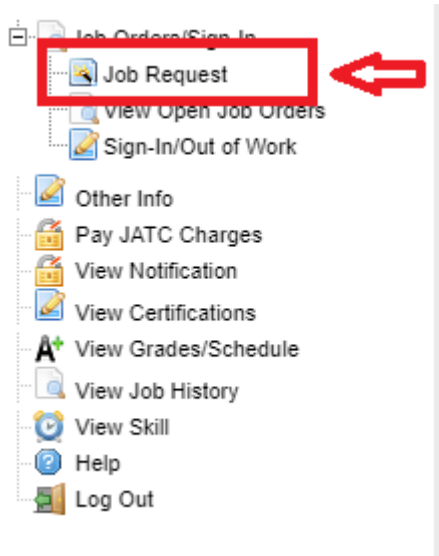


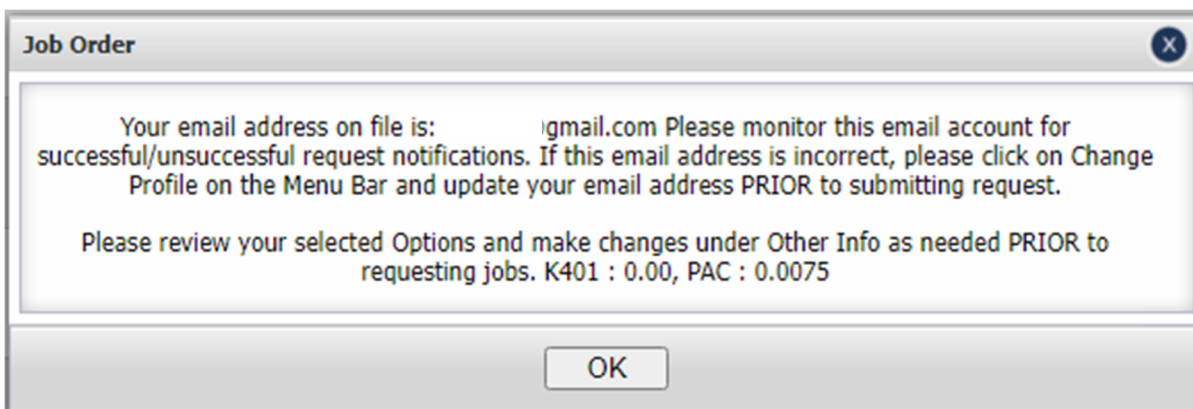
# User Guide – Online job selection

After you've logged in you will see the menu to the left with a new option.

Until now you've been viewing calls by clicking on the View Open Job Orders option, to request a job you will need to click on **Job Request**



After you click on **Job Request** you will see this dialog box listing your current email address, PAC contribution, and 401k contribution. If you wish to change any of these, click **OK** and follow the instructions listed below. Once everything is to your liking click on **Job Request** to make sure your information is accurate. When it is, click **OK** to proceed.



Now comes the fun part – picking your jobs.

You will now see a new column entitled **Priority**. In this column you will see a drop down menu for each job with a number next to the word Priority.

Job#	Strikeable	Drug Free	Requested	Filled	Priority	Job Seq#	Compliant?	Employer	Contract	Job Class	Pay	Dispatch Type	Area
<a href="#">15689</a>			1	0	1 Priority			ARB, Inc.	Industrial	Welder	52.9	List Call	F
<a href="#">15690</a>			1	0	Reject			ARB, Inc.	Industrial	Welder	52.9	List Call	F
<a href="#">15691</a>			2	0	Reject			ARB, Inc.	Industrial	Pipe Fitter	51.4	List Call	F
<a href="#">15692</a>			2	0	2 Priority			Bel-Aire Mechanical, LLC	Commercial	Welder	46.4	List Call	E
<a href="#">15693</a>			2	0	Reject			Bel-Aire Mechanical, LLC	Commercial	Welder	46.4	List Call	E

You can pick as many, or as few jobs as you want, and you can pick them in the order that you want to be dispatched to that call.

You can change the priorities at any time and if you decide you don't want a call that you picked, you can change the choice to **Reject**.

Make sure to click on the blue job number to the left to see the requirements for the job. You will still need to meet the qualifications for the job (certs, experience, etc.) in order to be dispatched.

When you have finished picking the job(s) that you interested in, click the **Save Bids** button on the bottom of the screen.

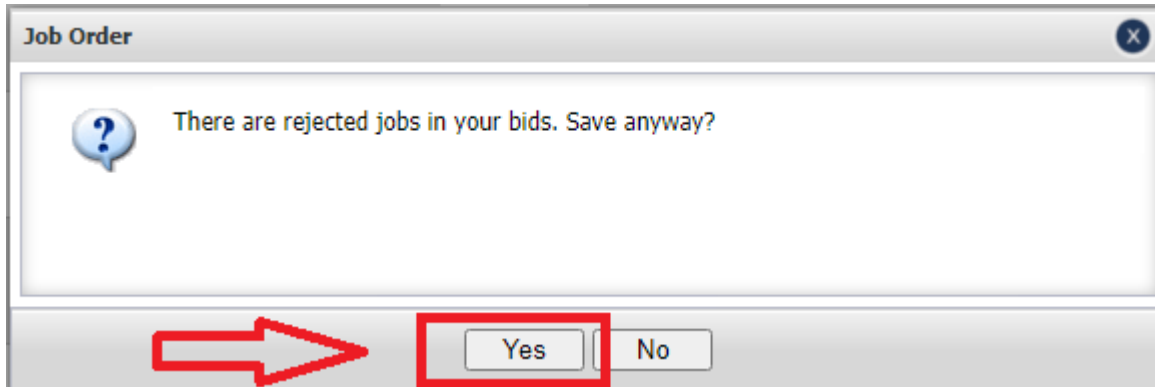
Opened Job Request(s) for

Req.Cert.:  Req.Skills:  Job Area(s):

Job#	Strikeable	Drug Free	Requested	Filled	Priority	Job Seq#	Compliant?	Employer	Contract	Job Class	Pay	Dispatch Type	Area
<a href="#">15689</a>			1	0	1 Priority			ARB, Inc.	Industrial	Welder	52.9	List Call	F
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<a href="#">15693</a>			2	0	Reject			Bel-Aire Mechanical, LLC	Commercial	Welder	46.4	List Call	E

**Save Bids**

After you click **Save Bids** you will see this dialog box if you left jobs as **Rejected**. This is perfectly normal so click Yes and you are all done.



Some things to remember:

- The job selection option will open up at 6:00 pm (Arizona time) every evening, Monday – Friday.
- You can change your selections as many times as you want as long as you click on **Save Bids** after each change.
- At 9:00 am the following morning, the program will run and assign you to a work call based on your position on the out of work list and the priority that you assigned to the call.
- After everything has been assigned and verified, your dispatch, 401k form, and drug test info will be emailed to the email address on file.
- Direct questions to Taylor Pleitez [tpleitez@ualocal469.org](mailto:tpleitez@ualocal469.org) or Dean Van Kirk [dean@ualocal469.org](mailto:dean@ualocal469.org)