders for the job center of the logged on staff, to see just orders for the Order Responsible Staff click the For: dropdown box to select 'Job Center', then click the 'Order Responsible Staff' dropdown box. Highlight the name of the staff you want to view and click the **Search** button, as shown below:

| For: | Job Center: | Order Responsible Staff: |
|-------------------------|-----------------------------|---|
| Order Responsible Staff | 0810-Dane County Job Center | Johnson, Carolyn Johnson, Elizabeth Johnson, Phyllis Johnson, Terri Johnson, Patricia Jolly, Rhonda Jonas, Susan Jones, Debra Jones, Lynn Jones, Richard Jones, Charles |

This report includes all job orders for the Order Responsible Staff logged on, last contact date, job order effective date, site trade name, job title, and hyperlinks to the job orders.

This report can be re-sorted by simply clicking on the column headings.

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