



**You must register in advance to attend this training.** Registrations will be accepted until the classes are full. A waiting list will be established. There is no charge to attend this training. Staff should follow whatever requirements your agency or supervisor has for permission to attend this training.

To register for the training, please contact Linda Williamson for a registration form

### **WISCONSIN JOB ORDER SYSTEM**

A two-day class is being offered to job order writers on how to use O\*Net, the Employer Record System (ERS), the Wisconsin Job Order System (WJOS), and WebIntelligence will be offered in late June at the GEF 1 State Office Building in Madison. Linda Williamson will conduct the class.

Participants will learn how to:

- Use the Wisconsin Job Order System to enter and manage job orders
- Use O\*Net to properly code job orders, write more descriptive job orders, and more!
- Use the Employer Record System to manage information about employers in your area, track employer activities, and how the Employer Record System and Wisconsin Job Order System work together.
- Use WebIntelligence to generate reports and mailing labels.

The class will be held as follows:

Tuesday, June 25 9:30 a.m. - 3:30 p.m. and  
Wednesday, June 26 8:30 a.m. - 3:00 p.m.  
Registration is open to staff whose job duties writing and entering job orders and who have not previously attended training. Previously trained staff will not be retrained.

**All class participants are required to have an ERS/WJOS/WebIntelligence logon ID.**

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We are in the processing of changing system URL's that contain "dwe". This is affecting Seasonal JobNet and WJOS both, Employer and Staff. It has been mandated by the Division that references to the old Bureau names be removed. Watch for notification through the e-mail process that this change has been implemented.

### JCS WEBI

Since creating the Job Order Counts and Analysis reports recently in WJOS, we have received requests to know which employers have access. In the near future we will be adding two fields to the following *ERS WEBI Reports: Employer Contact Listing by County and ERS Employer Contact Listing by County, SIC, and Size*. One field will identify which contacts have WJOS access. The other will identify if s/he is using that access.

### COMMUNICATIONS UPDATES

ASSET has a new feature as of 6/11/2002. This new feature is designed to help you enter new documents faster.

On the Welcome screen in ASSET is a new option -SET DEFAULT STAFF SETTING. Click on that option and a box pops up where you may select a STAFF ID, OFFICE CODE and WDA. Vet staff also may indicate if s/he is a DVOP or LVER.(Note: Staff entering documents for other case managers may select that ID.)

Once you hit OK, all documents created during this session will have this information automatically set for you.

Agencies serving U.I.Profiling registrant's need to have a registration date on both the Wagner Peyser and Service Tracking forms. When doing data clean-up on ASSEST make sure you review the forms to ensure that a date was entered.

### POLICY UPDATES

As you may have noticed, the JCSBA is beginning to develop a body of policy that governs job center automated systems. This information will assist Call Center and other Central Office staff in responding to questions from all of you. If there are issues you want to see the Business Area discuss concerning WIA, ASSET, WJOS, ERS or CMDR, please let us know. You may contact Diane Bartels, Nancy

Bryan or Annette Nekola  
([nekolan@dwd.state.wi.us](mailto:nekolan@dwd.state.wi.us)) with your  
suggestions and requests.

### SECURITY UPDATES

Following the announcement that we could no longer transmit participant names and SSNs via e-mail, DWS researched a variety of methods to transmit ASSET data to field staff while maintaining participant confidentiality.

Our first attempts involved sending the data on floppy diskettes and CD ROMS, and posting information on the Intranet for DWS field staff. While this worked for some areas, we ran into a number of technical problems with storage and equipment compatibility

We have received some guidance from the Department on encrypting the ASSET registration and performance extracts. This involves posting password-protected, zipped (compressed) data files on the DWS Extranet.

We are using WinZip software (accessible from [www.winzip.com](http://www.winzip.com)) to do this. We have tested part of this process with the WDB Directors using their 3<sup>rd</sup> quarter WIA performance extracts. It worked well for all except those who do not currently have access to WinZip. The next generation of data will be handled in this manner and staff are working on the web pages for this. We hope to have these files up on the Extranet in the next few weeks. You will receive additional instructions on how to proceed.

In the mean time, if you do not have access to the Extranet, you will need to request it through your local security officer by completing the DES-10. If you don't know whether or not you have access, here's how you can test it. Open up your web browser and follow this link:  
<http://workweb.dwd.state.wi.us/>

If you are able to get to the Extranet page after entering both a user name and a password, then you already have access and need not do anything further. If you are NOT able to enter the Extranet, and you have a need to access the performance and ASSET registration files, then please proceed with requesting security access. Please contact Nancy Bryan at 608-266-0249 or [bryanna@dwd.state.wi.us](mailto:bryanna@dwd.state.wi.us) if you have any questions about this.

### OTHER INFORMATION

Case notes must be a factual record of case history and action. These comments develop a summary record of an individual's chronological program participation history. In addition to the Infoline we have attached a document that contains key recommendations for writing appropriate comments in case notes.