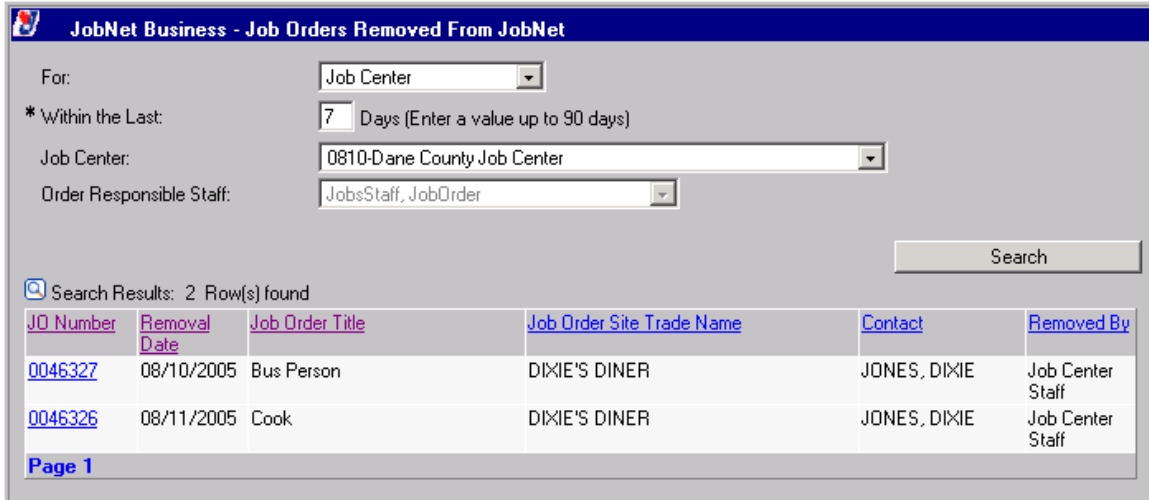


System Report - Job Orders Removed from JobNet

To view this report click **System Reports** and then **Job Orders Removed from JobNet** options from the menu tree. The result will be the **Job Orders Removed from JobNet Report**, as shown below:



| JO Number | Removal Date | Job Order Title | Job Order Site Trade Name | Contact | Removed By |
|---------------------------|------------------------------|---------------------------------|---|-------------------------|----------------------------|
| 0046327 | 08/10/2005 | Bus Person | DIXIE'S DINER | JONES, DIXIE | Job Center Staff |
| 0046326 | 08/11/2005 | Cook | DIXIE'S DINER | JONES, DIXIE | Job Center Staff |

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By default, this report displays all job orders removed from JobNet, for the job center of the logged on staff for the past 7 days. To view job orders for a different job center click the For: dropdown box, then select the county and click the **Search** button.

To search for orders specific to staff, choose 'Order Responsible Staff' from the For: dropdown box, select staff person name from the Order Responsible Staff dropdown, and click the **Search** button.

To change the 'Number of Days Requested', type a number (between 1 and 90) in the box and click the **Search** button.

This report includes a listing of all job orders removed for the job center with a hyperlinked job order number, removal date, job order title, site trade name, employer contact name, and an indicator to identify how order was removed from JobNet.

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

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