Feature Enhancement Release Notes

Base System Enhancements that may require additional Training or User Documentation are covered in this document, per deployment, as indicated below, and will be incorporated in the next release of User Guides.

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Build 66 — Staging 05/17/2007

Item # 60204: **Entered Employment during WIA Participation**

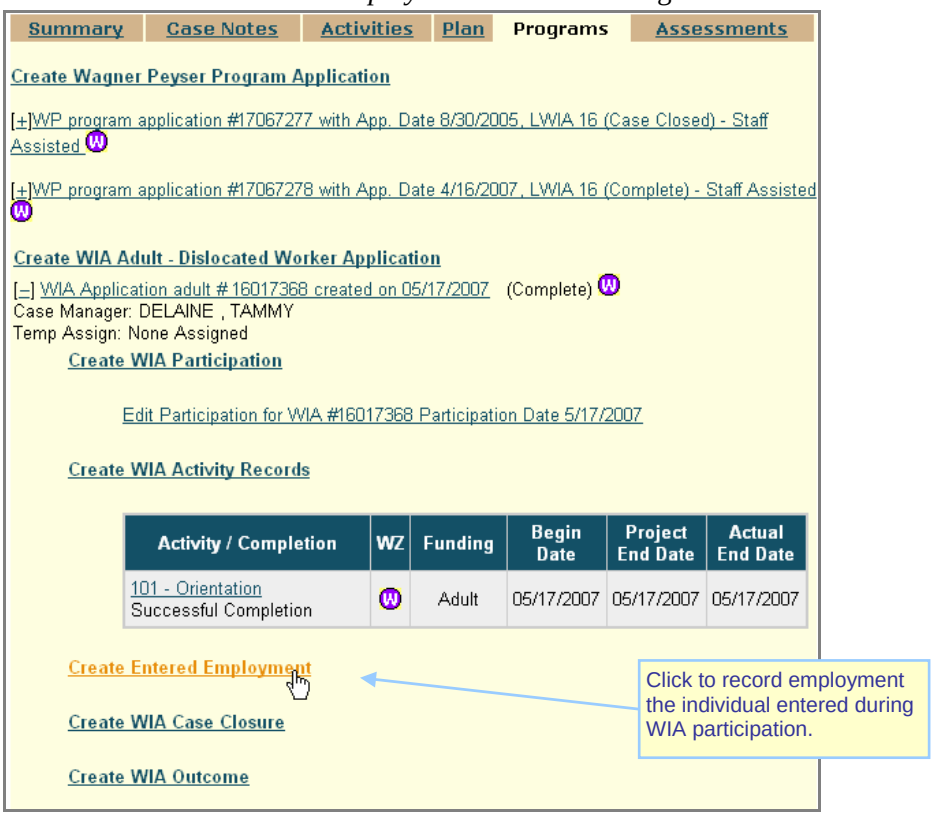
This feature enhances allows staff to record entered employment information on behalf of an individual who is still an active WIA participant. This information will satisfy requirements for local performance reporting or provider contract performance monitoring.

Location: The link is a *Create Entered Employment* link on Programs tab, just before *Create WIA Case Closure*.

Updates to Screen: When the link is clicked, it provides the option to add employment information, and uses an Employer Information input screen that is similar to the one used for Case Closure / Add an Employer.

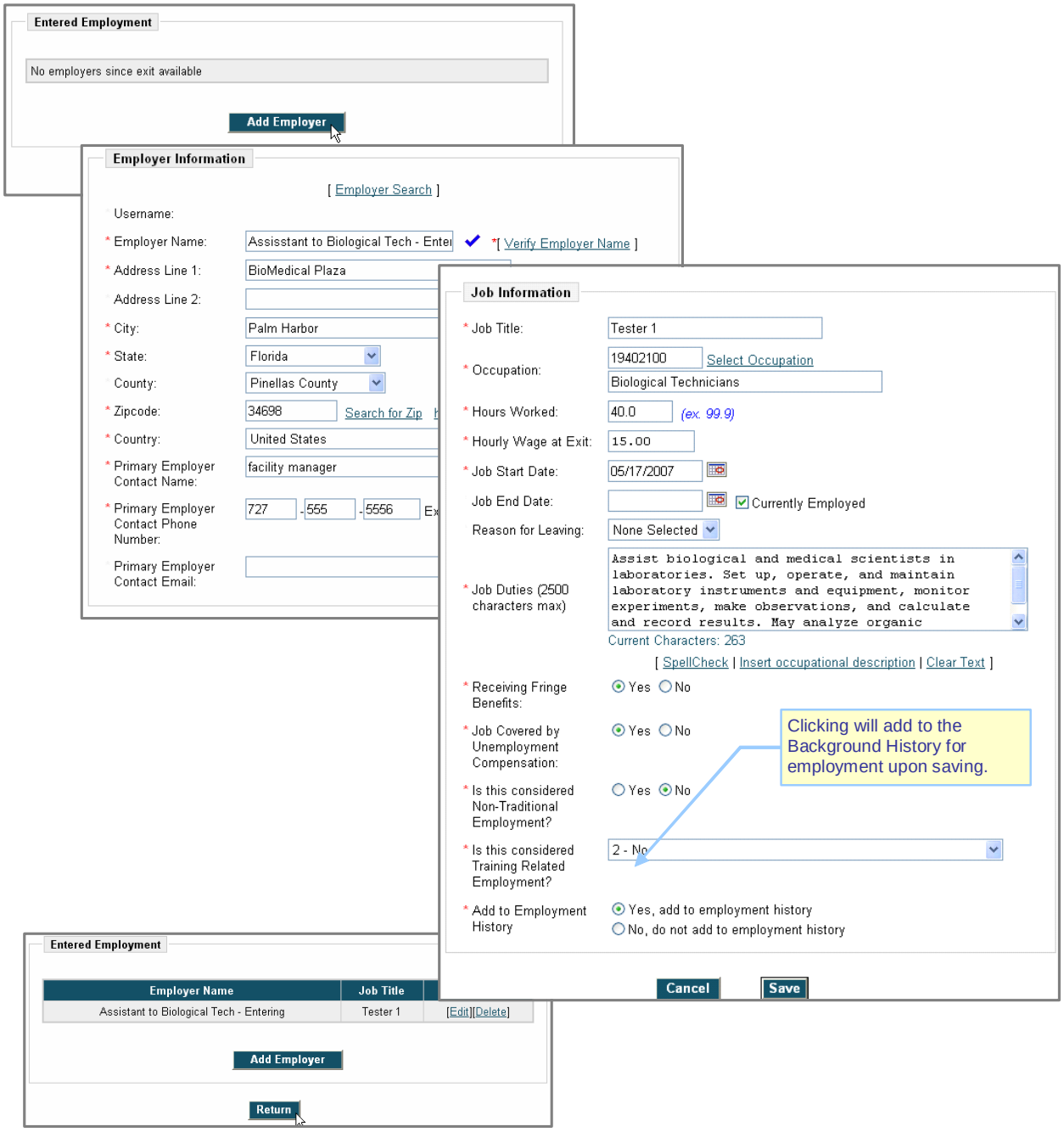
Function: When a staff member wants to enter employment information for an individual during their participation in WIA:

- Staff can click the *Create Entered Employment* link on the Programs tab.



Create Entered Employment link

- From the *Enter Employment* screen, staff can click **Add Employer**, enter detailed employer information, and save the Entered Employment information during WIA participation.



Entered Employment Screen (under Program Tab, WIA Activities)

- When staff clicks **Save**, the Entered Employment record is displayed (along with any others that exist).

Note: *If staff clicks Yes at the bottom of the screen, to add to employment history, a separate record is also created for employment history (which can be selected to add to resume data). Once saved, the Entered Employment and Employment History are two different records—if changes are made in the history record, they are not automatically made in the Entered Employment record and vice versa.*

- The Entered Employment records will be displayed on the Employment tab in the Case Closure form.

Employment Tab on Case Closure form

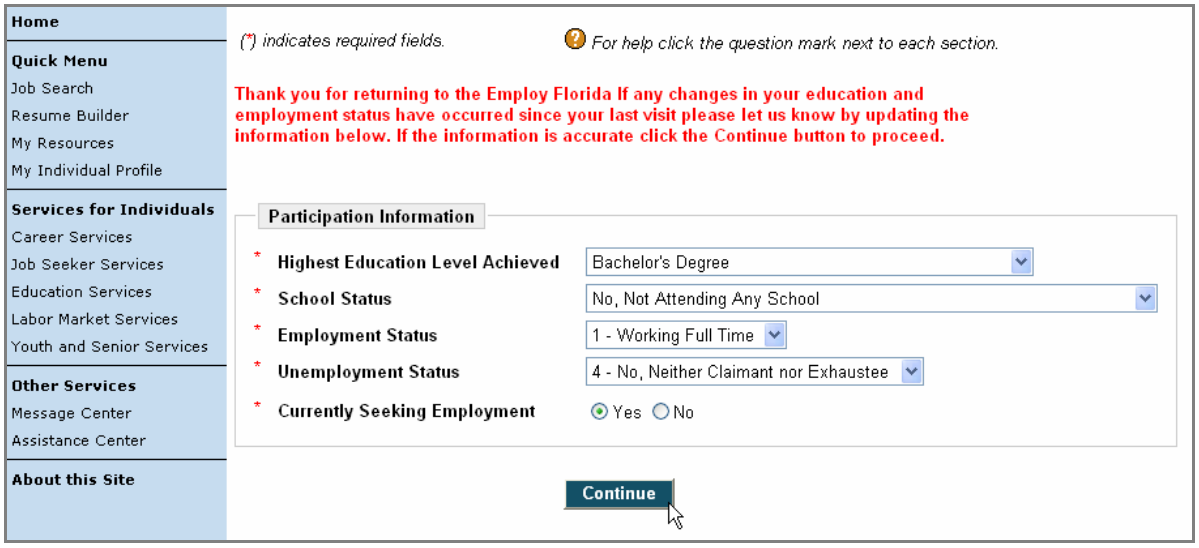
Item # 65268: **Auto Re-Enrollment in Wagner-Peyser**

This feature can occur for an individual or for a staff member who is assisting an individual. The description below is indicated in separate sections for each user role. [The feature is created with item #48612, and activated by a switch with item 65268.]

Location (for Individual role): At logon after entering Username and Password (at home page).

Updates to Screen: Before opening the standard Individual Services screen, a screen first displays Participation Information and prompts the individual to enroll.

Function: When an individual user logs in who has a closed Wagner-Peyser participation (e.g., they have been soft exited from Wagner-Peyser), the system automatically displays a screen to let them review/change their participation information and then reenroll in Wagner-Peyser.



Wagner-Peyser Re-Enroll Prompt (for Individual at Log In)

1. When the individual selects the **Continue** button, the system checks for any changes the individual made to the Participation Information on the screen. It then creates a new Wagner-Peyser enrollment and participation record (with an activity of Self-Service Registration completed).

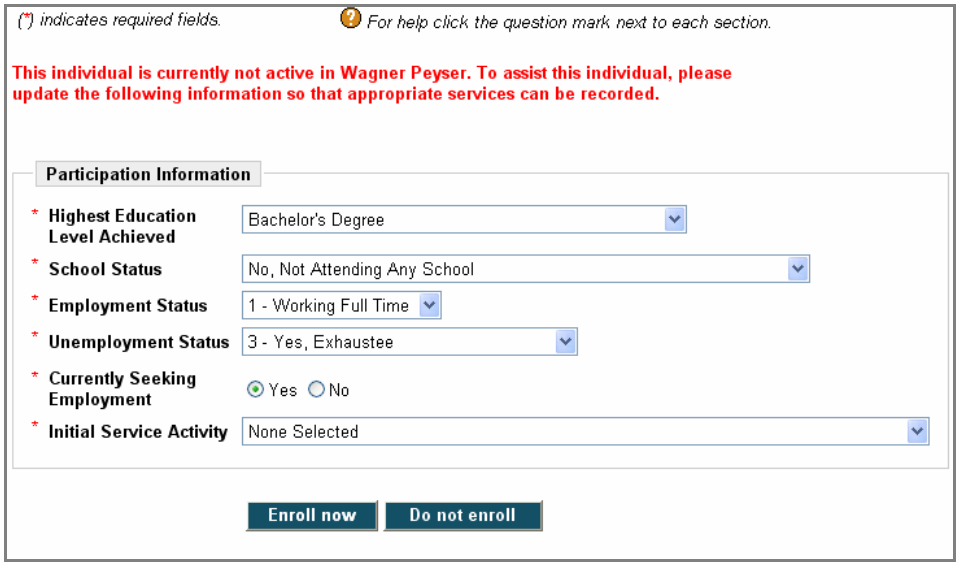
   It then displays the **Services for Individuals** page.

   Note: *If the individual does not select the* **Continue** *button, the main navigation menus (Quick Menu, Service for Individuals, Other Services) are already loaded and the individual can continue by selecting them. The system will bypass creation of a Wagner-Peyser enrollment.*

Location (for Staff role): At the point of selecting an individual for assistance… Manage Individuals ▸ Assist an Individual, perform **Search**, click on User Name or Action link from the list of individuals.

Updates to Screen: Before opening the appropriate Individual Profile screen (and tab), a screen first displays Participation Information and prompts the staff member to enroll the individual.

Function: When a staff member attempts to assist an individual who has a closed Wagner-Peyser participation (e.g., they have been soft exited from Wagner-Peyser), the system automatically displays a screen to let staff review/change the individual's participation information and then reenroll him/her in Wagner-Peyser.



Wagner-Peyser Re-Enroll Prompt (for Staff at Assisting of Individual)

1. If the staff member selects the **Do not enroll** button, the system will bypass creation of a Wagner-Peyser enrollment and participation record, and will not update participation information for the individual.

   It then displays the **Individual Profile** page, with staff currently managing that individual.

   Note: *The Do Not Enroll option is targeted to WIA staff who may not want to enroll their client in Wagner-Peyser.*

2. If the individual selects, the **Enroll Now** button, the system check for any changes the staff member made for the individual to their Participation Information on the screen.

   It also checks that the staff member selected an Initial Service Activity.

   It then creates a new Wagner-Peyser enrollment and participation record (with the selected Initial Service activity completed).

   It then displays the **Case Management – Programs tab** page.

Build 67 — Staging 06/07/2007

Item # 60203: **Merge Employers**

This feature enables a staff member to merge duplicate employer registrations from two systems into one record, with all services attached to the parent record (e.g., where a legacy system and a VOS labor exchange system are to be converted into a new VOS system, and duplicate employers are likely). The basic function is enabled through a *configuration switch* per customer deployment.

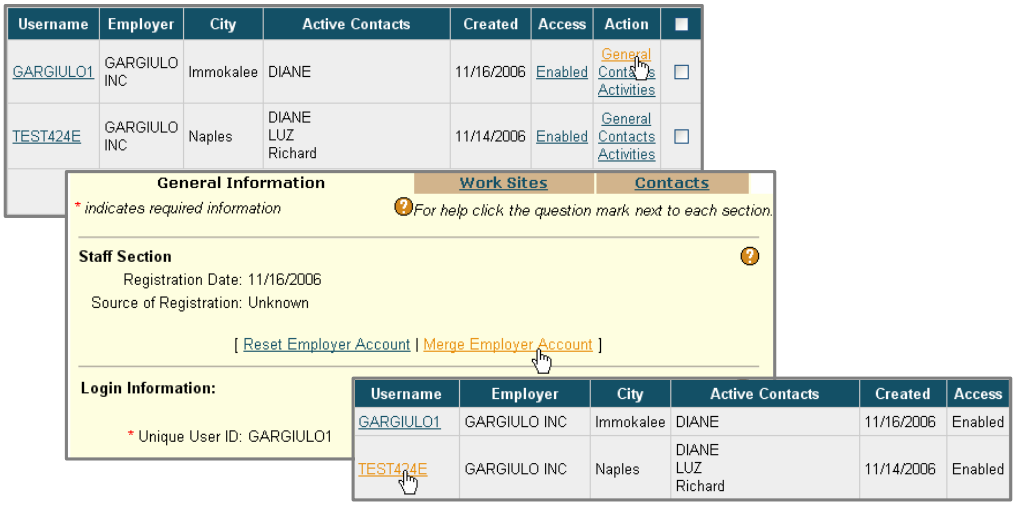
Access: The ability for staff members to perform this function is controlled through a *Merge Employers* parameter, in the Manage Employers section of a Staff Account. Administrators will log into the Admin site to set *Merge Employers* to "*Yes*" for the appropriate staff members.

Location: The link is a *Manage Employer Account* link on the Programs tab.

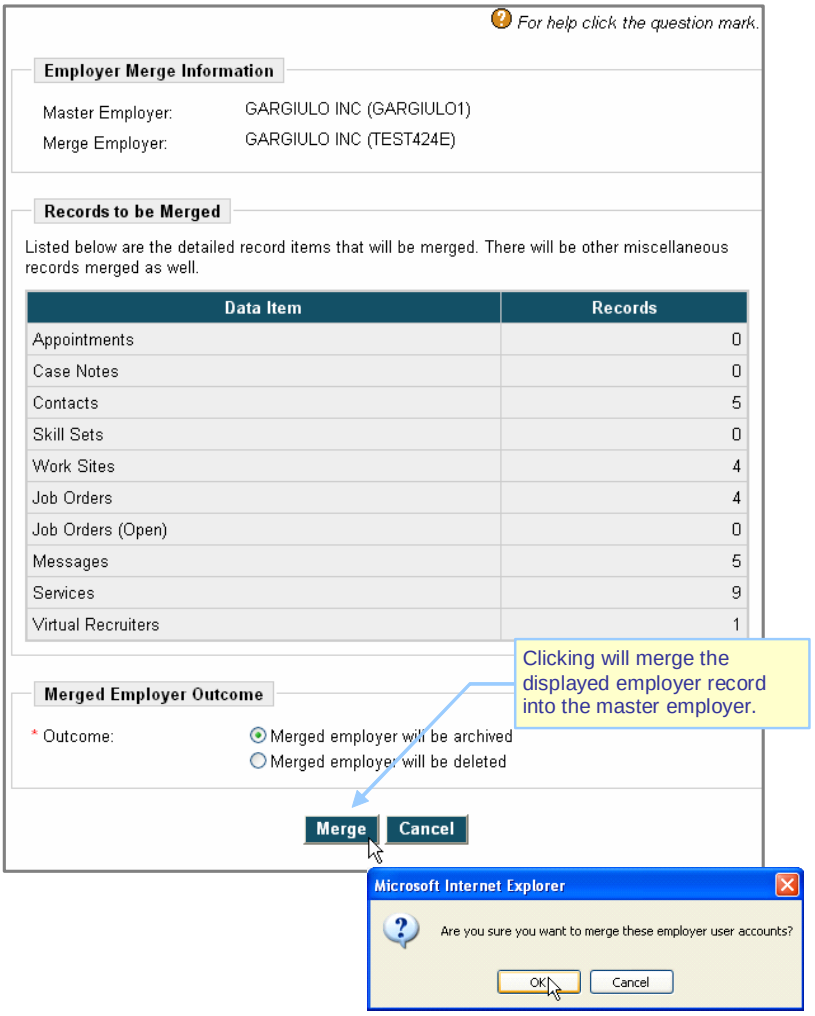
Updates to Screen: Clicking the link redisplays the employer search screen for finding and selecting the employer to merge.

Function: When a staff member wants to merge two employer records, they:

- Select Assist an Employer
- Perform search for the employer, and select the employer by clicking on the General tab link.
- From the General Information tab of the Corporate Profile screen, they select the *Merge Employer Account* link.
- Repeat search for the employer record they wish to merge into the employer they are already managing.
- Select the employer by clicking on their User Name.



Selecting a Merge Employer Account



Merge Employer Screen and Verification

- Verify the master employer, the employer to be merged, and the records that will be merged, from the *Merge Employer* screen.
- Select an outcome for the merged employer record—it may be archived (the default) or deleted.
- Click the **Merge** button.

A verification pop-up will display. When staff clicks **OK**, the two employers are merged.

Item # 61681: **Job Order Status Changes**

Location: Multiple locations/conditions exist to affect a job order status and control its display.

Updates to Screen: Revised list of staff job order statuses to select from; *Status* column that displays on-line/off-line job order access; additional information on Job Order Details screen.

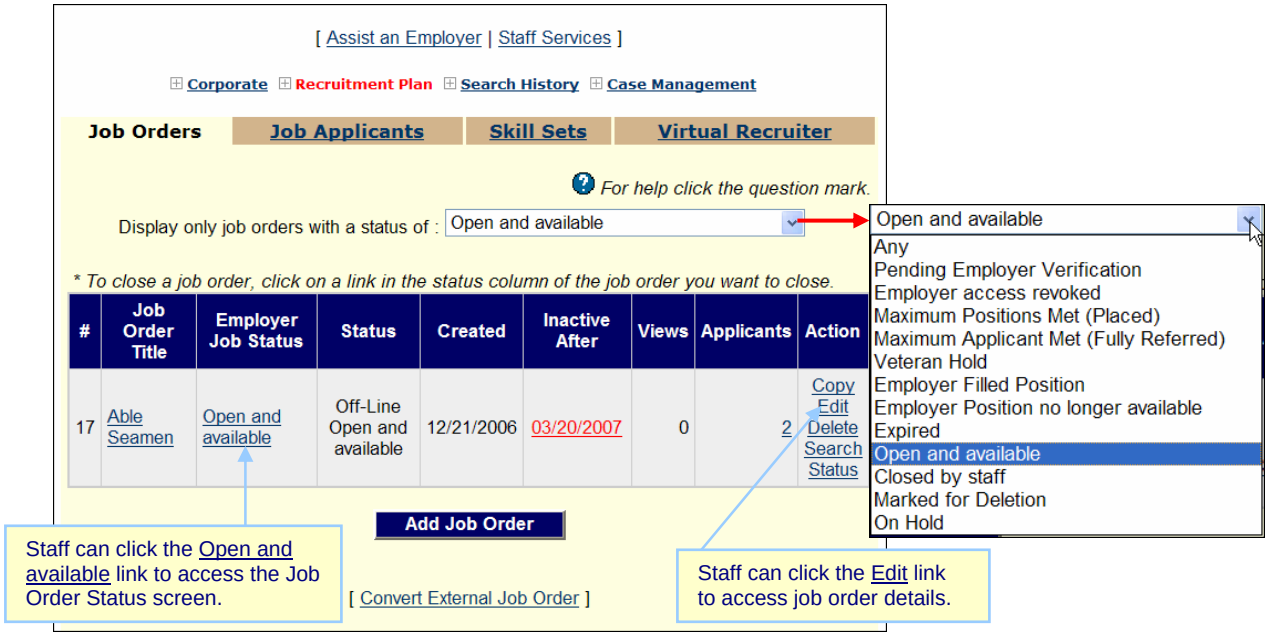
Function: Staff, like employers, can manually modify job orders to maximize job placement. The system plays an increased role in this effort by performing automatic job status changes when specific conditions apply. Together, they work in tandem with the following key elements to facilitate staff-assisted labor exchange:

- Staff job order status
- Employer job order status
- Job order maximum number of applicants
- Actual number of "hires" posted to applicant referrals
- Job order number of open job positions

For details, refer to the topics that follow.

Staff Job Order Management

Staff members can create new job orders or manage existing job orders on behalf of employers. By design, staff members have access to more job order statuses than do employers. In the figure below, staff can filter existing job orders by choosing a desired status:



Sample Staff Job Order Status Filters

The system provides this enhanced filter list to help staff access job orders affected by fellow staff, employer, or system action(s). Besides the employer job status, the system displays *Status* column values, a combination of whether the job is accessible by job seekers (*on-line* vs. *off-line* status) as well as the current staff status. In the example above, the *Last date this job order will be displayed on this system:* was 03/20/2007, so even though the staff status is set to *Open and Available*, the system no longer displays the job order to job seekers.

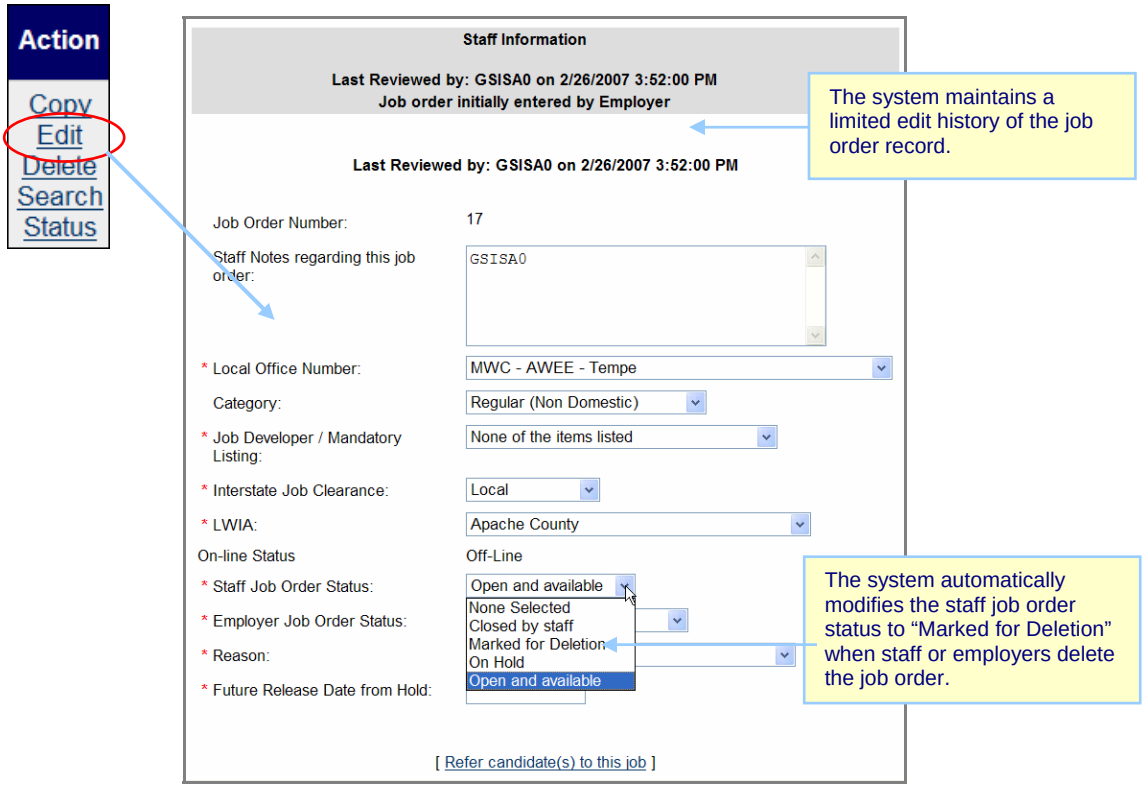
Online vs. Offline Status

In order for a job order to be displayed online, the following conditions must exist:

- The "Inactive After" date displayed is greater than or equal to the system date **and**
- The staff job order status must be set to "Open and available" **and**
- The Referral type must equal
  - Referral Type 1 (company information is available on line (Unsuppressed)) **or**
  - Referral Type 2 (company information is not displayed on line (Suppressed))

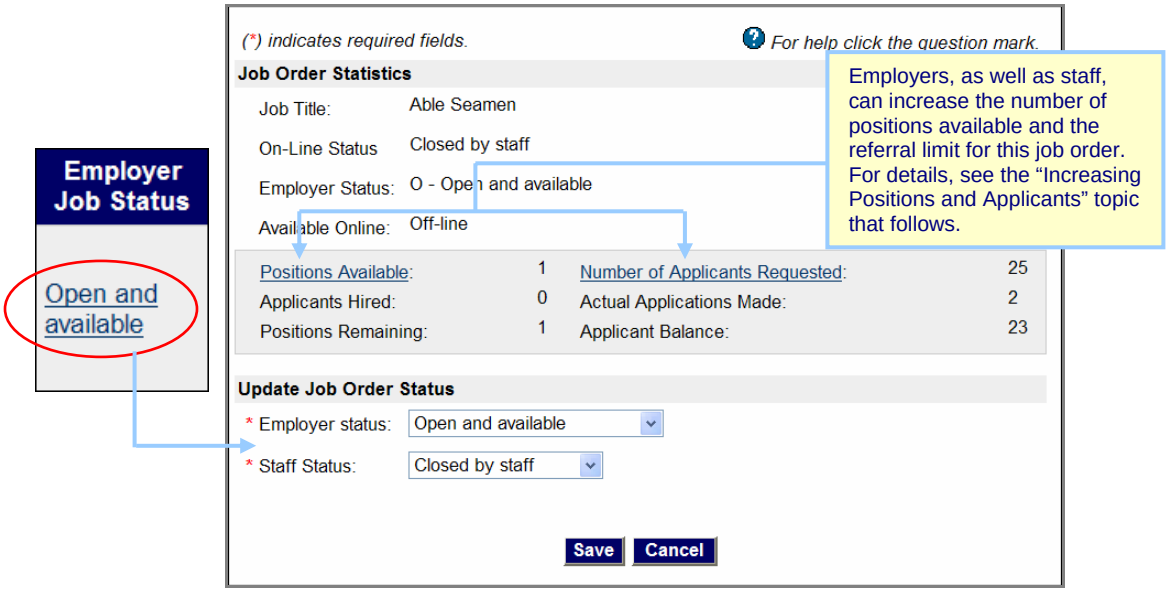
Staff Job Order Status

In order to affect the staff job order status for a new or existing job order, staff must access the Staff Job Order Status field on the Job Order Details screen (see sample below).



Sample Job Order Details Screen (Staff Section)

Staff may also access the Job Order Status screen, a sample of which follows:



Sample Job Order Status Screen

Staff may select from the following job order statuses:

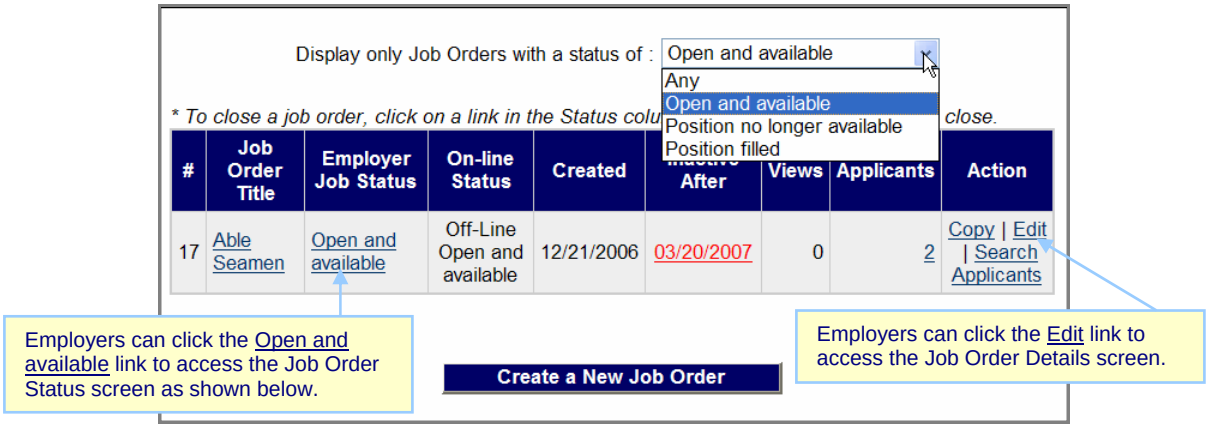
- Closed by staff
- On Hold
- Open and available

The following table illustrates the status options available to staff members and the related impact on employer status and job order display:

Current Staff Status	New Staff Status	On-line or Off-line	Current Employer Status	New Employer Status	Notes
Pending Employer Verification	Open and available	On-line	Open and available	No change	If staff manually release the initial hold on employer-created job orders, the system makes no change to the employer status and makes the job order available to job seekers online.
Open and available	On Hold	Off-line	Open and available	No change	If staff place a job order on hold, the system makes no change to the employer status and removes the job order from job seeker view.
Open and available	Closed by staff	Off-line	Open and available	No change	If staff close a job order, they must provide a close reason. The system makes no change to the employer status and removes the job order from job seeker view.
Closed by staff	Open and available	On-line	Open and available	No change	If staff open a previously closed job order, the system maintains the 'open and available' employer status, and checks 'date to display.' If date to display < system date, the system displays the following alert: *The date to display this job order on line has expired. Please modify the date to display below.* The job order is available online to job seekers.

Employer Job Order Management

Employers may also manage the status of job orders in the system. Whether posting new jobs or modifying existing job order statuses, they must access the Job Order Status screen to manually alter the settings. In the figure below, employers can filter existing job orders by choosing a desired status:

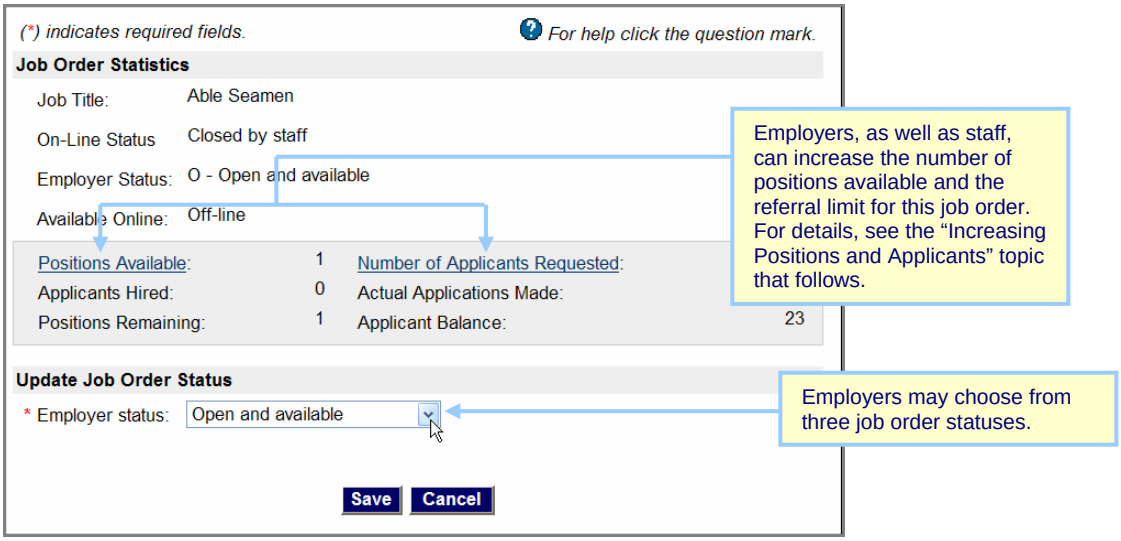


Sample Employer Job Order Status Filters

Employers have fewer statuses to work with, as displayed in the list of filter options in the sample figure above. Besides the employer job status, the system displays *Status* column values, a combination of whether the job is accessible by job seekers (*on-line* vs. *off-line* status) as well as the current staff status. In the example above, the *Last date this job order will be displayed on this system:* was 03/20/2007, so even though the staff status is set to *Open and Available*, the system no longer displays the job order to job seekers.

Employer Job Order Status

In order to affect the job order status for an existing job order, employers must click the Employer Job Status link (see sample above) to access the Job Order Status screen (see sample below).



Sample Job Order Status Screen

Employers may select from the following job order statuses:

- Open and available
- Position no longer available
- Position filled

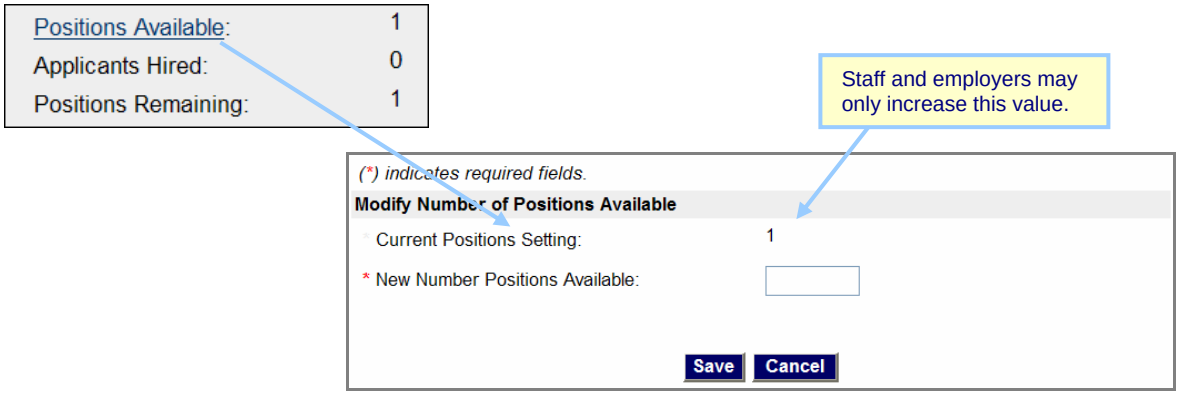
The following table illustrates the employer options available and the related impact on staff job order status and job order display:

Current Employer Status	New Employer Status	Current Staff Status	New Staff Status*	On-line or Off-line	Notes
Open and available	Position no longer available	Open and available	Employer position no longer available	Off-line	If employers select *Position no longer available*, the system changes the staff status and removes the job order from job seeker view.
Open and available	Position filled	Open and available	Employer position filled	Off-line	If employers select *Position filled*, the system changes the staff status and removes the job order from job seeker view.
Position filled	Open and available	Employer position filled	Open and available	On-line	If employers open a job previously closed – position filled, the system modifies the staff status and checks 'date to display.' If date to display < system date, the system displays the following alert: *The date to display this job order on line has expired. Please modify the date to display below.* If employers modify the date accordingly, staff status changes and the job order is available online to job seekers.
Position no longer available	Open and available	Position no longer available	Open and available	On-line	If employers open a job previously closed – position no longer available, the system modifies the staff status and checks 'date to display.' If date to display < system date, the system displays the following alert: *The date to display this job order on line has expired. Please modify the date to display below.* If employers modify the date accordingly, staff status changes and the job order is available online to job seekers.
Position filled	Position no longer available	Employer position filled	Employer position no longer available	Off-line	If employers modify the job status from *Position filled* to *Position no longer available*, the system updates the staff status and removes the job from job seeker view.
Position no longer available	Position filled	Employer position no longer available	Employer position filled	Off-line	If employers modify the job status from Position filled to Position no longer available, the system updates the staff status and removes the job from job seeker view.

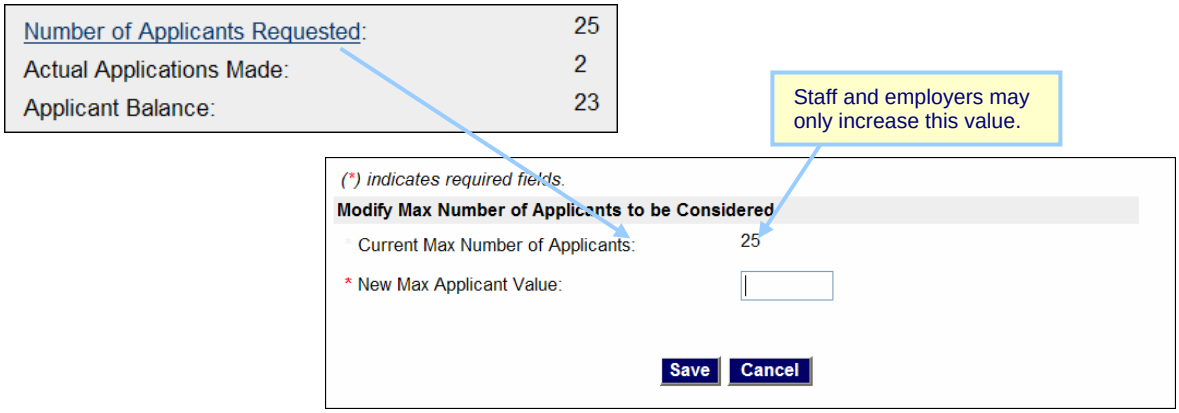
* *The system will only modify the staff job status if it's currently set to the value displayed in the "Current Staff Status" column. Otherwise, no staff status update occurs.*

Increasing Positions and Applicants

In addition to managing job order statuses, staff and employers can also increase the number of positions and the referral limit for the job, if necessary. By clicking the current status link for the desired job order, the system will display the Job Order Status screen, as previously shown. To increase the number of open job positions for this job order, users click the Positions Available link. On the resulting screen, they enter the new value and click **Save**.



To increase the cutoff limit for applicant referrals (either staff or job seeker initiated), users click the Number of Applicants Requested link. On the resulting screen, they enter the new value and click **Save**.



System Job Order Management

Besides staff and employer edits, the system also controls job order status and display. Based on business rules that govern system behavior, when specific conditions exist, the system automatically modifies job order attributes such as staff status, employer status, and online/offline job seeker view capability.

The following table illustrates the system-generated changes affecting job order statuses and on-line view capability:

Job Order Type	Current Staff Status	New Staff Status (Changed by System)	On-line or Off-line	Current Employer Status	New Employer Status (Changed by System)	Notes
New	Hold for Vet Preference	Open and available	On-line	Open and available	No change	Following the initial hold on employer-created job orders, the system modifies the staff job order status, making the job order available to job seekers online.
	Pending Employer Verification	Open and available	On-line	Open and available	No change	Following the initial hold on employer-created job orders, the system modifies the staff job order status, making the job order available to job seekers online.

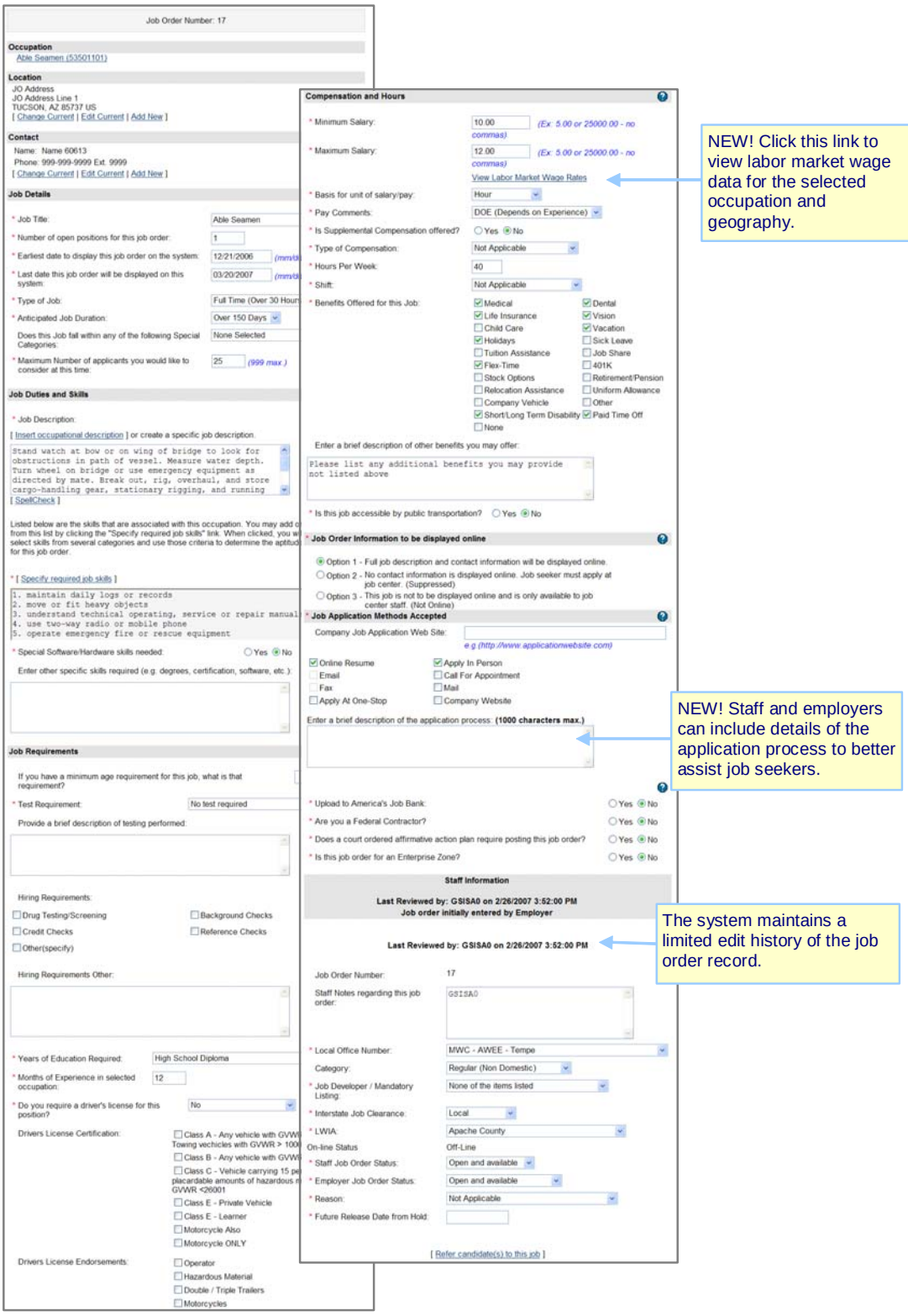
Job Order Type	Current Staff Status	New Staff Status (Changed by System)	On-line or Off-line	Current Employer Status	New Employer Status (Changed by System)	Notes
Existing	Open and available	Expired	Off-line	Open and available	DTS - Expired	If the last date to display the job order is less than the system date, the system modifies both the staff and employer status and removes the job order from job seeker view.
	Open and available	Maximum Applicants Met (Fully Referred)	Off-line	Open and available	Position No Longer Available	When the actual number of referrals (either staff or job seeker initiated) matches the maximum number of applicants for the job order, the system modifies both the staff and employer status and removes the job order from job seeker view.
	Open and available	Maximum Positions Met (Placed)	Off-line	Open and available	Position Filled	When the actual number of hires matches the maximum number of open positions for the job order, the system modifies both the staff and employer status and removes the job order from job seeker view.
	Open and available	Marked for Deletion	Off-line	Open and available	No change	When job order Delete function is utilized, the system modifies the staff status and removes the job order from job seeker view.
	Open and available	Employer Access Revoked	Off-line	Open and available	No Change	Based upon staff action to prevent employer system access, the system modifies the staff status and removes the job order from job seeker view.

Job Order Detail Enhancements

For staff and employers who manage details of a job order, the system provides enhanced information to better assist users, such as:

- View Labor Market Wage Rates link – users may click this link to compare the job order's posted wages with comparable jobs in the selected area.
- Application process description – users may provide additional information beyond the job description to better explain application details.
- Job order edit history – the system displays the date, time, and user ID for initial job order creation and the last edit.

The following figure displays a sample Job Order Details screen (staff view):



NEW! Click this link to view labor market wage data for the selected occupation and geography.

NEW! Staff and employers can include details of the application process to better assist job seekers.

The system maintains a limited edit history of the job order record.

Sample Job Order Details Screen (Staff View)

Build 68 — Staging 6/14/2007

Item # 62068: **Job Search – Posted Date for Job Orders**

This feature enhances the Job Search Results screen to include a column for the post/edit date for each job. For *preferred* jobs, this is when Employer last edited the job, and for *spidered* jobs, this is the post date listed with the job (or if post date was not included, the date is when the spider first found the job).

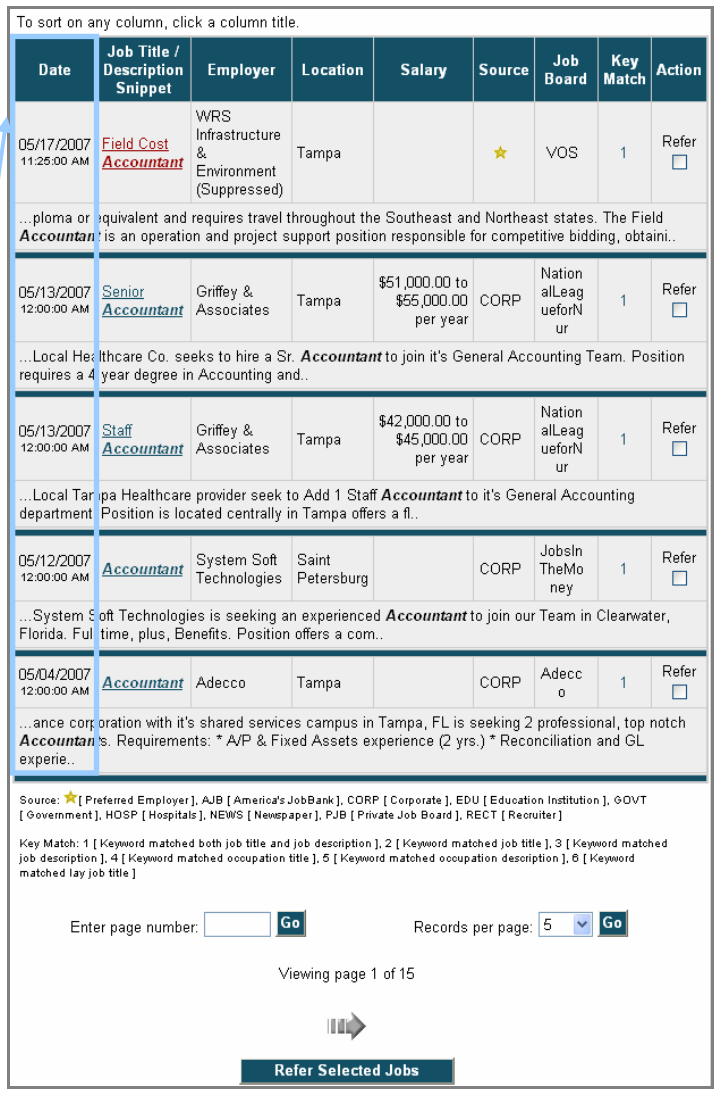
Location: On Search Results screen for a standard job search.

Updates to Screen: An additional column on the left of the screen indicates the date and time of each job posting.

Function: When individuals or staff members perform a job search, they can now see an additional column on the job search results page that lists when each job order was last posted/edited. Sorting by most Date is the default. Like other column headings, this heading can be clicked to sort listed job orders by this date (i.e., sort job listings by most recent postings).

The **Date** column displays the date/time when the job was posted (or edited), and lets the user sort jobs by most recent dates.

For *preferred* jobs, **Date** is when Employer last edited the job. For *spidered* jobs, **Date** is the one listed with the job (if post date was not included, the date is when the spider first found the job).



To sort on any column, click a column title.

Date	Job Title / Description Snippet	Employer	Location	Salary	Source	Job Board	Key Match	Action
05/17/2007 11:25:00 AM	Field Cost ***Accountant***	WRS Infrastructure & Environment (Suppressed)	Tampa		★	VOS	1	Refer ☐
...ploma or equivalent and requires travel throughout the Southeast and Northeast states. The Field ***Accountant*** is an operation and project support position responsible for competitive bidding, obtaini..								
05/13/2007 12:00:00 AM	Senior ***Accountant***	Griffey & Associates	Tampa	$51,000.00 to $55,000.00 per year	CORP	NationalLeagueforNur	1	Refer ☐
...Local Healthcare Co. seeks to hire a Sr. ***Accountant*** to join it's General Accounting Team. Position requires a 4 year degree in Accounting and..								
05/13/2007 12:00:00 AM	Staff ***Accountant***	Griffey & Associates	Tampa	$42,000.00 to $45,000.00 per year	CORP	NationalLeagueforNur	1	Refer ☐
...Local Tampa Healthcare provider seek to Add 1 Staff ***Accountant*** to it's General Accounting department Position is located centrally in Tampa offers a fl..								
05/12/2007 12:00:00 AM	***Accountant***	System Soft Technologies	Saint Petersburg		CORP	JobsInTheMoney	1	Refer ☐
...System Soft Technologies is seeking an experienced ***Accountant*** to join our Team in Clearwater, Florida. Full time, plus, Benefits. Position offers a com..								
05/04/2007 12:00:00 AM	***Accountant***	Adecco	Tampa		CORP	Adecco	1	Refer ☐
...ance corporation with it's shared services campus in Tampa, FL is seeking 2 professional, top notch ***Accountants***. Requirements: * A/P & Fixed Assets experience (2 yrs.) * Reconciliation and GL experie..								

Source: ★ [Preferred Employer], AJB [America's JobBank], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NEWS [Newspaper], PJB [Private Job Board], RECT [Recruiter]

Key Match: 1 [Keyword matched both job title and job description], 2 [Keyword matched job title], 3 [Keyword matched job description], 4 [Keyword matched occupation title], 5 [Keyword matched occupation description], 6 [Keyword matched lay job title]

Enter page number: Go Records per page: 5 Go

Viewing page 1 of 15

Refer Selected Jobs

Job Search Results Screen

Build 69 — Staging 6/21/2007

No Base System Enhancements in this deployment. Refer to the Release Notes reports (available in OPC) for details on specific incidents and change orders included.

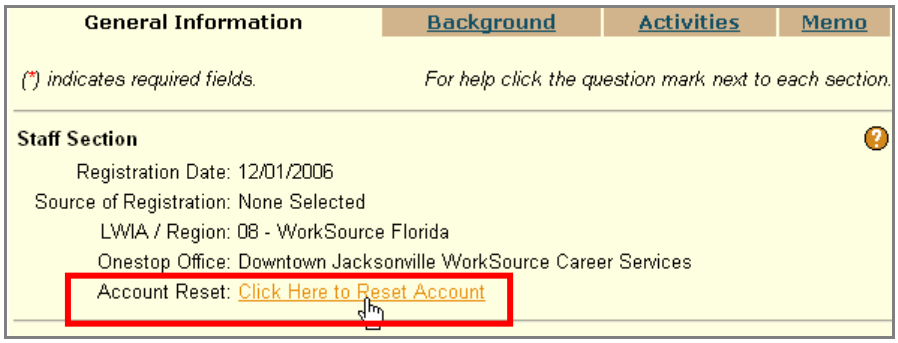
Build 70 — Staging 06/28/2007

Item # 60742: **Resetting a User's Account**

Location: Individual or Employer Profile ▸ Personal Profile Folder ▸ General Information Tab ▸ Staff Section

Updates to Screen: An additional link labeled *Account Reset: Click Here to Reset Account.*

Function: When a staff member is contacted by a user who has forgotten their username, password, or security question, this feature will assist staff in resetting the account information so that the user can log in to the system.



Account Reset Option

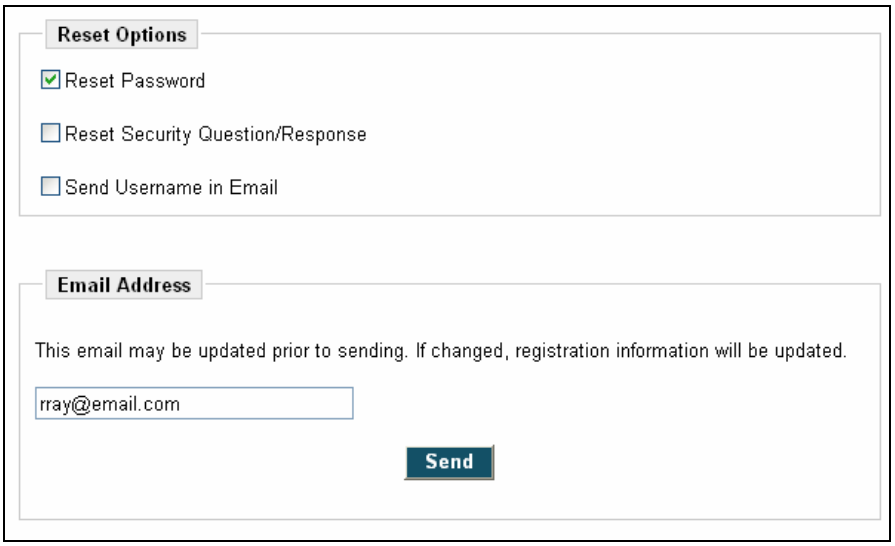
This function will allow staff to assist users in three areas:

1. If the user has forgotten their password, a staff member is unable to retrieve that information because it is encrypted. However, staff can click the *Account Reset* link, and they will see a screen with multiple checkboxes (see sample that follows). The first box must be checked if the staff member wants to change the password (which will automatically reset to the word "password" and sent an email to the individual).

   Note: *Staff can also highlight the encrypted password in the General Info. tab and change it to "password" or any other password. But, that will not send an email notification—staff must follow up with the individual if they change the password manually in this way.*

2. If the user has forgotten their security question/response, a staff member can go to the Security Question/Response fields in the General Information tab and change the security question and response for the user. Staff can then click the Account Reset link, and they will see a screen with multiple checkboxes (see sample below). The second box, Reset *Security Question/ Response* must be checked if the staff member changes the security question.

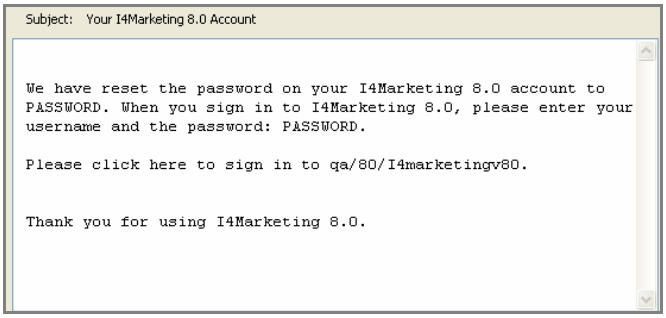
3. If the user has forgotten their username, staff can click the *Account Reset* link, and they will see a screen with multiple checkboxes (see sample below). The third box, *Send Username in Email*, must be checked.



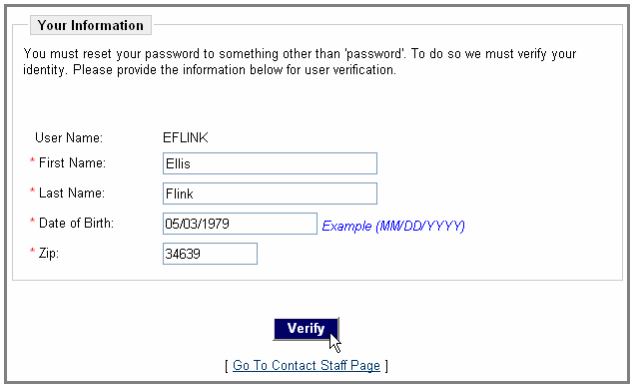
Reset Options Screen

- After the appropriate boxes are checked, staff can verify/ update the user's email address, and then click the **Send** button.

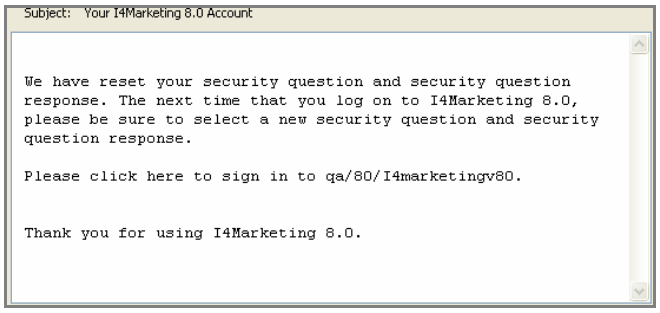
- The information is sent to the user via email (as shown in the example below).



- After the user receives the email, they will be required (at logon) to change their password from "password" to a unique password before proceeding any further in VOS.



- The verifications screens and steps for verifying the account information (for a reset password) will be similar to the steps after the *Your Information* screen, described in Option 1 (for individual or for employer) for the previous "Forgot Password and/or User ID" enhancement.
- For reset of the Security Question/Response, the security question response is sent to "password" and an email is also sent.

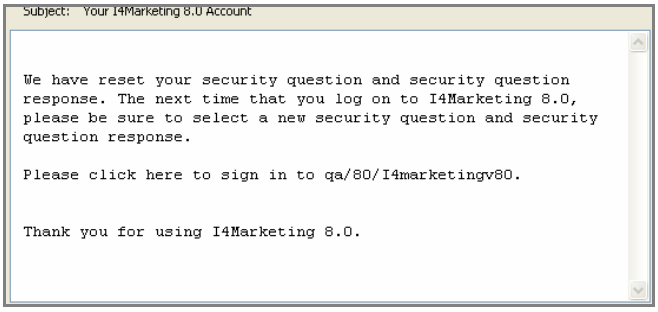

Subject: Your I4Marketing 8.0 Account

We have reset your security question and security question response. The next time that you log on to I4Marketing 8.0, please be sure to select a new security question and security question response.

Please click here to sign in to qa/80/I4marketingv80.

Thank you for using I4Marketing 8.0.

- The user will be able to log in as usual; however, as indicated by the email, they should change their security question response at their next log in.
- For reset of the Security Question/Response, the security question response is sent to "password" and an email is also sent.

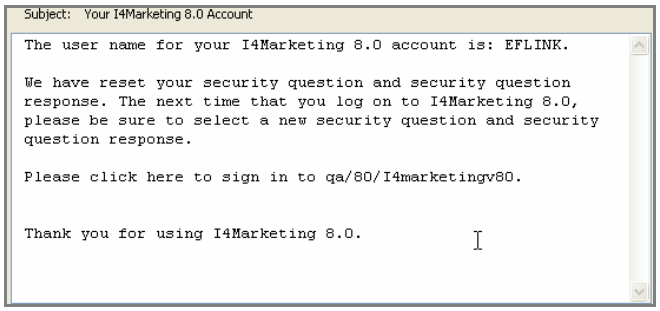

Subject: Your I4Marketing 8.0 Account

We have reset your security question and security question response. The next time that you log on to I4Marketing 8.0, please be sure to select a new security question and security question response.

Please click here to sign in to qa/80/I4marketingv80.

Thank you for using I4Marketing 8.0.

- If the staff member checks the "Send UserName in Email" box, the Username is added to the email message, when sent to the user. The UserName cannot be changed, so there is no separate action for the user to take.


Subject: Your I4Marketing 8.0 Account

The user name for your I4Marketing 8.0 account is: EFLINK.

We have reset your security question and security question response. The next time that you log on to I4Marketing 8.0, please be sure to select a new security question and security question response.

Please click here to sign in to qa/80/I4marketingv80.

Thank you for using I4Marketing 8.0.

Item # 65810: **"Already Registered" Check**

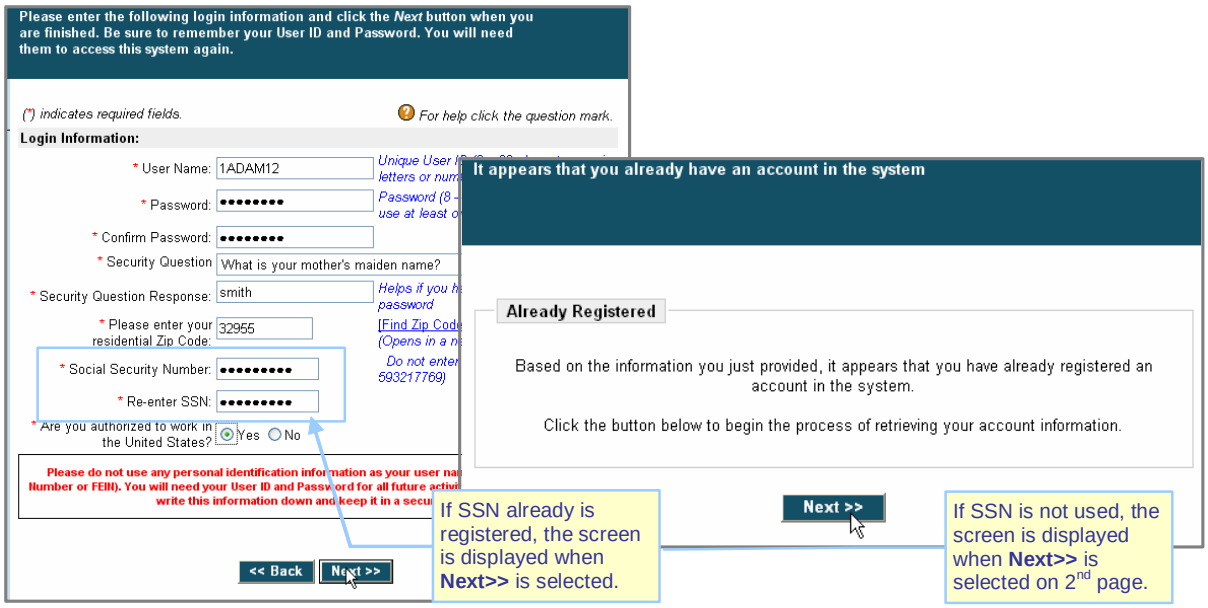
This feature is a check that occurs for an individual who is registering in the system, to determine if they are already registered. At the point of saving (or selecting **Next**>>) after the SSN field in registration, the system checks the entered SSN against existing SSNs for registered individuals. (If an SSN is not used in registration, the system checks for a unique combination of first name, last name, and ZIP Code after **Next**>>) on the second registration page.)

If the SSN (or first name, last name, and ZIP Code) already exists, the system asks for validating information (similar to info for forgotten user name and password), and logs the user into the system once the validating information is verified.

Location: The "Already Registered Check" occurs during the registration process, which can be started from the Log In page (when an individual registers) or from attempting to perform other features that require registration (such as using Resume Builder or accessing Job Details).

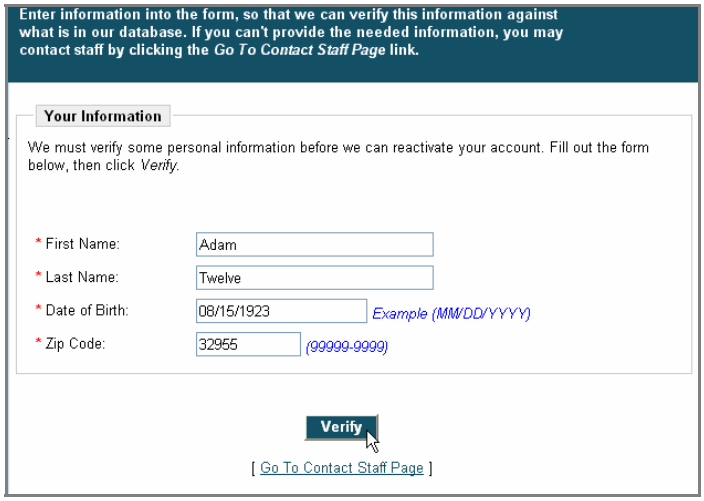
Updates to Screen: Additional screen and prompts for validation of registration for a user who is already registered, so that they are logged in to system with the existing registration.

Function: At the point of registration, if individuals have entered unique identifying information for registration (which already exists), they will be asked for additional information to continue in the system as the registered user who already exists.



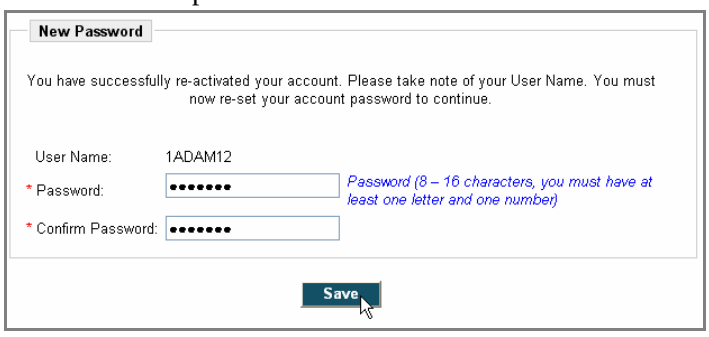
Already Registered (SSN Check)

- After the user receives the Already Registered screen, they will click **Next**>> to begin a verification to retrieve the existing account information that exists for them.



Your Info Verification (for SSN Check)

- The screens and steps for verifying the account information are similar to the steps after the *Your Information* screen, described in Option 1, for individual, the previous "Forgot Password and/or User ID" enhancement.
- If the account information is correct then the user's account is successfully re-activated, and the user is taken to a screen where they can see their user name and where they are asked to reset their account password.



New Password Reset (for Re-Registration Activation)

- After a valid new password is saved, the user is successfully logged in and taken to the General Information page.

Note: *There is a "Go to Contact Staff Page" link on the Your Information page and any other pages that require validating information, to take the user directly to the staff contact page if they don't know the information being requested. The "Contact Staff Page" will also display if the data entered is incorrect, or can not be validated.*

Note: *For customers who allow individuals to not provide SSN number at registration, the Already Registered box will display after the second page of registration (which includes the first and last name) if first name, last name and ZIP Code match an existing registration in the database. If they do, user will be asked to enter date of birth for validation, as well as their security question, and resetting of password.*

Build 71 — Staging 7/12/2007

No Base System Enhancements in this deployment. Refer to the Release Notes reports (available in OPC) for details on specific incidents and change orders included.

Build 72 — Staging 07/19/2007

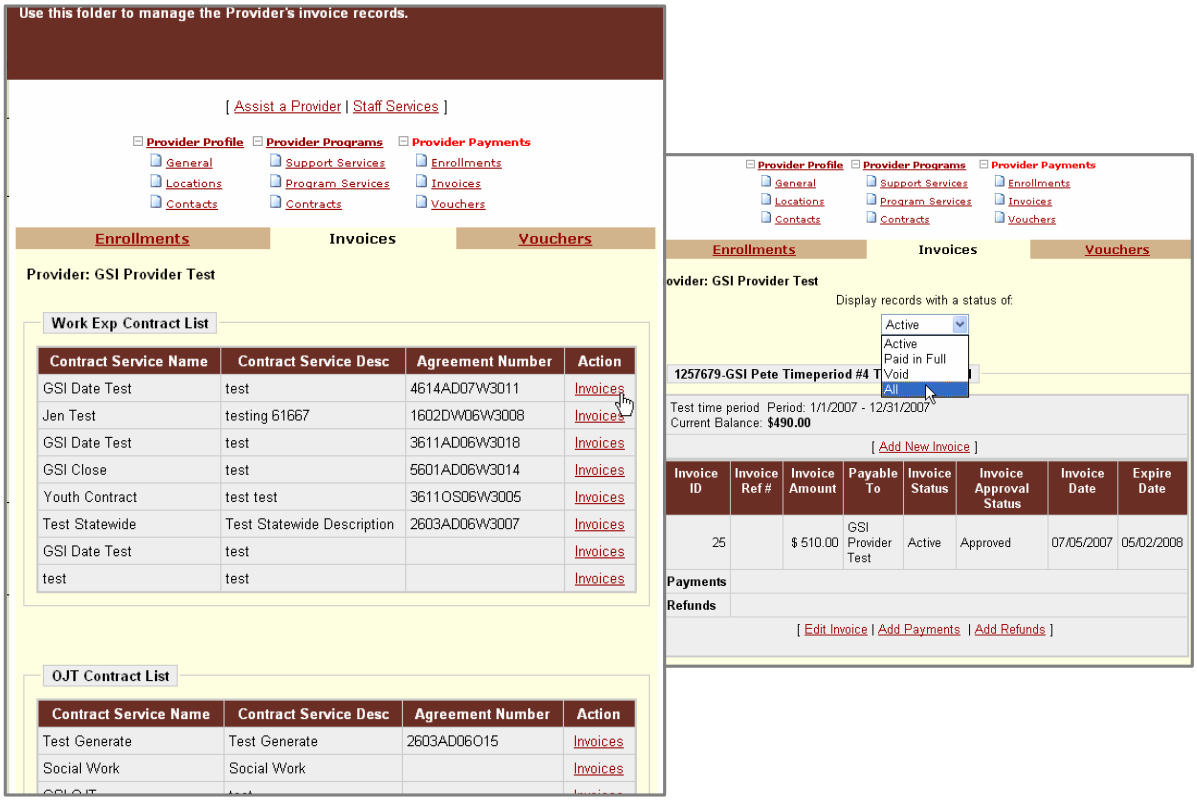
Item # 66107: **Sort and Filter for Provider Invoice Tab**

As part of ongoing improvements of Advanced IFT, changes to Provider Invoices tab will display Agreement numbers and will filter records based on specific invoices statuses.

Location: Select a provider and invoices: Manage Providers > Assist a Provider > Provider Payments folder > Invoices tab > click Invoices link.

Updates to Screen: On the Invoices tab, Contract List: a sortable Agreement column is included; on the Invoices tab, specific Invoices list: an Invoice status filter includes "All"

Function: When a staff member is selecting a provider to identify an invoice for editing, they can see the Agreement numbers to help them identify the Contract Service Name associated with their desired invoice, and they can filter the invoices for that contract service to show *Active*, *Paid in Full*, *Void*, or to display *All* invoices (*Active* is the default).



Invoice tab (Contract Lists and specific Invoices- filtered)

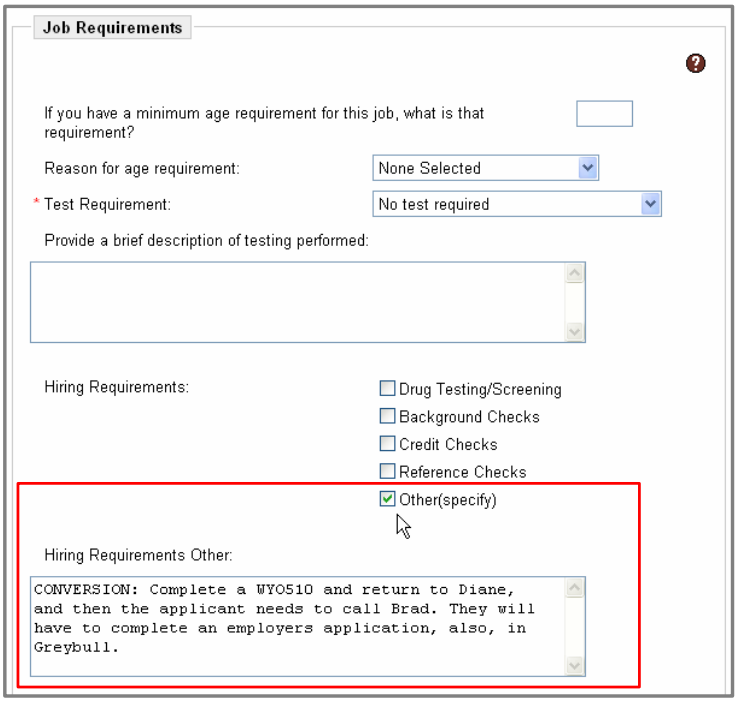
Item # 66212: **Include Hiring Requirement "Other" Text on Printed Job Order**

Any additional Hiring Requirements indicated in the Job Order can be included in print out of the job order.

Location: On the Job Order screen details (e.g., from clicking a Job Title link on an Employer's Recruitment Profile).

Updates to Screen: No visual change to the *Other* check box for Hiring Requirements; however, a change affects print out of the Job displayed on the screen.

Function: When the user clicks the **Print** button (at the bottom of the Job Order page) the printed job order details will include the additional "Hiring Requirements Other" entry.



Hiring Requirements Other on Job Details page

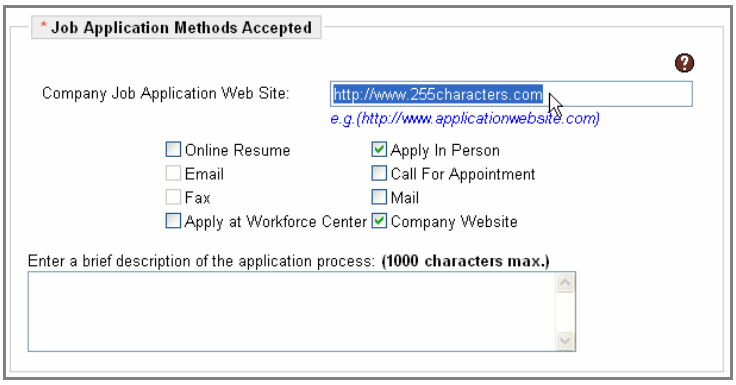
Item # 66682: **Increase Space for Employer's Website**

Virtual OneStop can now hold up to 255 Characters in the Web-site field for the job orders.

Location: On the Job Order form, in the Job Application Methods Accepted area.

Updates to Screen: Company Job Application Web Site address field increased to 255 characters.

Function: Allow employers to enter a long website address that can still be used for accessing and submitting job applications through the web for the job order.



Income Verification for WIA Application

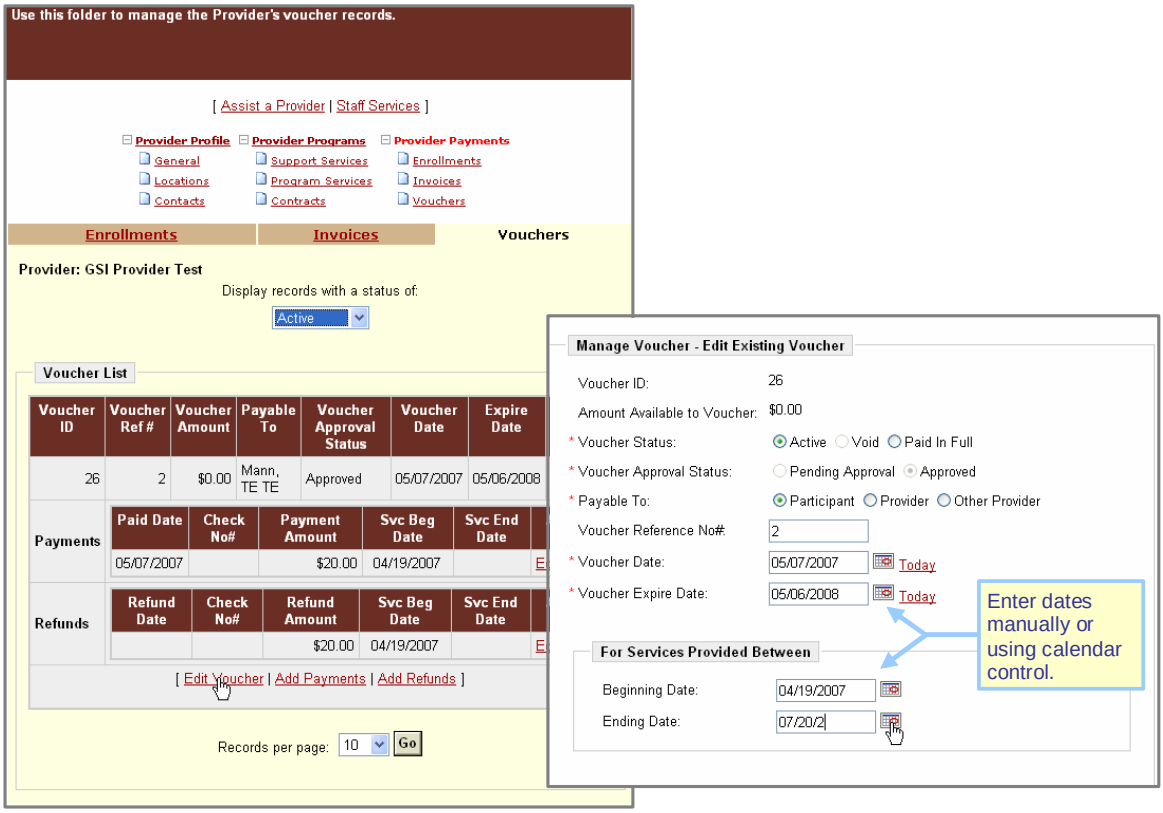
Item # 67208: **Manual Date Entry for Vouchers**

As part of ongoing improvements of Advanced IFT, entry of begin dates and end dates for vouchers can be entered by typing as well as using the standard calendar control.

Location: Select a provider and voucher: Manage Providers > Assist a Provider > Provider Payments folder > Vouchers tab > click Edit Voucher link.

Updates to Screen: Changes to date fields on the displayed Edit Voucher page.

Function: In the Voucher Window that displays, the Voucher Date, Expire Date, Beginning Date, and Ending Date fields can have values manually entered (as well as entered through Calendar Control).



Voucher tab and Edit Voucher area.

Build 73 — Staging 7/26/2007

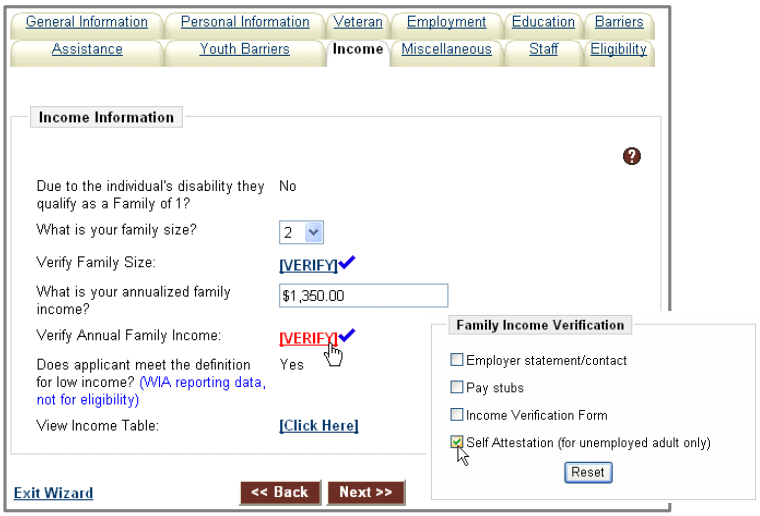
Item #63530: Additional Verification Selection for Annual Family Income

The additional verification of "Self-Attestation" is selectable for verifying the Annual Family Income field in the WIA application form.

Location: On the WIA Application, in the Income area.

Updates to Screen: Additional Self Attestation box in Family Income Verification.

Function: In the verification of Income for WIA Application, the indicated forms may not be sufficient for some situations (e.g., unemployed adults) and the Self Attestation selection can be used.



Income Verification for WIA Application

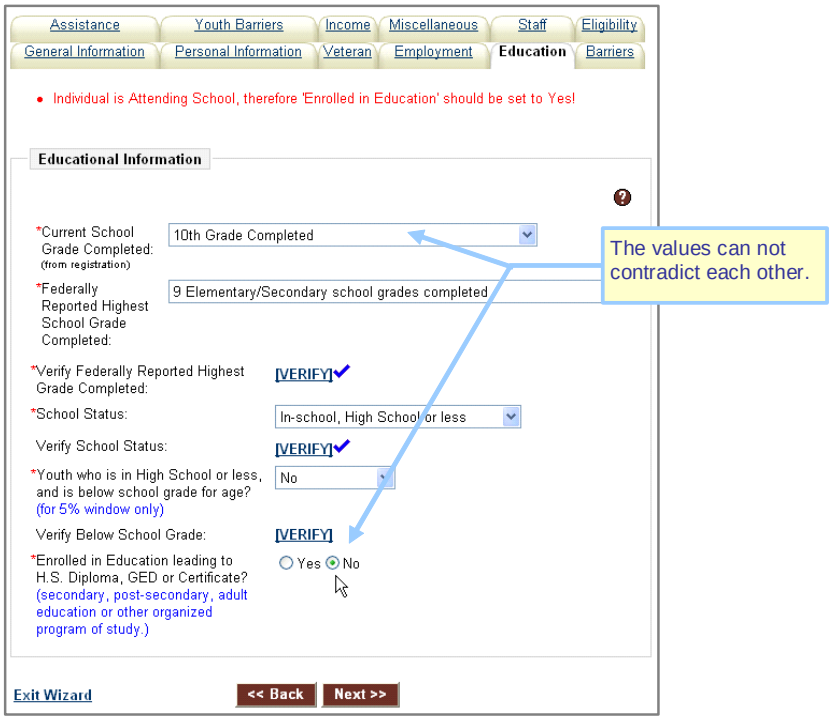
Item #67409: Added Logic Rule for WIA Application

An added verification check in the "Educational Info" section of the WIA Application now verifies that the *School Status* drop-down selection, and the Yes/No flag for "*Enrolled in Education leading to H.S. Diploma, GED or Certificate?*" can not contradict each other.

Location: On the WIA Application, in the Educational Information area.

Updates to Screen: An error message will appear in red at the top of the screen.

Function: When a staff member selects a school grade that would lead to a diploma or certificate, and selects *No* in the radio button at the bottom of the tab, then clicking **Next>>** will display an error message at the top of the tab, indicating the contradiction (as shown in the figure below).



Education Tab (School Grade selection & Diploma/Certification message)

Build 74 — Staging 8/02/2007

No Base System Enhancements in this deployment. Refer to the Release Notes reports (available in OPC) for details on specific incidents and change orders included.

Build 75 — Staging 08/09/2007

No Base System Enhancements in this deployment. Refer to the Release Notes reports (available in OPC) for details on specific incidents and change orders included.

Build 76 — Staging 08/16/2007

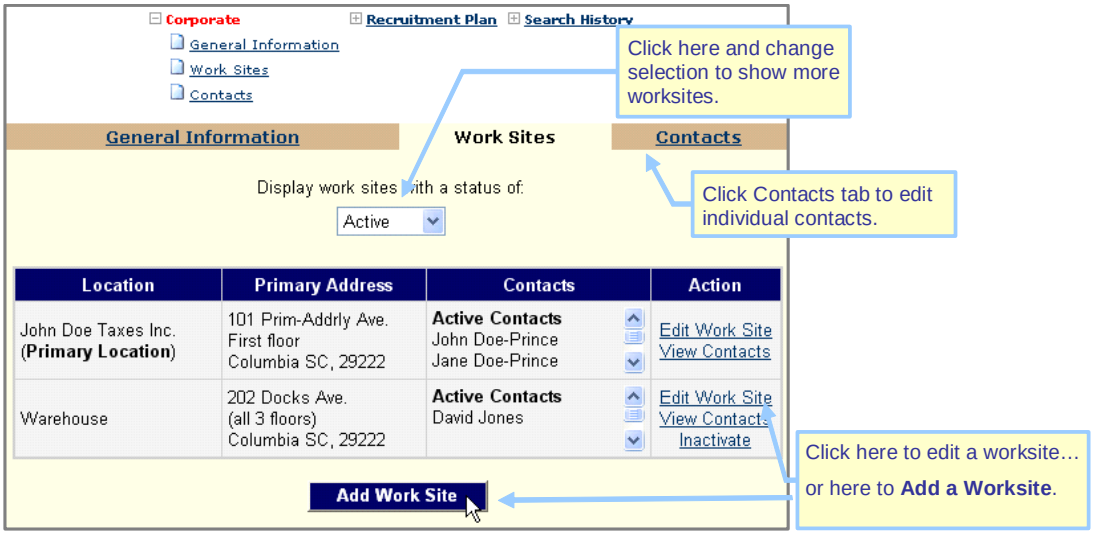
Item # 61315: **Employer Work Site/Contact Improvements**

The entry of worksite/location and contact data has been improved so that worksites and contacts use independent entry and edits screens (in versions 7, 8, and 9). The screens are separate tabs in versions 8 and 9). This improvement includes the ability to identify the primary location and contact at registration, and change the primary location/worksite or the primary contact at any point after the data is collected at initial registration.

Location: Select an employer and their corporate profile: Assist Employers > Assist an Employer > enter employer search criteria > select employer from search results > select Corporate Profile.

Updates to Screens (*Versions 8 and 9*): The Work Sites tab and Contacts tab are separate tabs. The Work Site tab displays the primary location. The Contacts tab displays the primary contact. Each has separate, independent add/edit screens. The screens include links to change the primary locations/contact.

Function – Work Sites Tab:

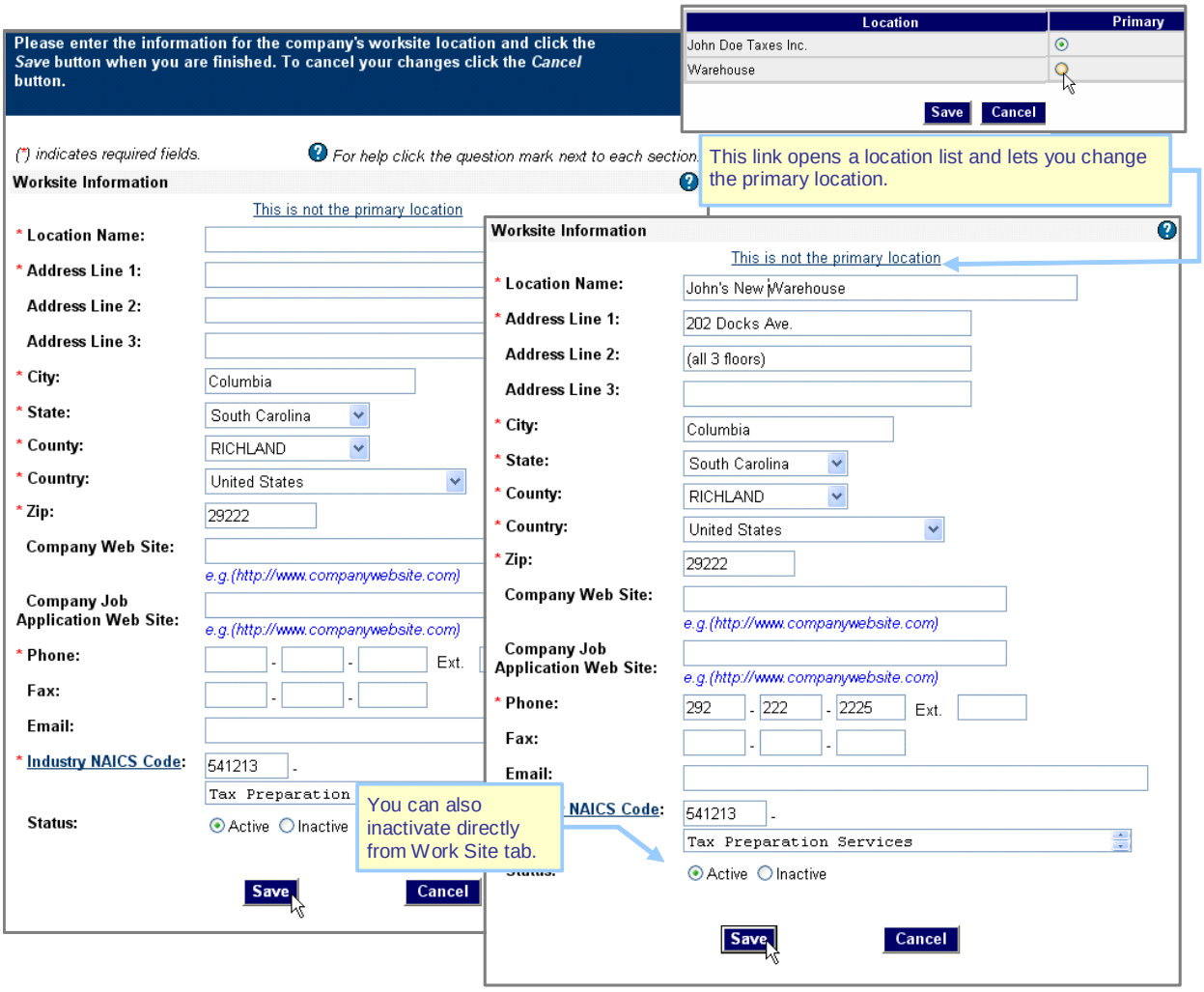


Worksites Tab

From the Worksites tab, you can:

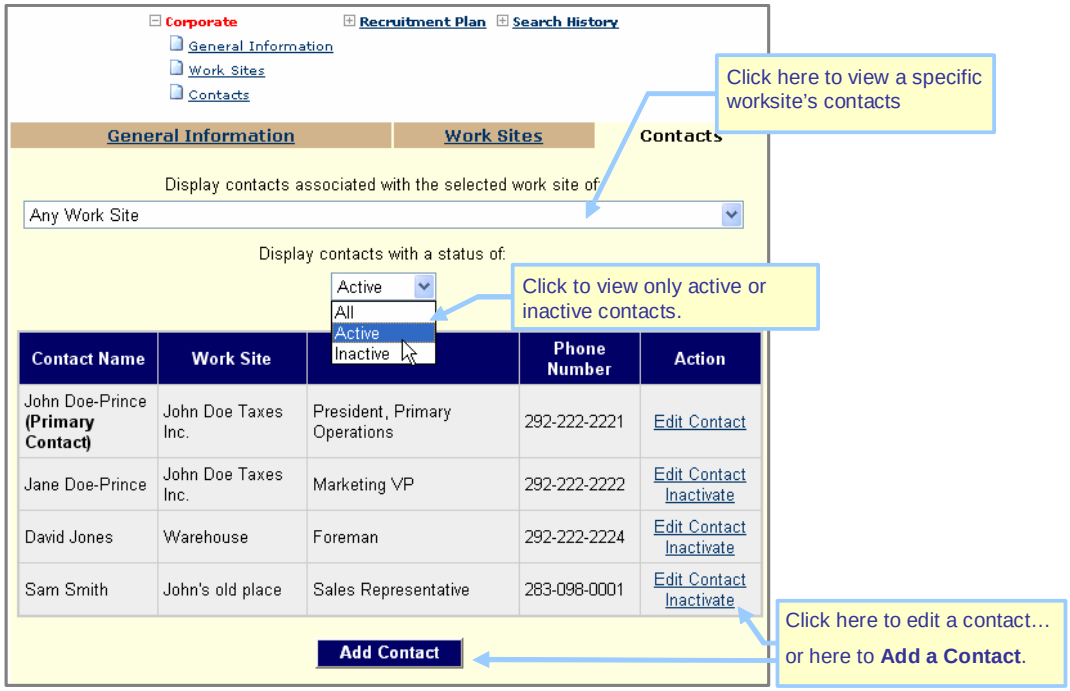
- Use the Status list – to display All, Active, or Inactive work sites.
- Click **Add Work Site** button – to display the Add Worksite form for entry of required and optional work site data.
- Click Edit Work Site link (under Action column) – to display the Edit Worksite form for making changes to existing worksite information.
- Click View Contact link (under Action column) – to access the Contacts tab with the display filtered for contacts at the worksite. (Editing or adding contacts can be made from the displayed Contacts tab).
- Click Inactivate/Activate link (under Action column) – to inactivate an active worksite, or activate an inactive worksite.

  Note: *This link does not display for the primary location.*



Add Worksite, Edit Worksite, and Change Primary Location Screens

Function – Contact Tab:

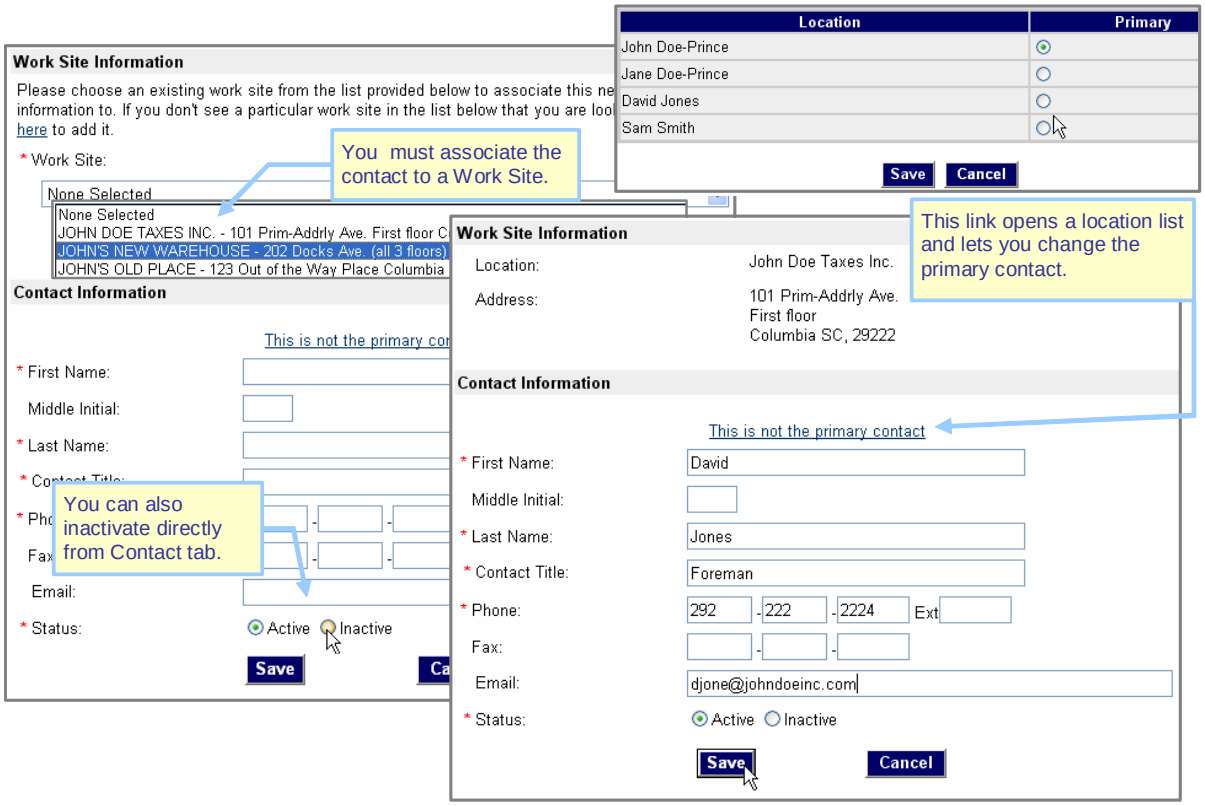


Contacts Tab

From the Contacts tab, you can:

- Use the Work Site list – to display contacts associated with Any Work Site, or with a specific work site.
- Use the Status list – to display All, Active, or Inactive contacts form for entry of required and optional contact data.
- Click **Add Contact** button – to display the Add Contact form for entry of required and optional contact data.
- Click Edit Contact link (under Action column) – to display the Edit Contact form for making changes to existing worksite information.
- Click Inactivate/Activate link (under Action column) – to inactivate an active contact, or activate an inactive contact.

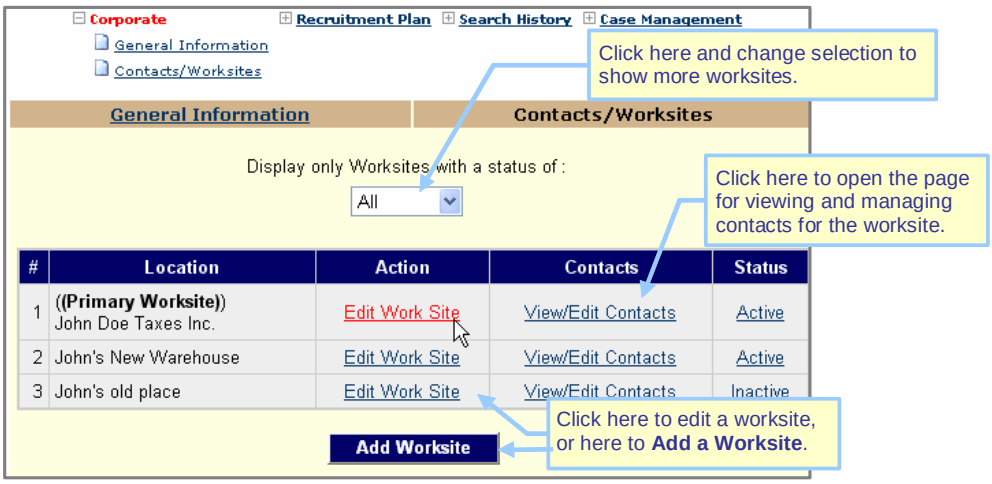
  Note: *This link does not display for the primary contact.*



Add Contact, Edit Contact, and Change Primary Contact Screens

Updates to Screens (*Version 7*): The Contacts/Worksites tab is a single tab (which displays a separate Contacts page from which contact are added or edited). The Contacts/Worksites tab displays the primary location. The separate Contacts tab displays the primary contact. Each has separate, independent add/edit screens. The screens include links to change the primary locations/contact.

Function – Contacts/ Worksites Tab:

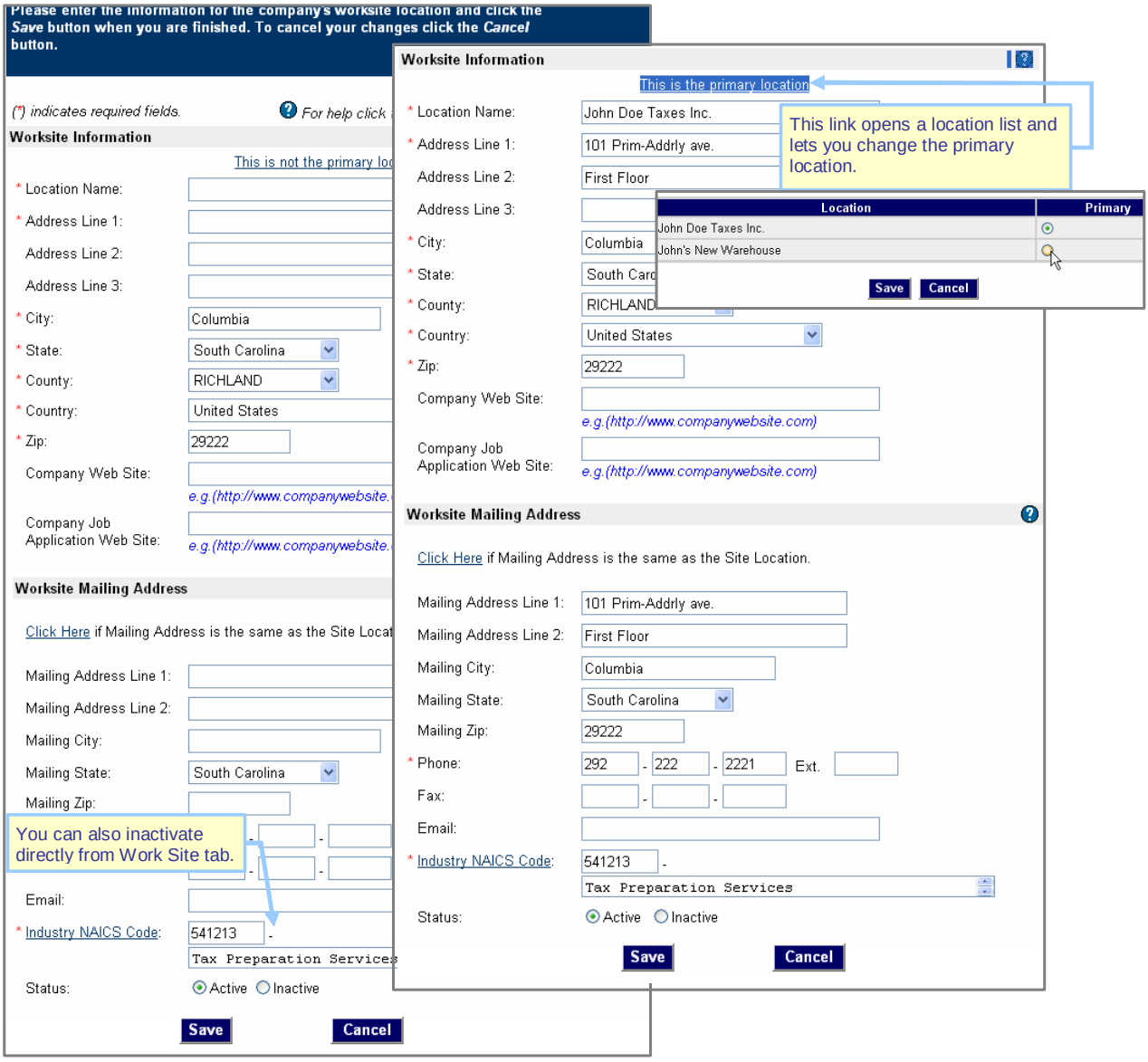


Contacts/Worksites Tab

From the Contacts/Worksites tab, you can:

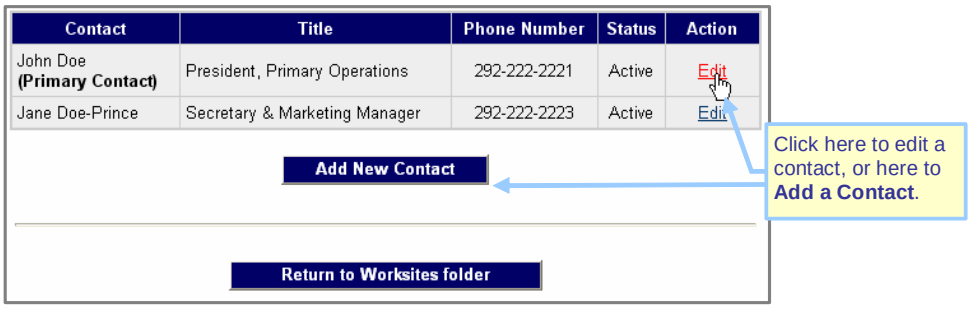
- Use the Status list – to display All, Active, or Inactive worksites.
- Click **Add Worksite** button – to display the Add Worksite form for entry of required and optional work site data.
- Click Edit Work Site link (under Action column) – to display the Edit Worksite form for making changes to existing worksite information.
- Click View/Edit Contacts link (under Action column) – to access the Contacts page (which lists contacts at the worksite, with controls for editing or adding to the contacts).
- Click Inactivate/Activate link (under Action column) – to inactivate an active worksite, or activate an inactive worksite.

Note: *This link display for the primary location, but you will receive an error message if you attempt to inactivate it.*



Add Worksite, Edit Worksite, and Change Primary Location Screens

Function – Contacts Page:



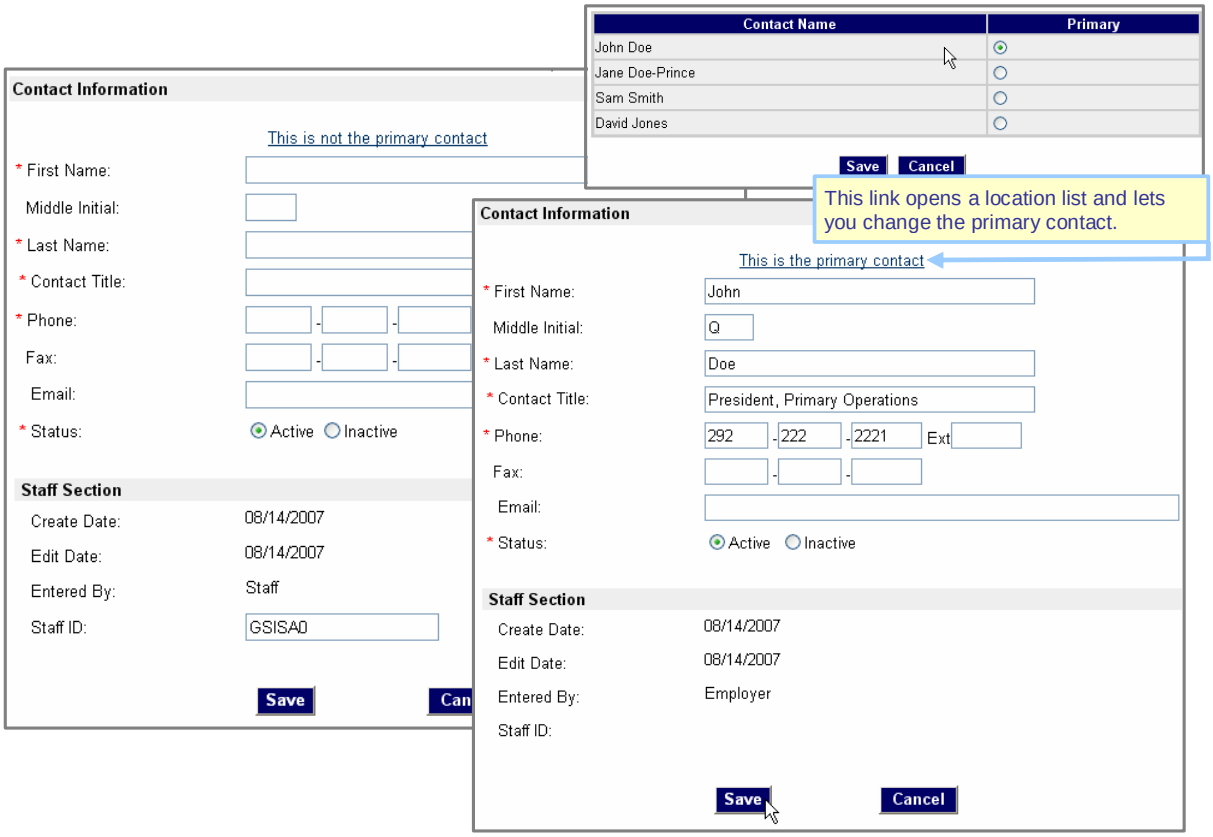
Contacts Tab

The Contacts Page displays only contacts for the worksite from which the page was opened.

From the Contacts page, you can:

- Click **Add New Contact** button – to display the Add Contact form for entry of required and optional contact data.
- Click Edit link (under Action column) – to display the Edit Contact form for making changes to existing worksite information.

Note: *There is not an Activate/Deactivate link on this page, only on the Edit Contact form. Once you save a contact as Inactive, that person will not display on this page (i.e., you cannot reactivate them).*

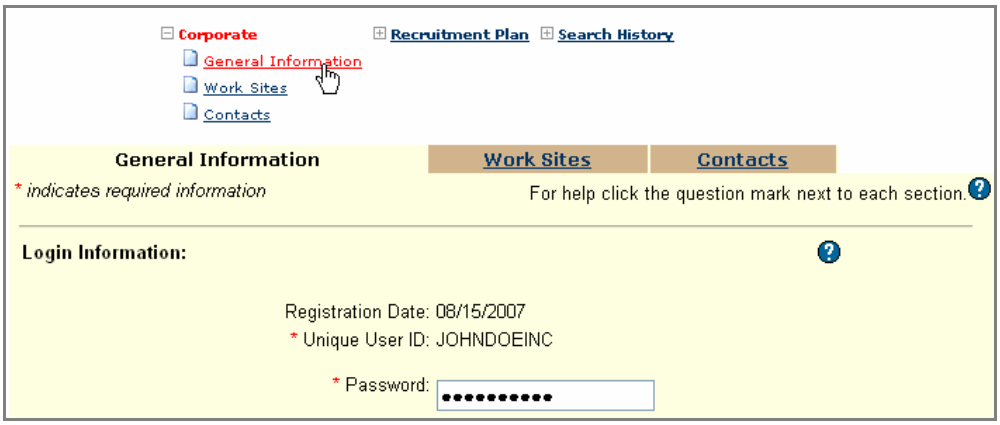


Add Contact, Edit Contact, and Change Primary Contact Screens

Employer Registration and General Information Improvement

As part of the improvement to Worksites and Contacts, the initial registration form collects the primary contact name as a separate first name and last name. The data entered during registration for the location and the contact person becomes the primary work site and primary contact upon successful registration.

The General Information tab displays the separate section for the Primary Location and Primary Contact, and includes links to the edit screens for changing the location or the contact. Any changes made to the primary location or primary contact person are updated on the Worksite and Contact tabs as well as on the General Information tab.



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