

## Attachment A

### *OSOS Instructions for Jobs Orders by Origination Source*

#### OSOS Job Order Quick Search:

As of Version 4.2 of OSOS (Available in Production OSOS effective March 17, 2008), job orders can be searched in OSOS by Job Order # (JO#) or Origination ID. Job Orders can now be searched individually or in multiples (by entering up to 20 JO# s or Origination IDs) on the Job Order Quick Search Screen as shown in Figure 1 below:

**Figure 1: Job Order Quick Search Screen**

The screenshot displays the OSOS Job Order Quick Search interface. At the top, the browser address bar shows the URL <https://10.64.106.118/osos.html>. The application has a navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER (selected), STAFF, and HELP. Below this, there are sub-tabs for Employer Search, Employer Detail, Job Order Search (selected), and Job Order Detail. The Job Order Search sub-tab has further options: Quick Search, General Info, Job Detail, List Search, and Custom. The main area contains two columns of input fields: 'Job Order #' with fields JO 1 through JO 9, and 'Origination ID' with fields ID 1 through ID 9. Below these is a table with columns: Company, Title, Order#, Date, Status, Age, OR/MD, OR ID, #D, #R, #O, #H. At the bottom, there are buttons for Search, Clear, Detail, Print List, Save Search, Assign to List, Match, and Ref. The footer shows 'Staff: Tester, One', 'Office: Newburgh Career Center', 'Security: Search', and '03/10/2008'.

## **OSOS JO # or Order #:**

The JO # is shown at the middle top of each job order record in OSOS. (See footnote <1 in Figure 2 below.) This number is assigned by the OSOS system. The OSOS Order Number is a nine digit alpha/numeric field with the first two digits alpha characters and the last seven digits numeric. The first two alpha characters identify the originating source of the job order, as follows:

- JO#s starting with NY indicates an order that originated from OSOS direct entry
- JO#s starting with JE indicates an order that originates from a source outside of OSOS
- OSOS Search using the Job Order Quick Search Screen will effectively search and return JO#s that begin either with NY or JE.

*NOTE: OSOS Enhancements pending :*

- *Version 4.2 of OSOS does not distinguish between outside sources of job orders. In Version 4.2 of OSOS, all job orders that are uploaded into OSOS from either NYSJE/AJE or JobCentral, all begin with JE in the first two digits.*
- *Version 5.0 of OSOS (anticipated for delivery in the summer of 2008) will add new features that will distinguish between different origination sources. When Version 5.0 is implemented jobs originating from JobCentral will begin with JC, while orders originating from AJE/NYSJE will begin with JE. It will also provide the capacity to assign different two digit suffixes for other future new sources of job orders.*

Figure 2: Job Order Detail General Info Screen:

The screenshot shows a web browser window displaying the 'Job Order Detail' screen. The browser address bar shows 'https://10.64.106.118/osos.html'. The page has a navigation bar with tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this is a sub-navigation bar with tabs: Employer Search, Employer Detail, Job Order Search, and Job Order Detail (selected). The main content area is titled 'Job Order Detail' and contains a form with the following fields and values:

- Order#: JE0338106 (Callout <1)
- ID: NY000121324 (Callout <3)
- Company: B4 Lumber
- NAICS: [Empty]
- Ownership: [Empty]
- FEIN: [Empty]
- State EIN: [Empty]
- Origination Id: 501757201 (Callout <2)
- Origination: A/E - Online/Internet
- WIB: NYSDOL-CO
- Agency: Department of Labor
- Office: NY9999
- Status: Open
- Order Date: 03/01/2008
- Status Date: 03/01/2008
- Last Open Date: 03/01/2009
- Category: [Empty]
- O\*Net Title: 11202200 Sales Managers
- Emp. Job Title: Inside Sales Associate
- Source (Fed): [Empty]
- Source (State): [Empty]
- Affirmative Action: [Empty]
- Emp Req #: [Empty]
- City: ALTAMONT
- State: New York
- County: Albany
- Country: United States
- Zip: 12009

At the bottom of the form, there are buttons: Save, Duplicate, End (New) Job, Correspond, Print, Emp Detail, Return to Search, Match, Post a Note, and Tag. The footer shows: Staff: Tester, One; Office: Newburgh Career Center; Security: Delete; 03/10/2008.

<1 OSOS Job Order # or JO# or Order # - see definition above

<2 Origination ID - see definition below

<3 OSOS ID - internal OSOS number for effective processing of OSOS uploads/downloads; not intended for use by staff or customers

## OSOS Origination ID:

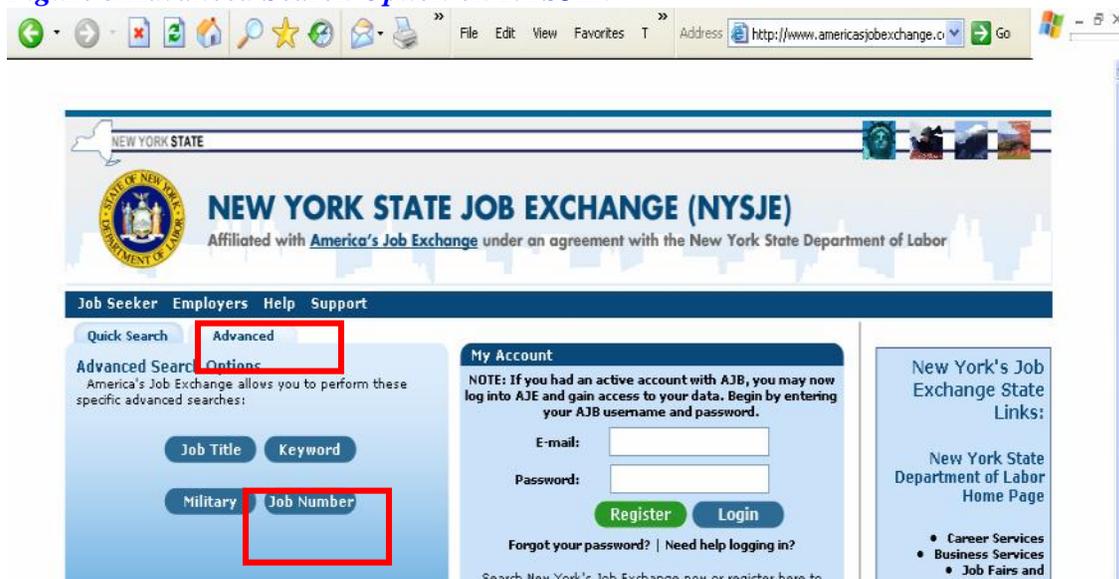
The Origination ID is shown in OSOS on the General Info Tab of the Job Order Detail screen in the field identified by footnote <2 in Figure 2 above. An Origination ID is assigned only to job orders originating outside of OSOS. The Origination ID is a nine digit numeric – the range of numbers currently being assigned start with five in the first digit.

- The Origination ID field should have a number assigned to each job order uploaded into OSOS from an outside source (any job order with a n OSOS JO# beginning with JE or with anything other than NY in the first two digits).
- Job Orders originating in OSOS (with a JO# beginning with NY) should have a blank field for Origination ID.
- The Origination ID shown in OSOS for job orders originating in NYSJE/AJE is the same as the NYSJE/AJE JO# and may be used in the NYSJE/AJE search by JO# function (see the section below on searching for jobs in NYSJE/AJE ).
- The Origination ID shown in OSOS for job orders originating from JobCentral is assigned by NaviSite to the JobCentral job orders prior to uploading those jobs into both OSOS and NYSJE. Note that job orders originating in JobCentral are **not uploaded** into the AJE national site. The NYS JobCentral orders are uploaded only into OSOS and NYSJE. The Origination ID shown in OSOS for job orders originating in JobCentral is the same as the job order number used in NYSJE and may be used in the NYSJE search by job order number function ( see the section below on searching for jobs in NYSJE/AJE ).

## Searching for Jobs on NYSJE:

To search for jobs by JO# on NYSJE, click on the Advanced Search Tab on the Home page. The Advanced Search Tab will have four search options, including search by Job Number as shown in Figure 3 below:

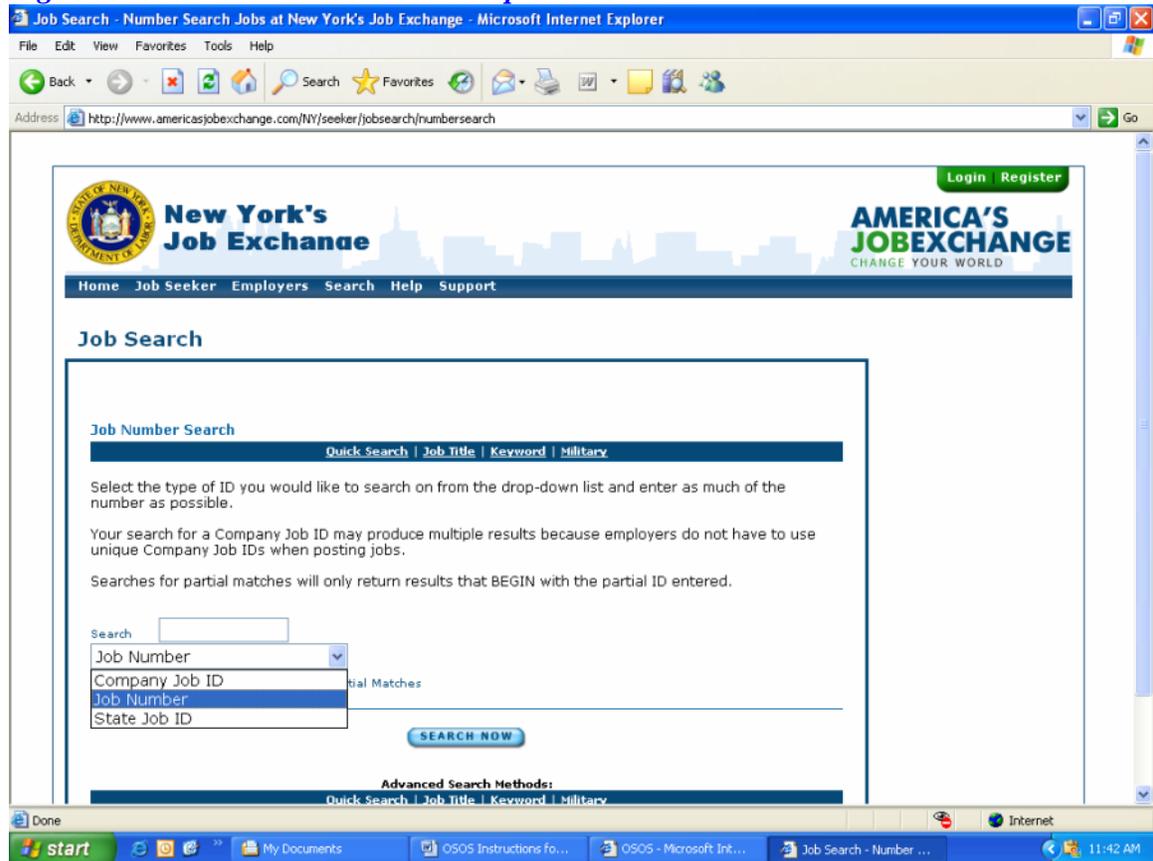
*Figure 3 Advanced Search Option on NYSJE :*



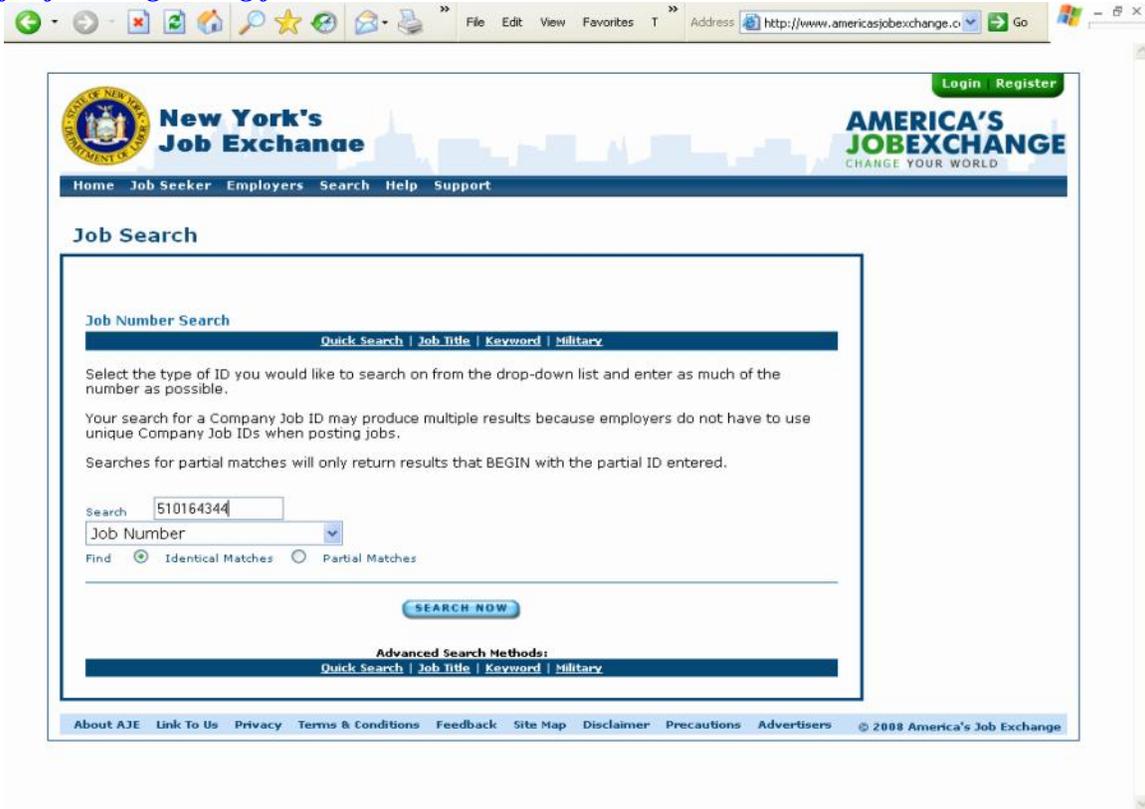
The Search by JO# option allows you to search by job various job identifying numbers. As shown in Figure 4 below, the Job Number drop down list in NYSJE has three choices:

1. **Company Job ID** – This is the job number assigned by the company when a job is posted directly by the employer into NYSJE and/or AJE.
2. **Job Number** – This is the NYSJE and/or AJE assigned Job Number. This is a nine digit numeric – the range of numbers currently being assigned start with ‘5’ in the first digit. To find jobs originating from either NYSJE/AJE or JobCentral, you would select this option and enter the Origination ID shown in OSOS. (As shown in Figures 5a and 5b below)
3. **State Job ID** – This is a nine digit alpha/numeric field with the first two digits alpha characters indicating the originating State abbreviation and the last seven digits numeric. To find jobs originating from the NYS OS OS system, you would select this option and enter the OSOS JO# starting with NY. As shown in Figures 6a and 6b below)

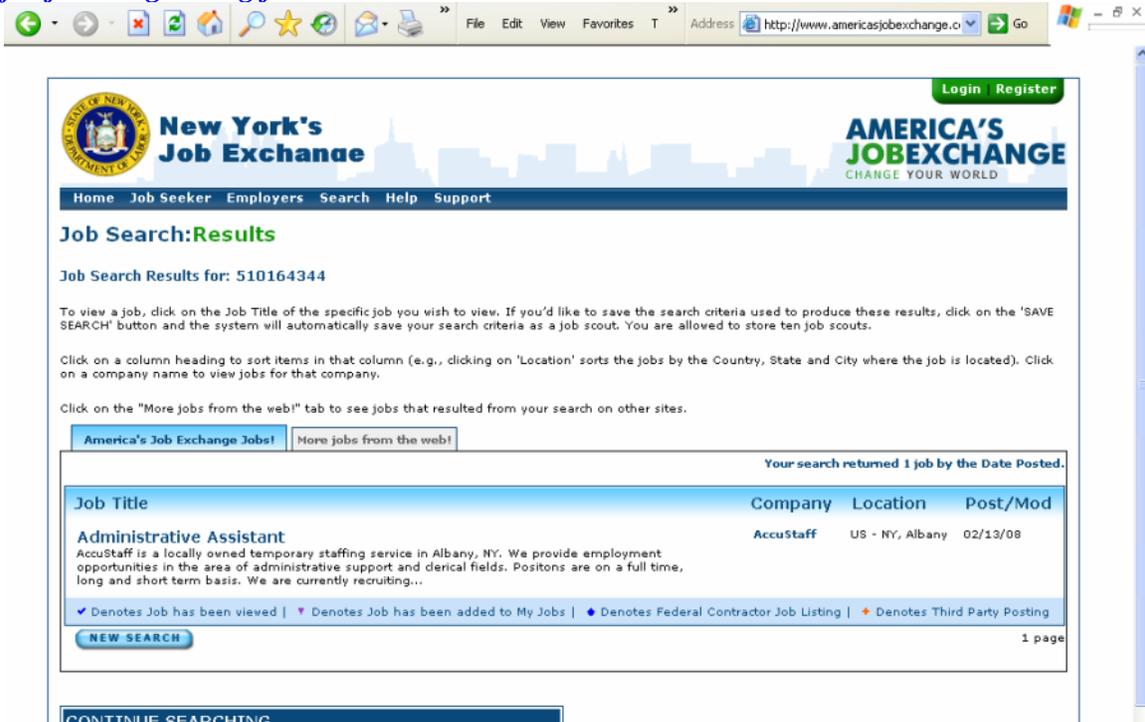
**Figure 4 Job Order Number Search Option on NYSJE :**



**Figure 5a: Job Number Search Option on NYSJE - Search by OSOS Origination ID for jobs originating from NYSJE/AJE or JobCentral**



**Figure 5b: Job Number Search Results on NYSJE - Search by OSOS Origination ID for jobs originating from NYSJE/AJE or JobCentral**



*Figure 6a: State Job ID Search Option on NYSJE - Search by OSOS JO# for jobs originating in NYS OSOS:*

The screenshot shows the 'Job Search' section of the New York's Job Exchange website. It features a search bar with the text 'NY0852227' entered. Below the search bar is a dropdown menu labeled 'State Job ID'. There are radio buttons for 'Identical Matches' (selected) and 'Partial Matches'. A 'SEARCH NOW' button is located at the bottom of the search area. The page header includes the New York State Department of Labor logo and the text 'New York's Job Exchange' and 'AMERICA'S JOBEXCHANGE CHANGE YOUR WORLD'. Navigation links for 'Home', 'Job Seeker', 'Employers', 'Search', 'Help', and 'Support' are visible.

*Figure 6a: State Job ID Search Option on NYSJE - Search by OSOS JO# for jobs originating in NYS OSOS*

The screenshot shows the 'Job Search: Results' page for the search ID NY0852227. It displays a single job listing for a 'Machine Operator' position. The listing includes the company name 'NEW YORK STATE DEPT OF LABOR', the location 'US - NY, Attica', and the posting date '02/28/08'. The job description is: 'Location: Attica. Full-time, Monday-Friday. Job Description / Requirements: Employer is looking for a Machine Operator. Will drive truck and operate machines: backhoe, bulldozer, etc. at residential and commercial building sites. Requires CDL-A or B...'. There are buttons for 'America's Job Exchange Jobs!' and 'More jobs from the web!'. A legend at the bottom explains symbols for job status: a checkmark for 'viewed', a triangle for 'added to My Jobs', a diamond for 'Federal Contractor Job Listing', and a star for 'Third Party Posting'. A 'NEW SEARCH' button and '1 page' indicator are also present.

Job Title	Company	Location	Post/Mod
Machine Operator Location: Attica. Full-time, Monday-Friday. Job Description / Requirements: Employer is looking for a Machine Operator. Will drive truck and operate machines: backhoe, bulldozer, etc. at residential and commercial building sites. Requires CDL-A or B...	NEW YORK STATE DEPT OF LABOR	US - NY, Attica	02/28/08

**Job Search on JobCentral** – Note that JobCentral does not provide a job search by job order number. There is a search by Job ID on JobCentral, but this is used by employers only to search on employer assigned internal ID numbers. However, JobCentral does provide a variety of other search options including keywords, location, company, occupational title.