

May 13, 2002

## **ERS/WebIntelligence Refresher Training Offered**

Half-day *refresher* classes on how to use the Employer Record System (ERS) and WebIntelligence will be offered in late June at the GEF 1 State Office Building in Madison. Linda Williamson will conduct the classes.

Participants will receive a refresher on how to:

- Use the Employer Record System to manage information about employers in your area, and to track employer activities. Also, 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:

Monday, June 24 Office Building, Madison	9:00 - 11:30 a.m.	GEF 1 State
<b>or</b>		
Monday, June 24 Office Building, Madison	1:00 - 3:30 p.m.	GEF 1 State

Registration is open to staff who have previously attended ERS and WebIntelligence training but need a refresher on the basics of using these tools. This class is not for new users!

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

**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 complete the attached registration form and email it or fax it to:

Linda Williamson  
Email: [willili@dwd.state.wi.us](mailto:willili@dwd.state.wi.us)  
Fax: 608-267-0330

Class participants are responsible for making their own travel, lodging, and meal arrangements.

(attachment)