



# Job Order Mailbox

There are two ways a job order is placed in the Job Order Mail box:

1. When an employer writes a job order and they ask for it to be Career Center Managed the job order goes into the Job Order Mailbox for the office responsible for that employer.
2. When staff writes a job order and the job opening is in another office's area, the staff person who wrote the job order has the option to transfer the job order to the other office's Job Order Mailbox

Each office has a designated staff person who is considered the Transfer Clerk; this person is listed in the Reference Table of Toolbox. The designated individual will receive a Task when a job order has been placed in their office mailbox.

## Job Order Mailboxed Task

1. The Transfer Clerk will receive a task titled Job Order Mailboxed

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Tasks

Created By: DEBORAH HOLLIS-SETSER

Task For: EDWARD GREENSLIT

◆ Task Type: Job Order Mailboxed  Public  Private

◆ Description: New Job Order in Mailbox

◆ Priority: A ◆ Task Date: [calendar icon] Goal Date: [calendar icon]

Job Order: 10943529 Warehouse Team Member (Frontenac, KS)

Comments:

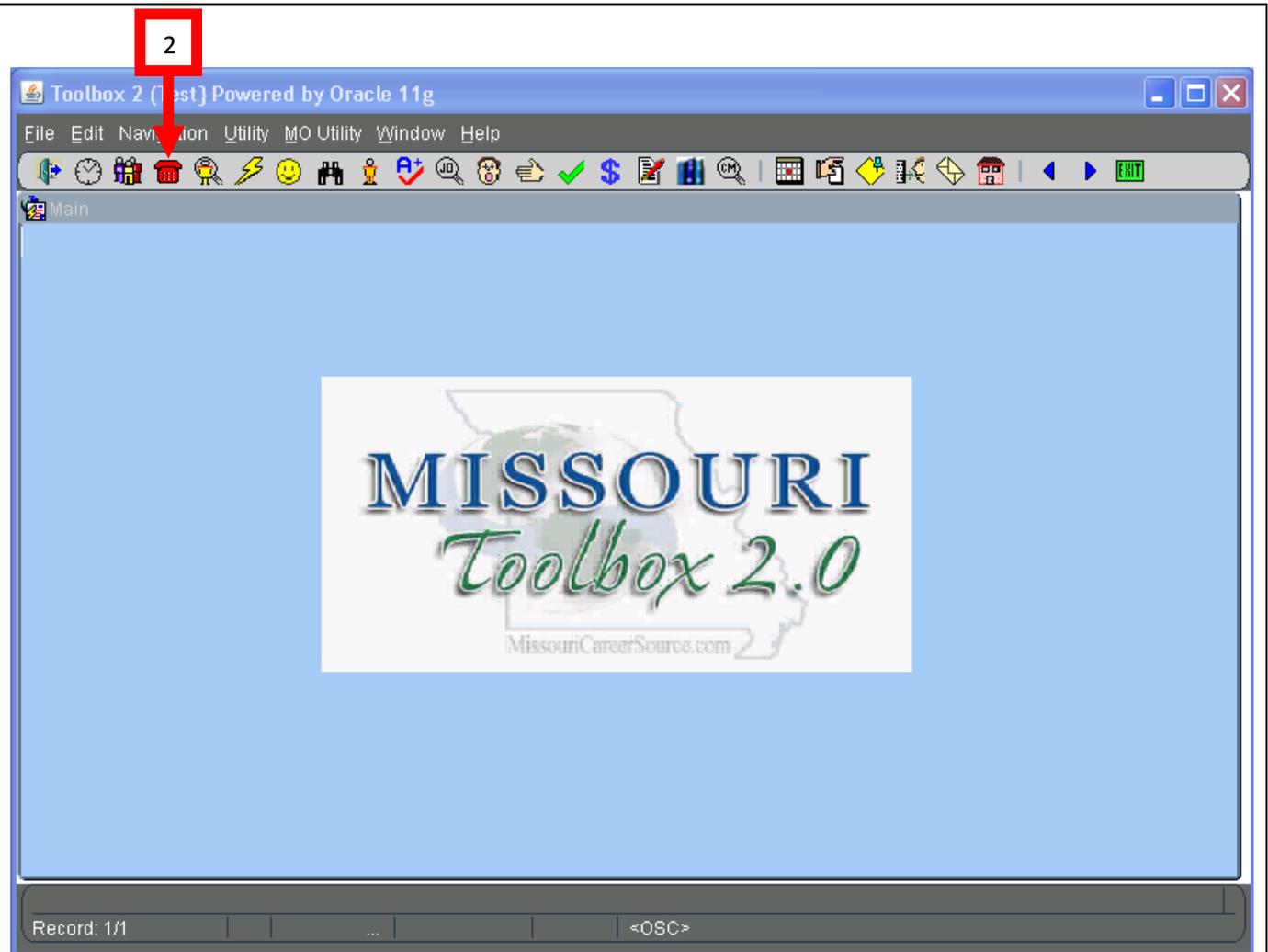
Completed

Reassign Del Task Make Appt Note

Task Help Save Cancel Close

## Job Order Mailboxed Task

2. Click **Job Order** icon



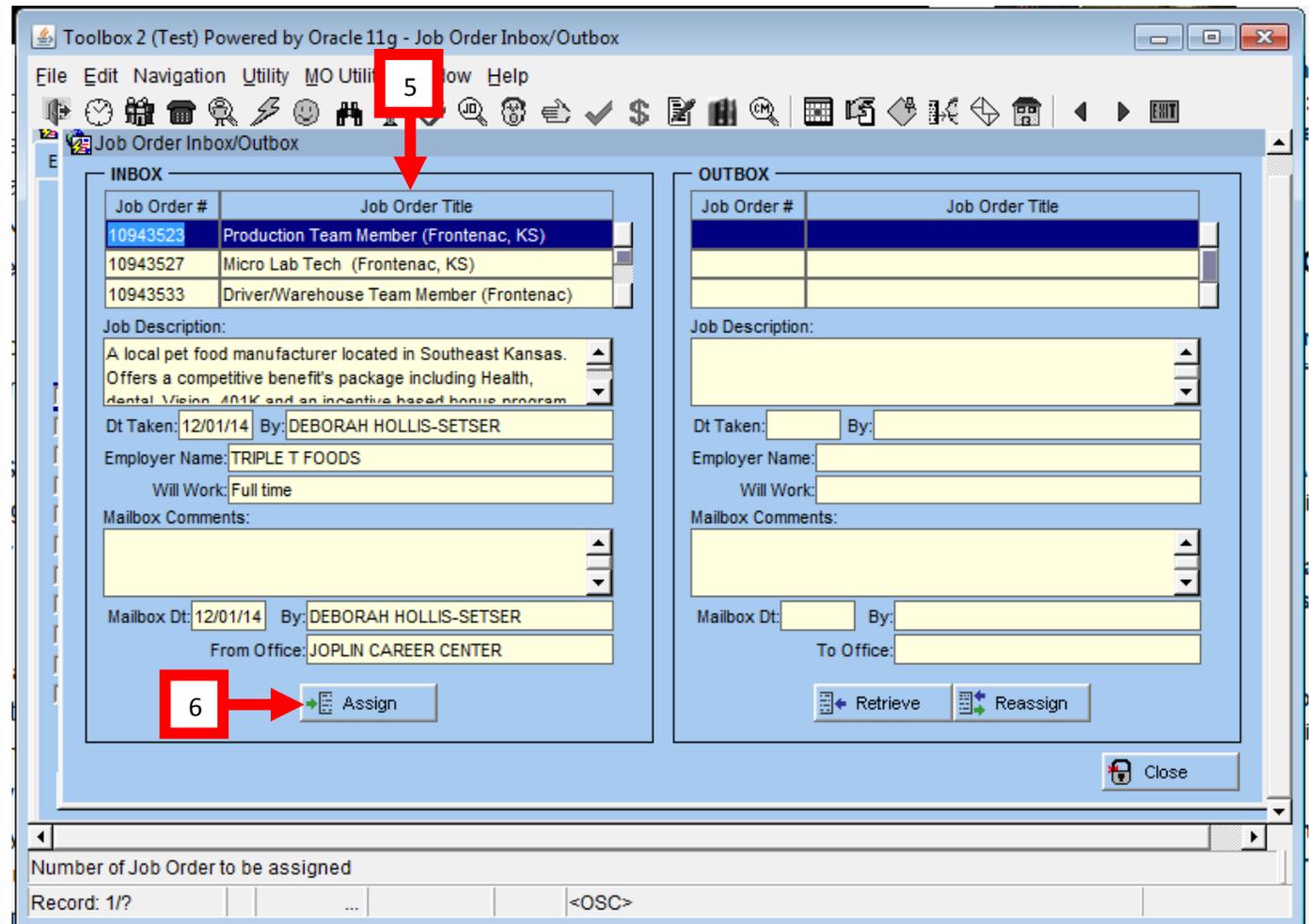
## Access the Job Order Inbox/Outbox

3. Click **Options**

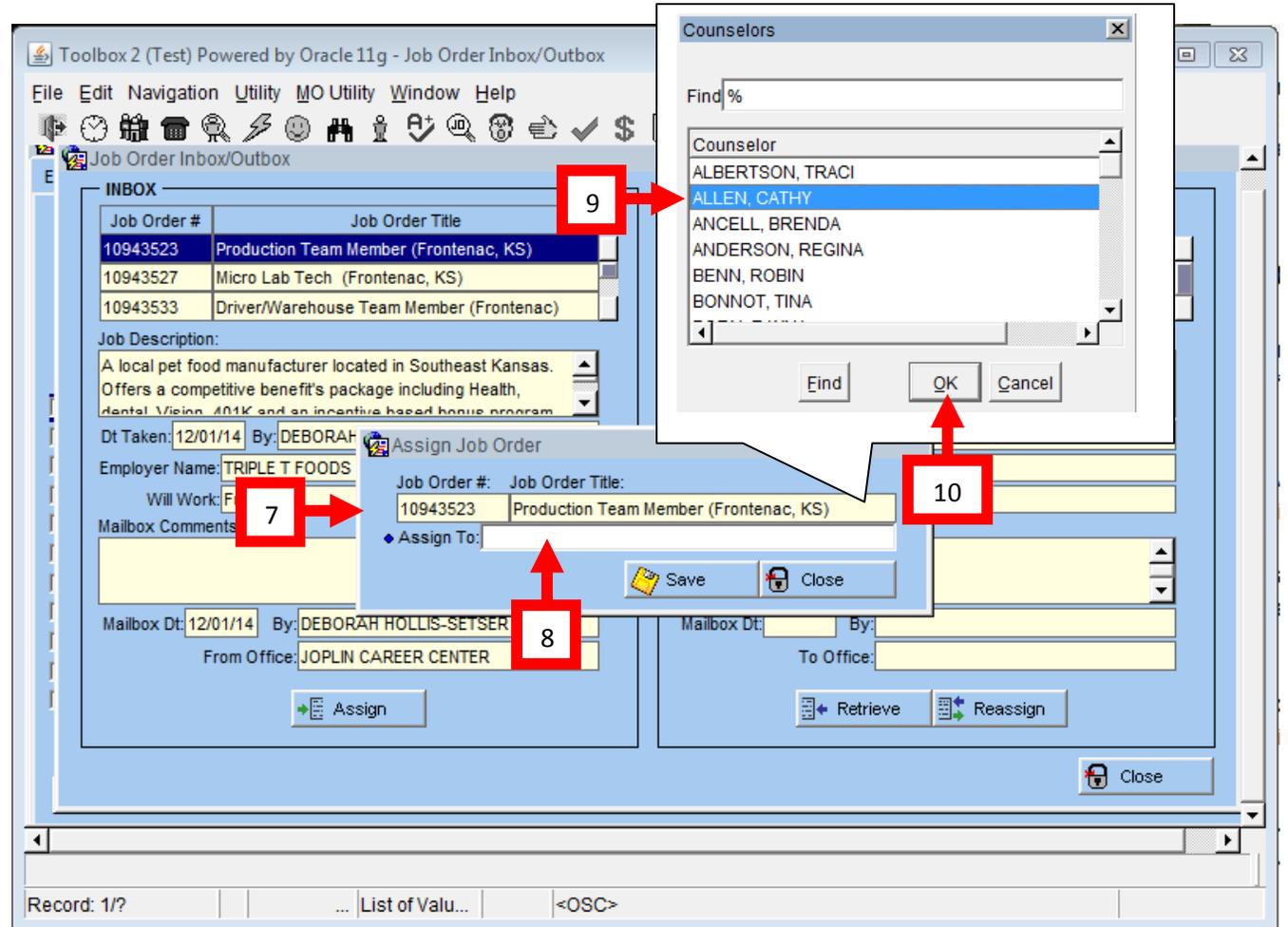
4. Choose **Job Order  
Inbox/Outbox**

The screenshot shows the 'Toolbox 2 (Test) Powered by Oracle 11g - Job Order' application. The 'Options' menu is open, displaying various actions such as 'Create Appointment', 'Create Task', 'Notes', 'Create Referral', 'Create Scratchpad', 'Clone Job Order', 'Mass Referrals/Scratchpads', 'Mass Hire Entry', 'Referral Mass Hire', 'Job Order Mailbox', 'Job Order Inbox/Outbox', 'Qualified Seeker Count', 'Reassign Counselor', 'Job Order Import Notes', 'Print Transcript', 'Print Referrals', 'Print Verification Letter', 'Print Job Board Display', and 'Print Scratchpad List'. The 'Job Order Inbox/Outbox' option is highlighted in blue. A red box with the number '3' is positioned above the 'Options' menu, and a red arrow points from it to the 'Options' menu. Another red box with the number '4' is positioned to the left of the 'Job Order Inbox/Outbox' option, with a red arrow pointing to it. The background interface includes fields for 'Phone Number', 'Employer Name', and 'Key Words', a 'Search' button, and a table with columns for 'Address', 'City', 'Last Job', 'UI ID', and 'FEIN'. The status is set to 'Active', and the search area is set to 'Office'. The 'Total Selected' is 0.

5. Highlight the Job Order you wish to assign
6. Click **Assign** button



7. Toolbox populates the **Assign Job Order** popup with the **Job Order #** and **Job Order Title**
8. Double click in **Assigned To** field
9. Locate and choose the **Counselor** you wish to assign the Job Order too
10. Click **Ok** button



11. Click **Save** button

The screenshot displays a software application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Job Order Inbox/Outbox". The interface is divided into several sections:

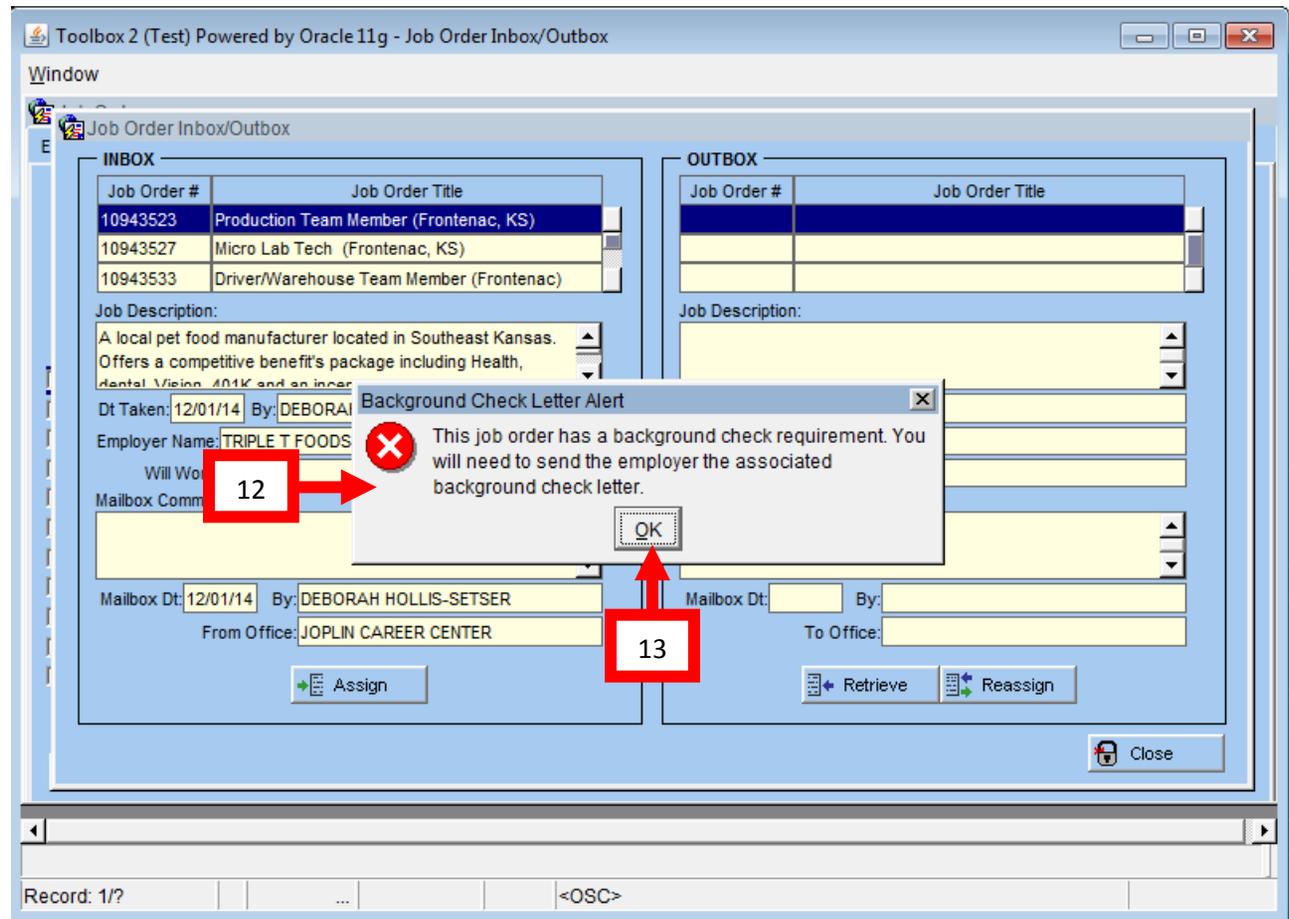
- INBOX Table:** A table with two columns: "Job Order #" and "Job Order Title". It contains three rows:

Job Order #	Job Order Title
10943523	Production Team Member (Frontenac, KS)
10943527	Micro Lab Tech (Frontenac, KS)
10943533	Driver/Warehouse Team Member (Frontenac)
- Job Description:** A text area containing the text: "A local pet food manufacturer located in Southeast Kansas. Offers a competitive benefit's package including Health, dental, Vision, 401K and an incentive based bonus program."
- Assign Job Order Dialog:** A modal dialog box is open, showing:
  - Job Order #: 10943523
  - Job Order Title: Production Team Member (Frontenac, KS)
  - Assign To: CATHY ALLEN
  - Buttons: Save, Close
- Main Form Fields:** Includes "Dt Taken: 12/01/14", "By: DEBORAH", "Employer Name: TRIPLE T FOODS", "Will Work: Full time", "Mailbox Comments:", "Mailbox Dt: 12/01/14", "By: DEBORAH HOLLIS-SETSER", and "From Office: JOPLIN CAREER CENTER".
- Buttons:** "Assign", "Retrieve", "Reassign", and "Close" are visible.

A red box highlights the "Save" button in the "Assign Job Order" dialog, with the number "11" inside it, indicating the step to be performed.

12. If the Job Order requires a background check a popup will appear informing you that you must send the employer Notice Number 2 (Make sure you send this to the employer)

13. Click **Ok** button



14. Job order has been assigned. Repeat steps 5-13 to assign additional job orders

Toolbox 2 (Test) Powered by Oracle 11g - Job Order Inbox/Outbox

File Edit Navigation Utility MO Utility Window Help

Job Order Inbox/Outbox

Job Order #	Job Order Title
10943527	Micro Lab Tech (Frontenac, KS)
10943533	Driver/Warehouse Team Member (Frontenac)
10943530	Warehouse Lead (Frontenac, KS)

Job Description:  
A local pet food manufacturer located in Southeast Kansas. Offers a competitive benefit's package including Health, dental, Vision, 401K and an incentive based bonus program.

Dt Taken: 12/01/14 By: DEBORAH HOLLIS-SETSER

Employer Name: TRIPLE T FOODS

Will Work: Full time

Mailbox Comments:

Mailbox Dt: 12/01/14 By: DEBORAH HOLLIS-SETSER

From Office: JOPLIN CAREER CENTER

Assign

Job Order #	Job Order Title

Job Description:

Dt Taken: By:

Employer Name:

Will Work:

Mailbox Comments:

Mailbox Dt: By:

To Office:

Retrieve Reassign

Close

Number of Job Order to be assigned

Record: 1/? <OSC>

**Job Order Has Been Assigned to You task**

15. Once the job order has been assigned the staff assigned to the job order will receive a task **Job Order Has Been Assigned to You**

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Tasks

Created By: EDWARD GREENSLIT

Task For: CATHY ALLEN

Task Type: Job Order has been assigned to you Public Private

Description: JO #10943523 has been assigned to you.

Priority: A Task Date: 12/24/14 Goal Date:

Job Order: 10943523 Production Team Member (Frontenac, KS)

Comments:

Completed

Reassign Del Task Make Appt Note

Task Help Save Cancel Close

## Retrieve Job Order from Job Order Inbox/Outbox

16. Highlight the Job Order you wish to retrieve

17. Click **Retrieve** button

Job Order Inbox/Outbox

Job Order #	Job Order Title

Job Description:

Dt Taken: By:

Employer Name:

Will Work:

Mailbox Comments:

Mailbox Dt: By:

From Office:

Assign

Job Order #	Job Order Title
10943529	Warehouse Team Member (Frontenac, KS)
10943533	Driver/Warehouse Team Member (Frontenac)
10943530	Warehouse Lead (Frontenac, KS)

Job Description:

Dt Taken: By: DEBORAH HOLLIS-SETSER

Employer Name: TRIPLE T FOODS

Will Work: Full time

Mailbox Comments:

Mailbox Dt: 12/01/14 By: DEBORAH HOLLIS-SETSER

To Office: NEVADA CAREER CENTER

Retrieve Reassign

Close

Number of Mailboxed Job Order to be Retrieved/Reassigned

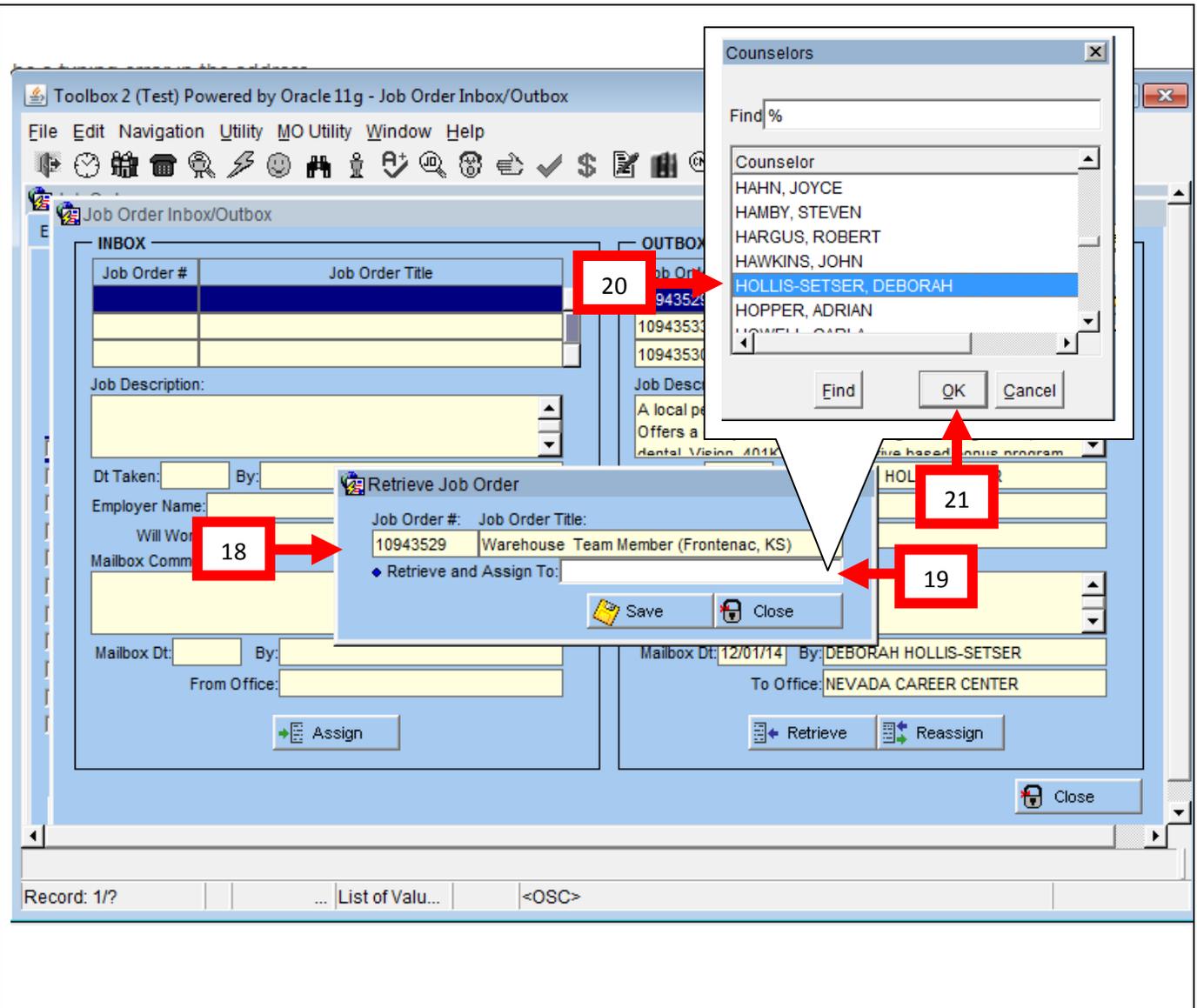
Record: 1/? <OSC>

18. Retrieve Job Order popup displays **Job Order #** and **Job Order Title**

19. Double click in **Retrieve and Assign To** field

20. Locate and choose the **Counselor** you wish to assign the job order to

21. Click **Ok** button



22. Click **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Job Order Inbox/Outbox

File Edit Navigation Utility MO Utility Window Help

Job Order Inbox/Outbox

**INBOX**

Job Order #	Job Order Title

Job Description:

Dt Taken: By: Retrieve Job Order

Employer Name: Will Work: Mailbox Comments: HOLLIS-SETSER

Job Order #: Job Order Title:  
10943529 Warehouse Team Member (Frontenac, KS)  
Retrieve and Assign To: DEBORAH HOLLIS-SETSER

Save Close

Mailbox Dt: By: Job Dt: 12/01/14 By: DEBORAH HOLLIS-SETSER

From Office: To Office: NEVADA CAREER CENTER

Assign Retrieve Reassign Close

Record: 1/? <OSC>

23. Job order has been retrieved

Job Order Inbox/Outbox

Job Order #	Job Order Title
10943527	Micro Lab Tech (Frontenac, KS)
10943533	Driver/Warehouse Team Member (Frontenac)
10943530	Warehouse Lead (Frontenac, KS)

Job Description:  
A local pet food manufacturer located in Southeast Kansas. Offers a competitive benefit's package including Health, dental, Vision, 401K and an incentive based bonus program.

Dt Taken: By: DEBORAH HOLLIS-SETSER

Employer Name: TRIPLE T FOODS

Will Work: Full time

Mailbox Comments:

Mailbox Dt: 12/01/14 By: DEBORAH HOLLIS-SETSER

To Office: NEVADA CAREER CENTER

Assign Retrieve Reassign Close

Number of Mailboxed Job Order to be Retrieved/Reassigned

Record: 1/3 <OSC>

## Reassign Job Order from Job Order Inbox/Outbox

24. Highlight the Job Order you wish to reassign

25. Click **Reassign** button

The screenshot displays the 'Job Order Inbox/Outbox' application window. The interface is split into two main sections: 'INBOX' on the left and 'OUTBOX' on the right. Both sections contain a table of job orders and a detailed view below.

**INBOX Table:**

Job Order #	Job Order Title
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**OUTBOX Table:**

Job Order #	Job Order Title
10943527	Micro Lab Tech (Frontenac, KS)
10943533	Driver/Warehouse Team Member (Frontenac)
10943530	Warehouse Lead (Frontenac, KS)

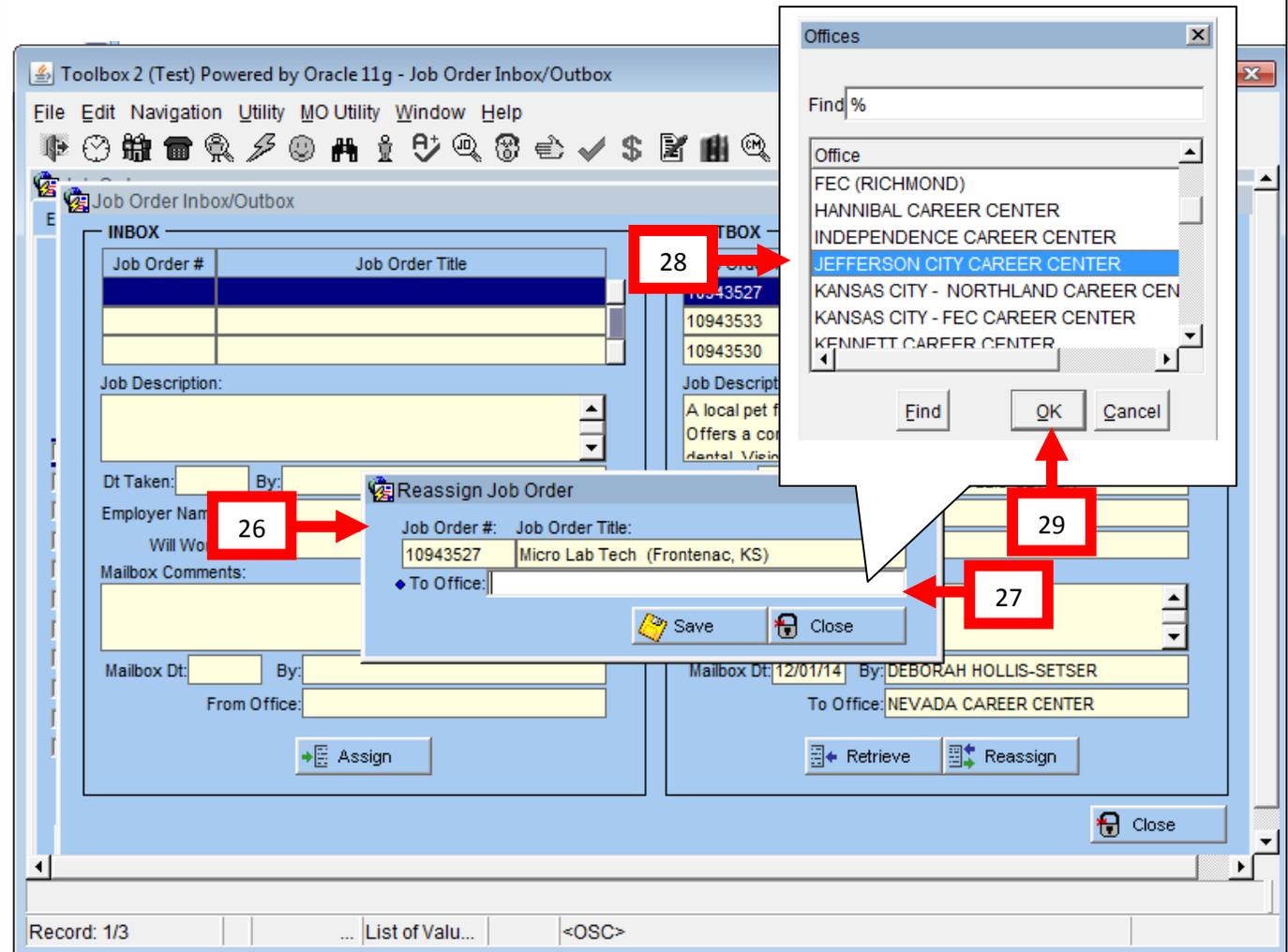
The 'Reassign' button in the OUTBOX section is highlighted with a red box and labeled '25'. A red arrow points from the '24' in the INBOX table to the 'Reassign' button. The status bar at the bottom indicates 'Record: 1/3'.

26. Reassign Job Order popup displays **Job Order #** and **Job Order Title**

27. Double click in **To Office** field

28. Locate and choose the **Office** you wish to assign the job order to

29. Click **Ok** button



30. Click **Save** button

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g - Job Order Inbox/Outbox". The interface is divided into "INBOX" and "OUTBOX" sections. The "OUTBOX" section contains a table with the following data:

Job Order #	Job Order Title
10943527	Micro Lab Tech (Frontenac, KS)
10943533	Driver/Warehouse Team Member (Frontenac)
10943530	Warehouse Lead (Frontenac, KS)

A "Reassign Job Order" dialog box is open in the center, showing the following details:

- Job Order #: 10943527
- Job Order Title: Micro Lab Tech (Frontenac, KS)
- To Office: JEFFERSON CITY CAREER CENTER

The dialog box has "Save" and "Close" buttons. A red box with the number "30" and an arrow points to the "Save" button. The background interface also shows fields for "Dt Taken", "By:", "Employer Name", "Will Work:", "Mailbox Comments", "Mailbox Dt:", and "By:", along with "Assign", "Retrieve", and "Reassign" buttons. The status bar at the bottom indicates "Record: 1/3".

31. Job order has been reassigned

Toolbox 2 (Test) Powered by Oracle 11g - Job Order Inbox/Outbox

File Edit Navigation Utility MO Utility Window Help

Job Order Inbox/Outbox

Job Order #	Job Order Title

Job Description:

Dt Taken: By:

Employer Name:

Will Work:

Mailbox Comments:

Mailbox Dt: By:

From Office:

Assign

Job Order #	Job Order Title
10943530	Warehouse Lead (Frontenac, KS)
10943533	Driver/Warehouse Team Member (Frontenac)
10943527	Micro Lab Tech (Frontenac, KS)

Job Description:

A local pet food manufacturer located in Southeast Kansas. Offers a competitive benefit?s package including Health, dental, Vision, 401K and an incentive based bonus program.

Dt Taken: By: DEBORAH HOLLIS-SETSER

Employer Name: TRIPLE T FOODS

Will Work: Full time

Mailbox Comments:

Mailbox Dt: 12/01/14 By: DEBORAH HOLLIS-SETSER

To Office: NEVADA CAREER CENTER

Retrieve Reassign

Close

Number of Mailboxed Job Order to be Retireved/Reassigned

Record: 1/3 ... <OSC>