

## System Report - New Job Orders

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



JobNet Business - New Job Orders Report

For:

\* Number of Days Requested:

Job Center:

Order Responsible Staff:

Status:

Search Results: 3 Row(s) found

<a href="#">Staff Name</a>	<a href="#">Effective Date</a>	<a href="#">Job Order Site Trade Name</a>	<a href="#">Title</a>	<a href="#">JO Number</a>	<a href="#">SUP</a>
Burrzinski, Brian	08/11/2005	APPLE COMPANY	Apple Maker	<a href="#">0046328</a>	
JobsStaff, JobOrder	08/10/2005	DIXIE'S DINER	Cook	<a href="#">0046326</a>	
JobsStaff, JobOrder	08/10/2005	DIXIE'S DINER	Bus Person	<a href="#">0046327</a>	

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By default, this report displays all job orders in all possible status, for the job center of the logged on staff for the past 7 days. To view job orders for another order responsible staff click the For: dropdown box, select 'Job Center', then select the staff name from the dropdown box 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.

To modify your search to show only new job orders in a certain status, click the 'Status' dropdown, select another status and click the **Search** button.

This report includes a listing of all new job orders for the job center order responsible staff logged on, and shows staff name, job order effective date, site trade name, job title, hyperlinks to the job orders, and an indicator to identify suppressed orders.

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

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