AJC – Adding Contact Tracking Desk Aid
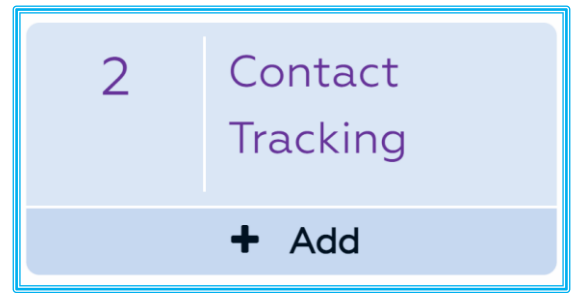
1

Click on the **+ Add** button located on the right-hand side of the employer page.

> 2 | Contact Tracking
> **+ Add**

2

Contact on (required)

[_____] 📅 Today

Recontact on

[_____] 📅

Enter Today's date in the **Contact On** area and a **Recontact On** date if you need to follow up with a contact

Select a **Staff Visit Reason**

Staff visit reason (required)

Please Select One

- Please Select One
- 1a) Consultation
- 1b) Consultation Declined
- 1c) Service Level 1
- 1d) Service Level 2
- 1e) Service Level 3
- 1f) Service Level 4
- 1g) Account Reactivation
- 1h) Work Site Visit
- 1i) Comprehensive Job Order Review
- 1j) Advanced Search
- 1k) Hiring Event
- 1l) Resource Event
- 1m) Customized Labor Market Information
- 1n) Follow up email
- 1o) Follow up phone call
- 1p) Follow up message left

Select a **Contact Type**

Contact Type (required)

- In Person
- Telephone
- Email
- Fax
- Letter
- Text from Phone
- Twitter
- Facebook
- Other
- No Contact
- Virtual (Google Meet, etc)

Add Notes for **Purpose**

Purpose (required)

B I ≣ ≣ ↶ ↷ 🔗

Date - Add detailed reason for contact and what occurred during the contact - Name/Initials

Add Notes for **Results**

Results (required)

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Date - Add result(s) or simplified reason resulting from contact - Name/Initials

3

Click on **Save**

Save

Check the **Communication List** to ensure your contact tracking notes have been **Added**

COMMUNICATION LIST
A listing of employer communications is below.

Sortable list of Employer Communications

Actions	Contact Date ▼	Reason	Type	Made By	Agency
✏ Edit	Mar 16, 2022	1a) Consultation	Email	Christine Murphy	State of Arizona
✏ Edit	Mar 16, 2022	2e) Employer Verification	Telephone	Christine Murphy	State of Arizona
✏ Edit	Mar 16, 2022	1i) Comprehensive Job Order Review	Email	Christine Murphy	State of Arizona
✏ Edit	Mar 16, 2022	1i) Comprehensive Job Order Review	Email	Christine Murphy	State of Arizona
✏ Edit	Mar 16, 2022	1i) Comprehensive Job Order Review	Email	Christine Murphy	State of Arizona
✏ Edit	Mar 16, 2022	1q) Job Order Entered	Email	Christine Murphy	State of Arizona
✏ Edit	Mar 16, 2022	1q) Job Order Entered	Email	Christine Murphy	State of Arizona
✏ Edit	Mar 16, 2022	1q) Job Order Entered	Email	Christine Murphy	State of Arizona