

Mass Workforce Issuance

Workforce Issuance No. 06-63

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: September 21, 2006

Subject: New Crystal Reports Training
Training for both developers and non-technical staff responsible for reporting

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners of a training session for previewing and using the new Crystal Reports available on www.massworkforce.org.

Background: The DCS Information and Performance Reporting Unit invites one (1) or two (2) representatives from each local office and Workforce Investment Board, responsible for running ad hoc reports from the MOSES database, to participate in a ½ day of training. The session, “A Look Inside the New Crystal Reports” will provide an understanding of how to use the new Crystal Reports available on www.massworkforce.org. The training is intended *for both developers and non-technical staff responsible for reporting*. The session is scheduled for **Friday, October 20th**, at Career Source in Cambridge. The training will begin at 9:30am and will end about noon. Lunch will not be provided.

Registration is required for this training as space is limited.

Staff attending this training should:

- be responsible for running ad hoc reports from the MOSES database using Crystal Reports software and,
- have an understanding of One-Stop Career Center operations and programs.

Agenda, Directions and Parking Instructions follow, below.

Action

Required: Please RSVP to Margaret Dixon (mdixon@detma.org) no later than Friday, October 13, 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.

A Look Inside the New Crystal Reports – Training

October 20, 2006

AGENDA

9:30 Crystal Reports Team

- ♦ **Team members**
- ♦ **Goals**
- ♦ **Process**

9:45 Setting up to run reports

- ♦ **Driver Information**

9:55 Report selection

10:10 Running the Reports

- ♦ **Opening and logging on**
- ♦ **Parameter selection**
- ♦ **Accessing the database/reading records**
- ♦ **Ending the report early**
- ♦ **Report speed**
- ♦ **Saving with Data**
- ♦ **Report Accuracy**
- ♦ **Changing the report**
- ♦ **Feedback**

10:50 Preview of Currently Posted Reports

- ♦ **Workshop Sign-In Sheet**
- ♦ **Event Attendance Summaries**
- ♦ **General Program Report**
- ♦ **Career Center Specific Program Report**
- ♦ **Caseload – Program Report**
- ♦ **Veterans Caseload Report**
- ♦ **Employers**
- ♦ **Service by Community**
- ♦ **EAS Enrollments by Local Office - Cleanup Report**
- ♦ **Termination Status – Programs and Case Management**

11:50 Contributing Reports for Statewide Distribution

Directions to Career Source in Cambridge:

Career Source is at the **Fresh Pond Mall, 186 Alewife Brook Parkway, Suite 310**. Free parking is available throughout the Fresh Pond Shopping Center parking lot. Career Source is easily accessible by car, bus, and T.

By Subway

Take the Red Line to Alewife T Station. Immediately upon exiting the train, proceed in the direction labeled To Buses, Parking. Go upstairs. Exit to the right. Cross Cambridge Park Drive, keeping the busy Alewife Brook Parkway on your left. Cross the bridge over the railway tracks. Walk to the light. Cross the street to the mall. Career Source is located on the third floor. Enter at the center of the mall building for the office lobby.

By Bus

A number of MBTA buses terminate at Alewife Station, near Career Source. Among them are the 79 (Arlington Heights to Alewife via Massachusetts Avenue), the 350 (North Burlington to Alewife via Burlington Mall), the 62 (Bedford VA Hospital to Alewife via Lexington Center and Arlington Heights), the 76 (Hanscom Air Base to Alewife via Lexington Center), and the 84 (Arlmont Village to Alewife, rush hours only). The 83 from Central Square via Porter Square terminates in front of the Rindge Towers, a short walk down Rindge from Alewife.

Once you are at Alewife, follow the walking directions in By Subway, above.

For schedule information and detailed route maps, go to [MBTA Schedules](#).

By Car

From the West, take Route 2 past Alewife station. Turn right at the light after going over a small bridge onto Terminal Road. The road snakes around, goes under the bridge, and comes out in the Fresh Pond Mall parking lot. Park anywhere. Career Source is located on the third floor. Enter at the center of the mall building for the office lobby.

From Boston, follow Storrow Drive until the Harvard University playing fields appear on your left and the their boat house is on your right. Get immediately into the right lane and take the next exit following signs for Route 2 and Route 16. Continue to follow signs for Route 2 and Route 16 through a series of intersections and lights. Route 2 and Route 16 become the Fresh Pond Parkway westbound. Follow the Fresh Pond Parkway with Fresh Pond eventually appearing on your left. After the Pond appears, turn left at the rotary at Concord Avenue, in front of Sozio, and bear right at the next rotary (100 yards). Enter the Fresh Pond Shopping Mall parking lot and park. Career Source is located on the third floor. Enter at the center of the mall building for the office lobby