## 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 <u>Job Request</u>

E. Job Orders/Sign In
Wew Open Job Orders
Sign-In/Out of Work
· 🖉 Other Info
Pay JATC Charges
View Notification
View Certifications
A* View Grades/Schedule
· 🗟 View Job History
😳 View Skill
·· 😰 Help
Eog Out

After you click on <u>Job Request</u> 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 <u>OK</u> and follow the instructions listed below. Once everything is to your liking click on <u>Job Request</u> to make sure your information is accurate. When it is, click <u>OK</u> to proceed.

Job Order
Your email address on file is: gmail.com Please monitor this email account for successful/unsuccessful request notifications. If this email address is incorrect, please click on Change Profile on the Menu Bar and update your email address PRIOR to submitting request.
Please review your selected Options and make changes under Other Info as needed PRIOR to requesting jobs. K401 : 0.00, PAC : 0.0075
OK

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 Request(s)													
Job# ≑	Strikeable	Drug Free	Requested 🗢	Filled \$	Priority	Job Seq# <sup>\$</sup>	Compliant?	Employer ¢	Contract 🗢	Job Class \$	Pay ≑	Dispatch Type ♦	Area
<u>15689</u>			1	0	1 Priority 💙			ARB, Inc.	Industrial	Welder	52.9	List Call	F F S
<u>15690</u>			1	0	Reject 🗸			ARB, Inc.	Industrial	Welder	52.9	List Call	F F S
<u>15691</u>			2	0	Reject 🗸			ARB, Inc.	Industrial	Pipe Fitter	51.4	List Call	F F S
<u>15692</u>			2	0	2 Priority 🗸			Bel-Aire Mechanical, LLC	Commercial	Welder	46.4	List Call	E N F
<u>15693</u> ∢			2	0	Reject 🗸			Bel-Aire	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 **<u>Reject.</u>** 

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

Opened Job Req	uest(s) for												
Req.Cert.:	q			Req.Sk	ills: 4			Job Are	a(s): 4				
Job Request(s	;)												
Job# ≑	Strikeable	Drug Free	Requested \$	Filled \$	Priority	Job Seq# ≑	Compliant?	Employer \$	Contract 🖨	Job Class <sup>\$</sup>	Pay ≑	Dispatch Type	Area
<u>15689</u>			1	0	1 Priority V			ARB, Inc.	Industrial	Welder	52.9	List Call	F AF
<u>15690</u>			1	0	Reject 🗸			ARB, Inc.	Industrial	Welder	52.9	List Call	F F S
<u>15691</u>			2	0	Reject 🗸			ARB, Inc.	Industrial	Pipe Fitter	51.4	List Call	F F S
<u>15692</u>			2	0	2 Priority 🗸			Bel-Aire Mechanical, LLC	Commercial	Welder	46.4	List Call	E N F
<u>15693</u> ∢			2	0	Reject 🗸			Bel-Aire	Commercial	Welder	46.4	List Call	►
Save Bids	Print												

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.

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

Job Order	8
?	There are rejected jobs in your bids. Save anyway?
	Yes No

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 <u>Save Bids</u> 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 or Dean Van Kirk dean@ualocal469.org