

Mass Workforce Issuance

Workforce Issuance No. 06-21

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: March 28, 2006

Subject: MOSES Database Training for New Crystal Report Writers

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners of a training session for new Crystal Report writers.

The Information and Performance Reporting Unit invites representatives of each workforce investment area to participate in a day of training for new Crystal Report writers responsible for producing data for reports from the MOSES database. The training will provide a bridge between the writer's knowledge of Crystal Reports and the MOSES database. The scheduled date for this training is Thursday, May 18th, at the Marlborough Training Center. The training will begin at 9:30 a.m. and will end about 3:30 p.m. Lunch will not be provided.

Staff attending this training should:

- be responsible for writing reports from the MOSES database,
- have at least a rudimentary knowledge of database concept,
- have at least a rudimentary knowledge of Crystal Reports software,
- have some experience with the MOSES application, and
- have an understanding of One-Stop Career Center operations and programs

Directions and Parking Instructions are attached.

Action

Required: Attendees are encouraged to *practice* using Crystal Reports with the MOSES database before they attend the training.

Please RSVP to Leslie Abramowitz (labramowitz@detma.org) no later than Friday, May 5, 2006 with the following information for each attendee:

- Name
- Organization and City
- Email Address
- Telephone Number

Inquiries: Please direct all inquiries to Leslie Abramowitz at labramowitz@detma.org. Please reference this Issuance number with your inquiry.

DIRECTIONS TO MARLBOROUGH TRAINING CENTER *

201 BOSTON POST ROAD WEST - MARLBOROUGH

FROM NORTH OR SOUTH:

Take Rte. 495 to **Exit 24B - Northborough (Route 20 West)**. Travel towards Northborough approximately one-half mile. At the bottom of the hill, **immediately after the Starbucks/Boston Market building**, turn right at the traffic light into the parking lot of the R. K. Centre. The Training Center is located on the second floor of the 4-story building standing at the entrance to the R. K. Centre (this is the same building in which the Metro South/West Employment & Training Resources One-Stop career Center is located). **Phone: 508-786-0928**

FROM EAST OR WEST:

Take Rte. 9 or Massachusetts Turnpike to Rte. 495 and follow directions above. **Phone: 508-786-0928.**

*** Please Note:** Visitors to the Training center *must* observe the parking instructions, below:

R.K. CENTRE
191-201 Boston Post Road West (Route 20 – ½ Mile West Of Rte. 495); Marlborough, Massachusetts
RETAIL: 150,000 SF OFFICE: 81,000 SF



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