

## Job Order – Entering a Job Order

Entry of a job order may be done in one of two ways:

- Entry from a job order screen on which most fields are blank.
- Copy of a previously entered job order, where many fields are pre-filled for your convenience.

Both methods of entry require an upfront search, either an employer search or a job order search. [See Job Order Search.](#)

Once an employer or previous job order is selected, the job order screen will be displayed. The top of the screen for each method of entry will appear as follows:

### Enter a New Job Order

Click the **Manage Job Orders** menu item, the result will be the **Job Order Search** screen. You will first perform a search to locate the employer site you wish to list the job order for.

From the **Job Order Summary** screen click the **Add Job Order** button. The result will be a new Job Order screen.

Click on the tabs to view/enter job order data. The instructions for entering information in each section of the job order are on the following pages:

[To Enter Company Information](#)

[To Enter Description of Job](#)

[To Enter Employer Requirements](#)

[To Enter Pay/Benefits Information](#)

[To Enter Job Details](#)

[To Enter Order Management Information](#)

Complete all edits and save the job order.

### Copy a Previously Entered Job Order

Click the **Manage Job Orders** menu item, the result will be the **Job Order Search** screen. You will first perform a search to locate the employer site you wish to copy the job order for.

From the **Job Order Summary** screen click the hyperlinked job order number of the order you would like to copy from either the On JobNet or Off JobNet May Reopen section. The result is the **Job Order** screen.

Click the **Copy** button. The result is a new copy of the job order. The Staff Referral, Self Referral, and JobNet Hit counts from the original job order are reset to zero.

Make all necessary edits and save the job order.

### **Saving a Job Order**

There are three ways to save a job order:

- Save Incomplete = To partially enter and save a new or copied job order.
- Save Complete = To fully enter and save a new or copied job.
- Save Changes = To save changes made to a job order in On JobNet status.

### **Save Incomplete**

A job order may be saved in incomplete format. This method allows staff to partially enter a job order, save it and then complete it at a later time. The Save Incomplete button appears at the top of the job order form and at the end of each of the job order sections and is displayed as follows:



When a job order is saved incomplete, the completed fields are edited for valid entries. Other than the Employer Demographics information, the only other required entry is the Job Title. If an invalid entry is made in a field, an error message is displayed. A sample error message is shown below:

Please correct the following:

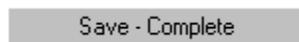
- Benefits and Pay: Minimum Pay Unit of Time must be selected.

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
<b>Compensation Range</b>					
Click the More Information button for assistance completing the compensation range.				<input type="button" value="More Information"/>	
		Amount	Unit of Time		
! * Minimum Pay:		<input type="text" value="8.00"/>	<input type="text"/>		
Maximum Pay:		<input type="text"/>	<input type="text"/>		

Correct the error and click once more on the **Save Incomplete** button. If all the edits are satisfied, the response will be the Job Order in Staff Incomplete status, and the order now appears on the **Incomplete Job Orders** list.

### Save Complete

When a new job order is completed and is ready to be displayed on JobNet, the **Save Complete** method should be selected. The **Save Complete** button appears at the top of the job order form and at the end of each of the job order sections and is displayed as follows:



All of the edits on a job order must be satisfied before a job order can saved complete. If an error is made in a field, an error message(s) is displayed at the top of the job order. This message will specify which tab and field has the problem. Correct the error(s) and click once more on the **Save Complete** button.

Spell Check - After you click **Save Complete** the spellchecker will run, allowing you to fix any spelling errors.

When all edits are satisfied you will get the message below:



A Job Order Activity is created automatically by the system when you save a job order complete. Click the **OK** button to navigate to the **Activity Detail** screen where you may add additional activities to this employer record, or **Cancel** to be returned to the completed job order.

The status of the job order is changed to On JobNet. If Normal Veterans Preference or Extended Veterans Preference was checked on the Order Management tab, the order will appear on JobNet for Veterans only. If Release from Veterans Preference was checked, the job order will appear on JobNet for all job seekers.

The job order will now be listed on the **New Job Orders System Report**.

### **Save Changes**

After a job order has been entered, it may be necessary to make changes to one or more fields. To make changes on a job order retrieve it, change the desired fields and click once on the **Save Incomplete** or **Save Complete** button at the top and bottom of the job order form.

The edits for the changed fields must be satisfied before job order changes can be saved. If an error is made in a changed field, an error message is displayed at the top of the tab.

Correct the error and click once more on the **Save Incomplete** or **Save Complete** button. The spellchecker will run, allowing you to fix any spelling errors.

If all the edits are satisfied, the response will be the Job Order with your changes made.

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