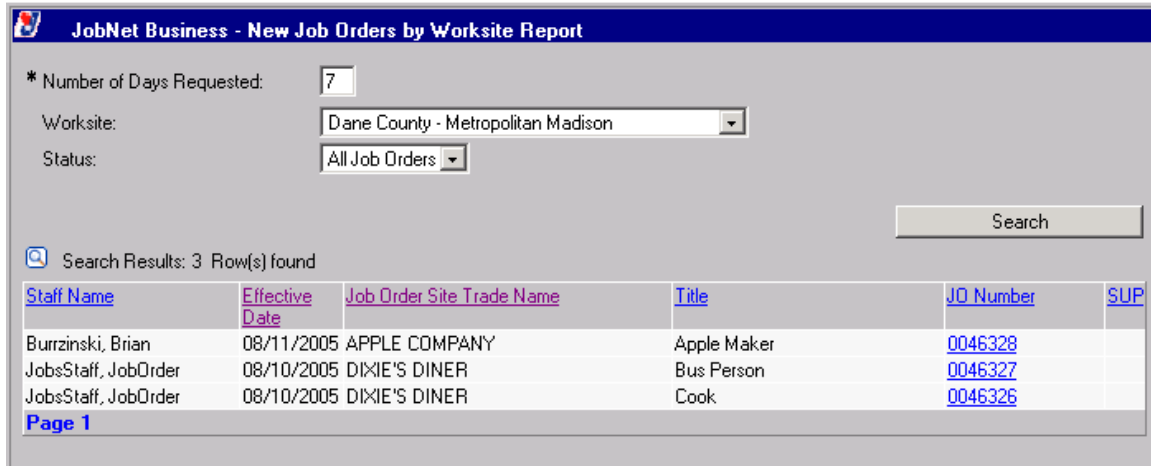


System Report - New Job Orders by Worksite

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



JobNet Business - New Job Orders by Worksite Report

* Number of Days Requested:

Worksite:

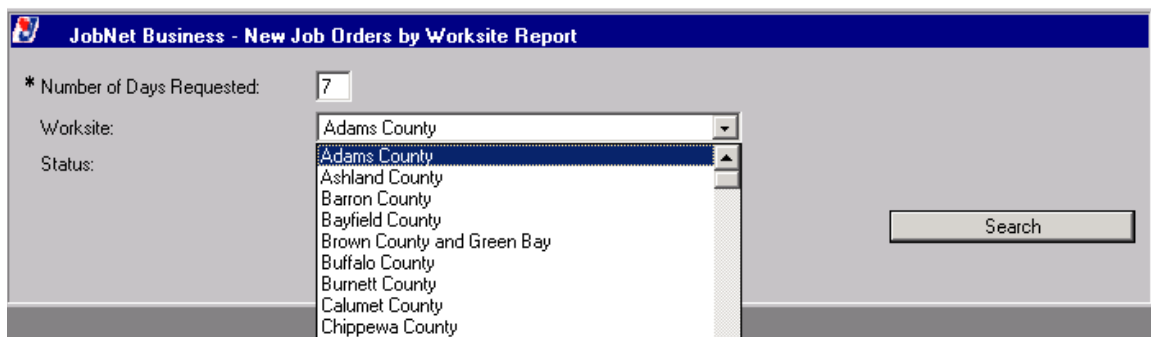
Status:

Search Results: 3 Row(s) found

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

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By default, this report displays all job orders in all possible status, for the county of the logged on staff for the past 7 days. To view job orders for a different county click the 'Worksite' dropdown box, then select the county and click the **Search** button, as shown below:



JobNet Business - New Job Orders by Worksite Report

* Number of Days Requested:

Worksite:

Status:

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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