



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.

Table of Contents

Build 66 — Staging 05/17/2007	2
Item # 60204: Entered Employment during WIA Participation	2
Item # 65268: Auto Re-Enrollment in Wagner-Peyser	4
Build 67 — Staging 06/07/2007	7
Item # 60203: Merge Employers	7
Item # 61681: Job Order Status Changes	8
Build 68 — Staging 6/14/2007	17
Item # 62068: Job Search – Posted Date for Job Orders	17
Build 69 — Staging 6/21/2007	18
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	18
Item # 60742: Resetting a User’s Account	18
Item # 65810: “Already Registered” Check	21
Build 71 — Staging 7/12/2007	23
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	23
Item # 66107: Sort and Filter for Provider Invoice Tab	23
Item # 66212: Include Hiring Requirement “Other” Text on Printed Job Order	24
Item # 66682: Increase Space for Employer’s Website	25
Item # 67208: Manual Date Entry for Vouchers	25
Build 73 — Staging 7/26/2007	27
Item #63530: Additional Verification Selection for Annual Family Income	27
Item #67409: Added Logic Rule for WIA Application	27
Build 74 — Staging 8/02/2007	28
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	28
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	29
Item # 61315: Employer Work Site/Contact Improvements	29



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.

The screenshot shows the 'Programs' tab selected in a software interface. The page contains several sections: 'Create Wagner Peyser Program Application', 'Create WIA Adult - Dislocated Worker Application', 'Create WIA Participation', 'Create WIA Activity Records', and a table of activity records. The 'Create Entered Employment' link is highlighted in orange and has a mouse cursor pointing to it. A callout box points to this link with the text: 'Click to record employment the individual entered during WIA participation.'

Activity / Completion	WZ	Funding	Begin Date	Project End Date	Actual End Date
101 - Orientation Successful Completion	W	Adult	05/17/2007	05/17/2007	05/17/2007

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

No employers since exit available

Add Employer

Employer Information

[[Employer Search](#)]

Username:

* Employer Name: Assistant to Biological Tech - Enter [Verify Employer Name]

* Address Line 1: BioMedical Plaza

* Address Line 2:

* City: Palm Harbor

* State: Florida

* County: Pinellas County

* Zipcode: 34698 [Search for Zip]

* Country: United States

* Primary Employer Contact Name: facility manager

* Primary Employer Contact Phone Number: 727 - 555 - 5556 Ex

Primary Employer Contact Email:

Job Information

* Job Title: Tester 1

* Occupation: 19402100 [Select Occupation]
Biological Technicians

* Hours Worked: 40.0 (ex. 99.9)

* Hourly Wage at Exit: 15.00

* Job Start Date: 05/17/2007 []

Job End Date: [] ☒ Currently Employed

Reason for Leaving: None Selected

* Job Duties (2500 characters max)
Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results. May analyze organic
Current Characters: 263
[[SpellCheck](#) | [Insert occupational description](#) | [Clear Text](#)]

* Receiving Fringe Benefits: ☒ Yes ☐ No

* Job Covered by Unemployment Compensation: ☒ Yes ☐ No

* Is this considered Non-Traditional Employment? ☐ Yes ☒ No

* Is this considered Training Related Employment? 2 - No

* Add to Employment History: ☒ Yes, add to employment history ☐ No, do not add to employment history

Cancel **Save**

Entered Employment

Employer Name	Job Title
Assistant to Biological Tech - Entering	Tester 1

[[Edit](#)] [[Delete](#)]

Add Employer

Return

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.

General Info	Credentials	Youth Outcome	Employment	Staff Info						
Employment Information										
* Entered Employment: <input type="radio"/> Yes <input type="radio"/> Yes, Recall Employer <input type="radio"/> No										
<table border="1"><thead><tr><th>Employer Name</th><th>Job Title</th><th>Action</th></tr></thead><tbody><tr><td>Assistant to Biological Tech - Entering</td><td>Tester 1</td><td>[Edit][Delete]</td></tr></tbody></table>					Employer Name	Job Title	Action	Assistant to Biological Tech - Entering	Tester 1	[Edit] [Delete]
Employer Name	Job Title	Action								
Assistant to Biological Tech - Entering	Tester 1	[Edit] [Delete]								
Add Employer										
Exit This Step <<Back Next>>										

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.



Home

Quick Menu

- Job Search
- Resume Builder
- My Resources
- My Individual Profile

Services for Individuals

- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Youth and Senior Services

Other Services

- Message Center
- Assistance Center

About this Site

(*) indicates required fields. For help click the question mark next to each section.

Thank you for returning to the Employ Florida! If any changes in your education and employment status have occurred since your last visit please let us know by updating the information below. If the information is accurate click the Continue button to proceed.

Participation Information

- * Highest Education Level Achieved: Bachelor's Degree
- * School Status: No, Not Attending Any School
- * Employment Status: 1 - Working Full Time
- * Unemployment Status: 4 - No, Neither Claimant nor Exhaustee
- * Currently Seeking Employment: Yes No

Continue

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.



(*) indicates required fields. For help click the question mark next to each section.

This individual is currently not active in Wagner Peyser. To assist this individual, please update the following information so that appropriate services can be recorded.

Participation Information

* Highest Education Level Achieved: Bachelor's Degree

* School Status: No, Not Attending Any School

* Employment Status: 1 - Working Full Time

* Unemployment Status: 3 - Yes, Exhaustee

* Currently Seeking Employment: ☒ Yes ☐ No

* Initial Service Activity: None Selected

Enroll now **Do not enroll**

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 redisplay 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.

Username	Employer	City	Active Contacts	Created	Access	Action	
GARGIULO1	GARGIULO INC	Immokalee	DIANE	11/16/2006	Enabled	General Contacts Activities	<input type="checkbox"/>
TEST424E	GARGIULO INC	Naples	DIANE LUZ Richard	11/14/2006	Enabled	General Contacts Activities	<input type="checkbox"/>

General Information

Work Sites

Contacts

* indicates required information ? For help click the question mark next to each section.

Staff Section ?

Registration Date: 11/16/2006
Source of Registration: Unknown

[[Reset Employer Account](#) | [Merge Employer Account](#)]

Login Information:

* Unique User ID: GARGIULO1

Username	Employer	City	Active Contacts	Created	Access
GARGIULO1	GARGIULO INC	Immokalee	DIANE	11/16/2006	Enabled
TEST424E	GARGIULO INC	Naples	DIANE LUZ Richard	11/14/2006	Enabled

Selecting a Merge Employer Account



For help click the question mark.

Employer Merge Information

Master Employer: GARGIULO INC (GARGIULO1)
Merge Employer: GARGIULO INC (TEST424E)

Records to be Merged

Listed below are the detailed record items that will be merged. There will be other miscellaneous records merged as well.

Data Item	Records
Appointments	0
Case Notes	0
Contacts	5
Skill Sets	0
Work Sites	4
Job Orders	4
Job Orders (Open)	0
Messages	5
Services	9
Virtual Recruiters	1

Merged Employer Outcome

* Outcome: ☒ Merged employer will be archived
☐ Merged employer will be deleted

Merge **Cancel**

Clicking will merge the displayed employer record into the master employer.

Microsoft Internet Explorer

Are you sure you want to merge these employer user accounts?

OK **Cancel**

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:

The screenshot displays the 'Staff Services' section of the application. At the top, there are navigation links: [Assist an Employer | Staff Services]. Below this, there are tabs for Corporate, Recruitment Plan, Search History, and Case Management. The main section is titled 'Job Orders' and includes a sub-header 'Job Applicants', 'Skill Sets', and 'Virtual Recruiter'. A filter dropdown is set to 'Open and available'. A table lists job orders with columns: #, Job Order Title, Employer Job Status, Status, Created, Inactive After, Views, Applicants, and Action. The first row shows job order #17, 'Able Seamen', with status 'Open and available'. The 'Action' column for this row has links: Copy, Edit, Delete, Search, and Status. A dropdown menu is open, showing a list of statuses: Any, Pending Employer Verification, Employer access revoked, Maximum Positions Met (Placed), Maximum Applicant Met (Fully Referred), Veteran Hold, Employer Filled Position, Employer Position no longer available, Expired, Open and available (highlighted), Closed by staff, Marked for Deletion, and On Hold. Annotations indicate that staff can click the 'Open and available' link to access the Job Order Status screen and the 'Edit' link to access job order details.

#	Job Order Title	Employer Job Status	Status	Created	Inactive After	Views	Applicants	Action
17	Able Seamen	Open and available	Off-Line Open and available	12/21/2006	03/20/2007	0	2	Copy Edit Delete Search Status

Staff can click the [Open and available](#) link to access the Job Order Status screen.

Staff can click the [Edit](#) link to access job order details.

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).

The screenshot shows the 'Staff Information' section of the 'Job Order Details' screen. On the left, an 'Action' menu is visible with options: Copy, Edit, Delete, Search, and Status. The 'Edit' option is circled in red, and a blue arrow points from it to the 'Staff Job Order Status' dropdown menu. The main form contains the following fields:

- Staff Information:**
 - Last Reviewed by: GSISA0 on 2/26/2007 3:52:00 PM
 - Job order initially entered by Employer
 - Last Reviewed by: GSISA0 on 2/26/2007 3:52:00 PM
- Job Order Number: 17
- Staff Notes regarding this job order: GSISA0
- * Local Office Number: MWC - AWEE - Tempe
- Category: Regular (Non Domestic)
- * Job Developer / Mandatory Listing: None of the items listed
- * Interstate Job Clearance: Local
- * LWIA: Apache County
- On-line Status: Off-Line
- * Staff Job Order Status: Open and available (selected)
- * Employer Job Order Status: None Selected
- * Reason: Closed by staff
- * Future Release Date from Hold: Open and available

At the bottom, there is a link: [Refer candidate(s) to this job]

Two yellow callout boxes provide additional information:

- The system maintains a limited edit history of the job order record.
- The system automatically modifies the staff job order status to “Marked for Deletion” when staff or employers delete the job order.

Sample Job Order Details Screen (Staff Section)

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



(*) indicates required fields. For help click the question mark.

Job Order Statistics

Job Title: Able Seamen

On-Line Status: Closed by staff

Employer Status: O - Open and available

Available Online: Off-line

Positions Available:	1	Number of Applicants Requested:	25
Applicants Hired:	0	Actual Applications Made:	2
Positions Remaining:	1	Applicant Balance:	23

Update Job Order Status

* Employer status: Open and available

* Staff Status: Closed by staff

Save Cancel

Employer Job Status

Open and available

Employers, as well as staff, can increase the number of positions available and the referral limit for this job order. For details, see the "Increasing Positions and Applicants" topic that 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: <i>The date to display this job order on line has expired. Please modify the date to display below.</i> 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:

Display only Job Orders with a status of :

* To close a job order, click on a link in the Status column. close.

#	Job Order Title	Employer Job Status	On-line Status	Created	After	Views	Applicants	Action
17	Able Seamen	Open and available	Off-Line Open and available	12/21/2006	03/20/2007	0	2	Copy Edit Search Applicants

[Create a New Job Order](#)

Employers can click the [Open and available](#) link to access the Job Order Status screen as shown below.

Employers can click the [Edit](#) link to access the Job Order Details screen.

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).

(*) indicates required fields. [?](#) For help click the question mark.

Job Order Statistics

Job Title: Able Seamen

On-Line Status: Closed by staff

Employer Status:

Available Online:

[Positions Available:](#) 1 [Number of Applicants Requested:](#)

[Applicants Hired:](#) 0 [Actual Applications Made:](#)

[Positions Remaining:](#) 1 [Applicant Balance:](#) 23

Update Job Order Status

* Employer status:

[Save](#) [Cancel](#)

Employers, as well as staff, can increase the number of positions available and the referral limit for this job order. For details, see the "Increasing Positions and Applicants" topic that follows.

Employers may choose from three job order statuses.

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 <i>Position no longer available</i> , 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 <i>Position filled</i> , 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: <i>The date to display this job order on line has expired. Please modify the date to display below.</i> 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: <i>The date to display this job order on line has expired. Please modify the date to display below.</i> 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 <i>Position filled</i> to <i>Position no longer available</i> , 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 <i>Position filled</i> to <i>Position no longer available</i> , 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**.



Positions Available: 1
Applicants Hired: 0
Positions Remaining: 1

Staff and employers may only increase this value.

(*) indicates required fields.
Modify Number of Positions Available
Current Positions Setting: 1
* New Number Positions Available:

Save Cancel

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**.

Number of Applicants Requested: 25
Actual Applications Made: 2
Applicant Balance: 23

Staff and employers may only increase this value.

(*) indicates required fields.
Modify Max Number of Applicants to be Considered
Current Max Number of Applicants: 25
* New Max Applicant Value:

Save Cancel

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):



Feature Enhancement Release Notes (through Build 76)

Job Order Number: 17

Occupation
Able Seamen (53501101)

Location
JO Address
JO Address Line 1
TUCSON, AZ 85737 US
[Change Current | Edit Current | Add New]

Contact
Name: Name 60613
Phone: 999-999-9999 Ext. 9999
[Change Current | Edit Current | Add New]

Job Details
* Job Title: Able Seamen
* Number of open positions for this job order: 1
* Earliest date to display this job order on the system: 12/21/2006 (mm/dd/yyyy)
* Last date this job order will be displayed on this system: 03/20/2007 (mm/dd/yyyy)
* Type of Job: Full Time (Over 30 Hours)
* Anticipated Job Duration: Over 150 Days
Does this Job fall within any of the following Special Categories: None Selected
* Maximum Number of applicants you would like to consider at this time: 25 (999 max.)

Job Duties and Skills
* Job Description:
[Insert occupational description] or create a specific job description.
Stand watch at bow or on wing of bridge to look for obstructions in path of vessel. Measure water depth. Turn wheel on bridge or use emergency equipment as directed by mate. Break out, rig, overhaul, and store cargo-handling gear, stationary rigging, and running gear.
[SpellCheck]
Listed below are the skills that are associated with this occupation. You may add or delete skills from this list by clicking the "Specify required job skills" link. When clicked, you will select skills from several categories and use those criteria to determine the applicant for this job order.
* [Specify required job skills]
1. maintain daily logs or records
2. move or fit heavy objects
3. understand technical operating, service or repair manual
4. use two-way radio or mobile phone
5. operate emergency fire or rescue equipment
* Special Software/Hardware skills needed: ☐ Yes ☒ No
Enter other specific skills required (e.g. degrees, certification, software, etc.):

Job Requirements
If you have a minimum age requirement for this job, what is that requirement?
* Test Requirement: No test required
Provide a brief description of testing performed:
Hiring Requirements:
☐ Drug Testing/Screening ☐ Background Checks
☐ Credit Checks ☐ Reference Checks
☐ Other(specify)
Hiring Requirements Other:
* Years of Education Required: High School Diploma
* Months of Experience in selected occupation: 12
* Do you require a driver's license for this position? No
Drivers License Certification:
☐ Class A - Any vehicle with GVWR
Towing vehicles with GVWR > 1000
☐ Class B - Any vehicle with GVWR
☐ Class C - Vehicle carrying 15 passengers
placardable amounts of hazardous materials
GVWR <26000
☐ Class E - Private Vehicle
☐ Class E - Learner
☐ Motorcycle Also
☐ Motorcycle ONLY
Drivers License Endorsements:
☐ Operator
☐ Hazardous Material
☐ Double / Triple Trailers
☐ Motorcycles

Compensation and Hours
* Minimum Salary: 10.00 (Ex: 5.00 or 25000.00 - no commas)
* Maximum Salary: 12.00 (Ex: 5.00 or 25000.00 - no commas)
View Labor Market Wage Rates
* Basis for unit of salary/pay: Hour
* Pay Comments: DOE (Depends on Experience)
* Is Supplemental Compensation offered? ☒ Yes ☐ No
* Type of Compensation: Not Applicable
* Hours Per Week: 40
* Shift: Not Applicable
* Benefits Offered for this Job:
☒ Medical ☒ Dental
☒ Life Insurance ☒ Vision
☐ Child Care ☒ Vacation
☒ Holidays ☐ Sick Leave
☐ Tuition Assistance ☐ Job Share
☒ Flex-Time ☐ 401K
☐ Stock Options ☐ Retirement/Pension
☐ Relocation Assistance ☐ Uniform Allowance
☐ Company Vehicle ☐ Other
☐ Short/Long Term Disability ☒ Paid Time Off
☐ None
Enter a brief description of other benefits you may offer:
Please list any additional benefits you may provide not listed above:
* Is this job accessible by public transportation? ☐ Yes ☒ No
Job Order Information to be displayed online
☒ Option 1 - Full job description and contact information will be displayed online.
☐ Option 2 - No contact information is displayed online. Job seeker must apply at job center. (Suppressed)
☐ Option 3 - This job is not to be displayed online and is only available to job center staff. (Not Online)
Job Application Methods Accepted
Company Job Application Web Site: e.g. (http://www.applicationwebsite.com)
☒ Online Resume ☒ Apply In Person
☐ Email ☐ Call For Appointment
☐ Fax ☐ Mail
☐ Apply At One-Stop ☐ Company Website
Enter a brief description of the application process. (1000 characters max.)
* Upload to America's Job Bank: ☐ Yes ☒ No
* Are you a Federal Contractor? ☐ Yes ☒ No
* Does a court ordered affirmative action plan require posting this job order? ☐ Yes ☒ No
* Is this job order for an Enterprise Zone? ☐ Yes ☒ No
Staff Information
Last Reviewed by: GSISAO on 2/26/2007 3:52:00 PM
Job order initially entered by Employer
Last Reviewed by: GSISAO on 2/26/2007 3:52:00 PM
Job Order Number: 17
Staff Notes regarding this job order:
* Local Office Number: MWC - AWEE - Tempe
Category: Regular (Non Domestic)
* Job Developer / Mandatory Listing: None of the items listed
* Interstate Job Clearance: Local
* LWIA: Apache County
On-line Status: Off-Line
* Staff Job Order Status: Open and available
* Employer Job Order Status: Open and available
* Reason: Not Applicable
* Future Release Date from Hold:
[Refer candidate(s) to this job]

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 <input type="checkbox"/>
...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	National League for Nurses	1	Refer <input type="checkbox"/>
...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	National League for Nurses	1	Refer <input type="checkbox"/>
...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	JobsIn TheMoney	1	Refer <input type="checkbox"/>
...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 <input type="checkbox"/>
...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.

The screenshot shows a web interface with four tabs: General Information, Background, Activities, and Memo. The General Information tab is active. Below the tabs, there is a note: "(*) indicates required fields. For help click the question mark next to each section." Below this, the "Staff Section" is displayed with a question mark icon. The Staff Section contains the following information: Registration Date: 12/01/2006, Source of Registration: None Selected, LWIA / Region: 08 - WorkSource Florida, Onestop Office: Downtown Jacksonville WorkSource Career Services, and Account Reset: [Click Here to Reset Account](#). The "Account Reset" link is highlighted with a red box.

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 send 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.

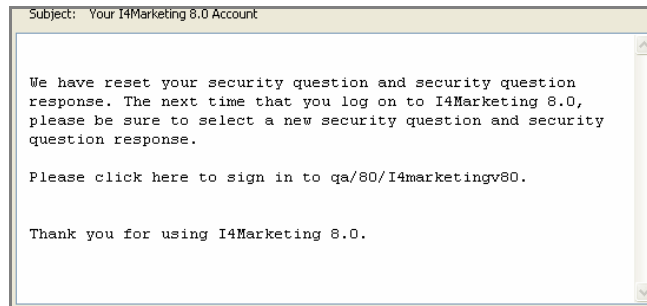
Reset Options Screen

- 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).

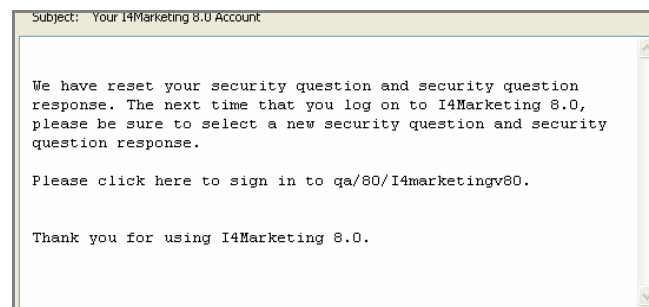
- After the user receives the email, they will be required (at logon) to change their password from "password" to a unique password before proceeding any further in VOS.



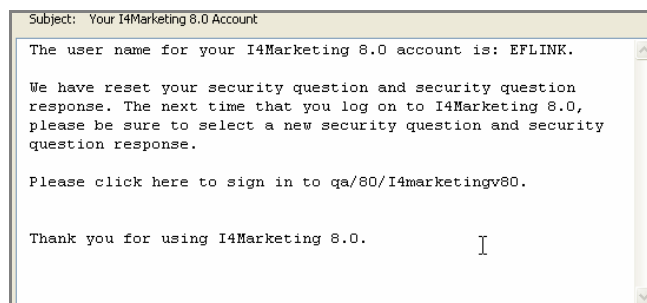
- The verifications screens and steps for verifying the account information (for a reset password) will be similar to the steps after the *Your Information* screen, described in Option 1 (for individual or for employer) for the previous “Forgot Password and/or User ID” enhancement.
- For reset of the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



- 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.



- 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.





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.

Please enter the following login information and click the Next button when you are finished. Be sure to remember your User ID and Password. You will need them to access this system again.

(*) indicates required fields. For help click the question mark.

Login Information:

- * User Name: 1ADAM12
- * Password: [Redacted]
- * Confirm Password: [Redacted]
- * Security Question: What is your mother's maiden name?
- * Security Question Response: smith
- * Please enter your residential Zip Code: 32955
- * Social Security Number: [Redacted]
- * Re-enter SSN: [Redacted]
- * Are you authorized to work in the United States? ☒ Yes ☐ No

Please do not use any personal identification information as your user name (Number or FEIN). You will need your User ID and Password for all future actual write this information down and keep it in a secure place.

Already Registered

It appears that you already have an account in the system.

Based on the information you just provided, it appears that you have already registered an account in the system.

Click the button below to begin the process of retrieving your account information.

Next >>

If SSN already is registered, the screen is displayed when **Next>>** is selected.

If SSN is not used, the screen is displayed when **Next>>** is selected on 2nd page.

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.



Enter information into the form, so that we can verify this information against what is in our database. If you can't provide the needed information, you may contact staff by clicking the [Go To Contact Staff Page](#) link.

Your Information

We must verify some personal information before we can reactivate your account. Fill out the form below, then click **Verify**.

* First Name:

* Last Name:

* Date of Birth: *Example (MM/DD/YYYY)*

* Zip Code: *(99999-9999)*

Verify

[\[Go To Contact Staff Page \]](#)

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

You have successfully re-activated your account. Please take note of your User Name. You must now re-set your account password to continue.

User Name: 1ADAM12

* Password: *Password (8 – 16 characters, you must have at least one letter and one number)*

* Confirm Password:

Save

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).

The screenshot displays the 'Provider Invoices' tab for 'GSI Provider Test'. It includes a navigation menu with 'Provider Profile', 'Provider Programs', and 'Provider Payments'. The 'Invoices' tab is selected, showing a 'Work Exp Contract List' and an 'OJT Contract List'. The 'Work Exp Contract List' table has columns: Contract Service Name, Contract Service Desc, Agreement Number, and Action. The 'OJT Contract List' table has columns: Contract Service Name, Contract Service Desc, Agreement Number, and Action. A filtered invoice table is shown with columns: Invoice ID, Invoice Ref #, Invoice Amount, Payable To, Invoice Status, Invoice Approval Status, Invoice Date, and Expire Date. The filtered invoice table shows one record with Invoice ID 25, Invoice Ref #, Invoice Amount \$ 510.00, Payable To GSI Provider Test, Invoice Status Active, Invoice Approval Status Approved, Invoice Date 07/05/2007, and Expire Date 05/02/2008. A status filter dropdown is visible, showing options: Active, Active Paid in Full, Void, and All.

Contract Service Name	Contract Service Desc	Agreement Number	Action
GSI Date Test	test	4614AD07W3011	Invoices
Jen Test	testing 61667	1602DW06W3008	Invoices
GSI Date Test	test	3611AD06W3018	Invoices
GSI Close	test	5601AD06W3014	Invoices
Youth Contract	test test	3611OS06W3005	Invoices
Test Statewide	Test Statewide Description	2603AD06W3007	Invoices
GSI Date Test	test		Invoices
test	test		Invoices

Contract Service Name	Contract Service Desc	Agreement Number	Action
Test Generate	Test Generate	2603AD06O15	Invoices
Social Work	Social Work		Invoices

Invoice ID	Invoice Ref #	Invoice Amount	Payable To	Invoice Status	Invoice Approval Status	Invoice Date	Expire Date
25		\$ 510.00	GSI Provider Test	Active	Approved	07/05/2007	05/02/2008

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.

The screenshot shows the 'Job Requirements' form. It includes fields for minimum age requirement, reason for age requirement (dropdown), test requirement (dropdown), and a text area for testing description. Below these are checkboxes for 'Drug Testing/Screening', 'Background Checks', 'Credit Checks', 'Reference Checks', and 'Other(specify)'. The 'Other(specify)' checkbox is checked. A red box highlights the 'Hiring Requirements Other' section, which contains a text area with the following text: 'CONVERSION: Complete a WYOS10 and return to Diane, and then the applicant needs to call Brad. They will have to complete an employers application, also, in Greybull.'

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).



Use this folder to manage the Provider's voucher records.

[[Assist a Provider](#) | [Staff Services](#)]

☐ **Provider Profile** ☐ **Provider Programs** ☐ **Provider Payments**

[General](#) [Support Services](#) [Enrollments](#)

[Locations](#) [Program Services](#) [Invoices](#)

[Contacts](#) [Contracts](#) [Vouchers](#)

Enrollments **Invoices** **Vouchers**

Provider: GSI Provider Test

Display records with a status of:

Voucher List

Voucher ID	Voucher Ref #	Voucher Amount	Payable To	Voucher Approval Status	Voucher Date	Expire Date
26	2	\$0.00	Mann, TE TE	Approved	05/07/2007	05/06/2008
Payments						
	Paid Date	Check No#	Payment Amount	Svc Beg Date	Svc End Date	
	05/07/2007		\$20.00	04/19/2007		E
Refunds						
	Refund Date	Check No#	Refund Amount	Svc Beg Date	Svc End Date	
			\$20.00	04/19/2007		E

[[Edit Voucher](#) | [Add Payments](#) | [Add Refunds](#)]

Records per page:

Manage Voucher - Edit Existing Voucher

Voucher ID: 26

Amount Available to Voucher: \$0.00

* Voucher Status: ☒ Active ☐ Void ☐ Paid In Full

* Voucher Approval Status: ☐ Pending Approval ☒ Approved

* Payable To: ☒ Participant ☐ Provider ☐ Other Provider

Voucher Reference No#:

* Voucher Date:

* Voucher Expire Date:

For Services Provided Between

Beginning Date:

Ending Date:

Enter dates manually or using 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.

General Information Personal Information Veteran Employment Education Barriers
Assistance Youth Barriers Income Miscellaneous Staff Eligibility

Income Information

Due to the individual's disability they No
qualify as a Family of 1?

What is your family size? 2

Verify Family Size: **VERIFY** ✓

What is your annualized family income? \$1,350.00

Verify Annual Family Income: **VERIFY** ✓

Does applicant meet the definition for low income? (WIA reporting data, not for eligibility) Yes

View Income Table: [\[Click Here\]](#)

Family Income Verification

☐ Employer statement/contact

☐ Pay stubs

☐ Income Verification Form

☒ Self Attestation (for unemployed adult only)

[Reset](#)

[Exit Wizard](#) << Back Next >>

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).



Assistance Youth Barriers Income Miscellaneous Staff Eligibility
General Information Personal Information Veteran Employment Education Barriers

• Individual is Attending School, therefore 'Enrolled in Education' should be set to Yes!

Educational Information

*Current School Grade Completed: 10th Grade Completed

*Federally Reported Highest School Grade Completed: 9 Elementary/Secondary school grades completed

*Verify Federally Reported Highest Grade Completed: [VERIFY](#) ✓

*School Status: In-school, High School or less

Verify School Status: [VERIFY](#) ✓

*Youth who is in High School or less, and is below school grade for age? (for 5% window only) No

Verify Below School Grade: [VERIFY](#)

*Enrolled in Education leading to H.S. Diploma, GED or Certificate? (secondary, post-secondary, adult education or other organized program of study.) ☐ Yes ☒ No

[Exit Wizard](#) << Back Next >>

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:

The screenshot shows the 'Work Sites' tab in a web application. At the top, there are tabs for 'Corporate', 'Recruitment Plan', and 'Search History'. Below these are links for 'General Information', 'Work Sites', and 'Contacts'. The 'Work Sites' tab is active, showing a section 'Display work sites with a status of:' with a dropdown menu set to 'Active'. Below this is a table with columns: Location, Primary Address, Contacts, and Action. The table lists two work sites: 'John Doe Taxes Inc. (Primary Location)' and 'Warehouse'. The 'Action' column contains links like 'Edit Work Site', 'View Contacts', and 'Inactivate'. Callouts point to various elements: 'Click here and change selection to show more worksites.' points to the status dropdown; 'Click Contacts tab to edit individual contacts.' points to the 'Contacts' tab; 'Click here to edit a worksite... or here to Add a Worksite.' points to the 'Add Work Site' button and the 'Edit Work Site' link.

Location	Primary Address	Contacts	Action
John Doe Taxes Inc. (Primary Location)	101 Prim-Addrly Ave. First floor Columbia SC, 29222	Active Contacts John Doe-Prince Jane Doe-Prince	Edit Work Site View Contacts
Warehouse	202 Docks Ave. (all 3 floors) Columbia SC, 29222	Active Contacts David Jones	Edit Work Site View Contacts Inactivate

Add Work Site

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.



Please enter the information for the company's worksite location and click the Save button when you are finished. To cancel your changes click the Cancel button.

Location	Primary
John Doe Taxes Inc.	<input checked="" type="radio"/>
Warehouse	<input type="radio"/>

Save Cancel

(*) indicates required fields. ? For help click the question mark next to each section.

Worksite Information [This is not the primary location](#)

* Location Name:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* County:

* Country:

* Zip:

Company Web Site:

Company Job Application Web Site:

* Phone: - - Ext.

Fax: - -

Email:

* Industry NAICS Code: -

Status: ☒ Active ☐ Inactive

Save Cancel

Worksite Information [This is not the primary location](#)

* Location Name:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* County:

* Country:

* Zip:

Company Web Site:

Company Job Application Web Site:

* Phone: - - Ext.

Fax: - -

Email:

* NAICS Code: -

Status: ☒ Active ☐ Inactive

Save Cancel

You can also inactivate directly from Work Site tab.

This link opens a location list and lets you change the primary location.

Add Worksite, Edit Worksite, and Change Primary Location Screens

Function – Contact Tab:



The screenshot shows the 'Contacts' tab in a web application. At the top, there are navigation links: 'Corporate', 'Recruitment Plan', and 'Search History'. Below these are sub-links: 'General Information', 'Work Sites', and 'Contacts'. The 'Contacts' tab is selected, and the 'Work Sites' sub-link is highlighted. A callout points to the 'Work Sites' sub-link with the text: 'Click here to view a specific worksite's contacts'. Below the navigation links, there are two tabs: 'General Information' and 'Work Sites'. The 'Work Sites' tab is selected. Below the tabs, there is a dropdown menu labeled 'Display contacts associated with the selected work site of:' with 'Any Work Site' selected. A callout points to this dropdown with the text: 'Click here to view only active or inactive contacts.' Below the dropdown, there is another dropdown menu labeled 'Display contacts with a status of:' with 'Active' selected. A callout points to this dropdown with the text: 'Click here to view only active or inactive contacts.' Below the status dropdown, there is a table with the following columns: 'Contact Name', 'Work Site', 'Phone Number', and 'Action'. The table contains four rows of contact information. A callout points to the 'Add Contact' button at the bottom of the table with the text: 'Click here to edit a contact... or here to Add a Contact.'

Contact Name	Work Site	Phone Number	Action
John Doe-Prince (Primary Contact)	John Doe Taxes Inc.	292-222-2221	Edit Contact
Jane Doe-Prince	John Doe Taxes Inc.	292-222-2222	Edit Contact Inactivate
David Jones	Warehouse	292-222-2224	Edit Contact Inactivate
Sam Smith	John's old place	283-098-0001	Edit Contact Inactivate

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.



Work Site Information

Please choose an existing work site from the list provided below to associate this new information to. If you don't see a particular work site in the list below that you are looking for, click [here](#) to add it.

* Work Site:

None Selected

None Selected

JOHN DOE TAXES INC. - 101 Prim-Addry Ave. First floor Columbia SC, 29222

JOHN'S NEW WAREHOUSE - 202 Docks Ave. (all 3 floors) Columbia SC, 29222

JOHN'S OLD PLACE - 123 Out of the Way Place Columbia SC, 29222

Contact Information

* First Name: []

Middle Initial: []

* Last Name: []

* Contact Title: []

* Phone: [] - [] - [] Ext. []

* Fax: [] - [] - []

Email: []

* Status: ☒ Active ☐ Inactive

Work Site Information

Location: John Doe Taxes Inc.

Address: 101 Prim-Addry Ave. First floor Columbia SC, 29222

Contact Information

* First Name: David

Middle Initial: []

* Last Name: Jones

* Contact Title: Foreman

* Phone: 292 - 222 - 2224 Ext. []

* Fax: [] - [] - []

Email: djones@johndoeinc.com

* Status: ☒ Active ☐ Inactive

Location

Location	Primary
John Doe-Prince	<input checked="" type="radio"/>
Jane Doe-Prince	<input type="radio"/>
David Jones	<input type="radio"/>
Sam Smith	<input type="radio"/>

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:

Corporate **Recruitment Plan** **Search History** **Case Management**

General Information **Contacts/Worksites**

Display only Worksites with a status of:

#	Location	Action	Contacts	Status
1	((Primary Worksite)) John Doe Taxes Inc.	Edit Work Site	View/Edit Contacts	Active
2	John's New Warehouse	Edit Work Site	View/Edit Contacts	Active
3	John's old place	Edit Work Site	View/Edit Contacts	Inactive

[Add Worksite](#)

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.

Please enter the information for the company's worksite location and click the Save button when you are finished. To cancel your changes click the Cancel button.

(*) indicates required fields. For help click ?

Worksite Information

This is not the primary location

* Location Name:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* County:

* Country:

* Zip:

Company Web Site:

Company Job Application Web Site:

Worksite Mailing Address

Click Here if Mailing Address is the same as the Site Location

Mailing Address Line 1:

Mailing Address Line 2:

Mailing City:

Mailing State:

Mailing Zip:

* Phone: - - Ext.

Fax: - -

Email:

* Industry NAICS Code: -

Status: ☒ Active ☐ Inactive

Save **Cancel**

Worksite Information

This is the primary location

* Location Name:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* County:

* Country:

* Zip:

Company Web Site:

Company Job Application Web Site:

Location	Primary
John Doe Taxes Inc.	<input checked="" type="radio"/>
John's New Warehouse	<input type="radio"/>

Save **Cancel**

Worksite Mailing Address

Click Here if Mailing Address is the same as the Site Location

Mailing Address Line 1:

Mailing Address Line 2:

Mailing City:

Mailing State:

Mailing Zip:

* Phone: - - Ext.

Fax: - -

Email:

* Industry NAICS Code: -

Status: ☒ Active ☐ Inactive

Save **Cancel**

You can also inactivate directly from Work Site tab.

Add Worksite, Edit Worksite, and Change Primary Location Screens



Function – Contacts Page:

Contact	Title	Phone Number	Status	Action
John Doe (Primary Contact)	President, Primary Operations	292-222-2221	Active	Edit
Jane Doe-Prince	Secretary & Marketing Manager	292-222-2223	Active	Edit

[Add New Contact](#)

[Return to Worksites folder](#)

Click here to edit a contact, or here to Add a Contact.

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).*

Contact Information

[This is not the primary contact](#)

* First Name:
Middle Initial:
* Last Name:
* Contact Title:
* Phone: - -
Fax: - -
Email:
* Status: ☒ Active ☐ Inactive

Staff Section

Create Date: 08/14/2007
Edit Date: 08/14/2007
Entered By: Staff
Staff ID:

[Save](#) [Cancel](#)

Contact Information

[This is the primary contact](#)

* First Name:
Middle Initial:
* Last Name:
* Contact Title:
* Phone: - - Ext
Fax: - -
Email:
* Status: ☒ Active ☐ Inactive

Staff Section

Create Date: 08/14/2007
Edit Date: 08/14/2007
Entered By: Employer
Staff ID:

[Save](#) [Cancel](#)

This link opens a location list and lets you change the primary contact.

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.

☐ Corporate ☐ Recruitment Plan ☐ Search History

☐ General Information ☐ Work Sites ☐ Contacts

General Information **Work Sites** **Contacts**

* indicates required information For help click the question mark next to each section ?

Login Information: ?

Registration Date: 08/15/2007
* Unique User ID: JOHNDOEINC
* Password: [password field]

...

Primary Contact/Location Summary ?

Primary Contact Information		Primary Location Information	
Contact Person:	John Doe-Prince, Jr	Primary Location:	John Doe Taxes Inc.
Title:	President, Primary Operations	Street Address 1:	101 Prim-Addrly Ave.
Phone Number:	292-222-2221	Street Address 2:	First floor
Fax Number:		City:	Columbia
Email Address:		State:	SC
		Zip Code:	29222
[Edit]		[Edit]	

The link will display the appropriate Worksite or Contact Edit page.