

## JOB CENTER SYSTEMS TECHNICAL BULLETIN

FROM: Timothy Hinline, Supervisor  
TO: All ASSET User's  
RE: New Functionality to ASSET  
DATE: August 3, 2009

The following functions were added to the ASSET Production and Training environments on July 31, 2009 to meet the Re-Employment Services requirements for the Wagner- Peyser, Title 3 Program from the Department of Labor. With the exception of the Workshop Roster, the majority of the functions will only be seen and utilized by staff designated as having ASSET RES level access.

**Workshop Roster:** This function is located in ASSET under the System Reports section of the ASSET Menu and is available to staff who has Case Manager, Approver, and Receptionist and Viewer level access. The Workshop Roster function provides staff the ability to conduct a Search for workshops that may be available in their respective areas. The Workshop Search is conducted by selecting the Workshop Type, Availability and Office Site.

The next 2 Functions are located under the Posting Tools section in ASSET. The functions include; Workshop Postings and Workshop Roster Update. These functions and are visible on the ASSET menu to staff that are designated as RES Administrators, Case Managers, and Receptionists. RES staff can create and make changes to workshops, and update the Roster as needed.

**Workshop Posting Tools-** . The Workshop Posting function is located on the ASSET menu. To locate or add a Workshop Search begin by checking to see if the desired workshop is listed in the Workshop Type field. Next, identify the Availability of the workshop, and Site Office (where the workshop is being held). Once the criteria are selected, click the Search button. The page returned provides staff with a list of Workshop Postings and additional information related to the Workshops. Or, if a specific Workshop isn't available staff has the option of clicking on the Add Workshop button and add a new Workshop under the Workshop Information section on the Workshop Details page.

**Workshop Roster Update:** The Roster can be used by RES staff to make changes or Inactivate a current workshop. To access the Roster update click on the Workshop Roster Update located under the ASSET menu.

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**Manage Services:** To schedule a customer to attend a workshop staff will click on the Manage Services function located on the ASSET menu. Next, click on the Service Type, then on the Intensive Service Category type. The services related to these workshops are listed under the Wagner-Peyser, Title 3 program. There are currently 5 services that will schedule a customer in available workshops. They are Keytrain Workshop, Workkeys Location Information –Assessment, Workkeys-Math Assessments, Workkeys-Reading Assessments. Click on the Add Workshop button to select the appropriate Workshop Type, this process will add your customer to the Workshop Roster.

The service dates don't need to be entered by staff as the Workshop functionality will auto-fill the fields on the Service Detail page. First, click on the Add Workshop button and then choose the appropriate workshop for their customer. Once the Location is selected, the information about the Workshop auto-populates to the service page, including dates. If the workshop selected in error simply click on the Remove Workshop button to de-select the information.

**Customer Summary-** A new section was added to the Customer Summary page. The section is called Workshop and is located under the Title 3 Program episode and is reflected in both Open and Exited episodes. This section identifies the Workshop type, Start date and time of the workshop, completion code, Office and location. The data on this page is populated when a workshop service is created and the completion status is available.

The ASSET User's Guide will be updated to reflect the new functionality and will be available the week of August 10<sup>th</sup>. For questions about the new Workshop functionality contact the DET ASSET Call Center at 608-267-9690, and select option 1.