

## ATTACHMENT B

### MOSES DATA ENTRY OPERATING PROCEDURES FOR MASSACHUSETTS CAREER DAY OCTOBER 18, 2007

#### Massachusetts Career Day Data Entry for Job Orders

1. Create a Job Order for any jobs listed as a result of **Massachusetts Career Day**. You can copy an existing job order or enter a new Job Order.
2. Enter the information about the job.
3. Make sure you change the Job Category to *"Mass Career Day"*, located above the default category of *"Regular"*.

The screenshot shows the 'Job Order (New)' window for 'Test Employer Version 10.0'. The 'Job Description' section is active, and the 'Job Category' dropdown menu is open, showing 'Mass Career Day' selected. Other visible fields include 'Job Title', 'Job Status', 'Duration', 'Shift', 'Work Hours', and 'Hours/Week'. The 'Job Location' section is also visible, with fields for 'Company Name', 'Company Address', 'Company City', 'Company State', 'Company Country', 'Job Location Address', 'Job Location Country', 'Job Location Zip Code', 'Job Location City', and 'Job Location State'. The 'Job Location State' dropdown is currently empty.

Job Order (New)  
Test Employer Version 10.0 FEIN: 39-3939393 ID: 1066854

Job Specification Pay Specification Referral Information Skill Set Selected Job Seekers Job Order History

Company Name: Test Employer Version 10.0 Is job location different than the location of the employer?  Yes  No  Restricted  
Company Address: 1 A Street Job Location Address:   Confidential  
Company Country: United States of America Job Location Country:   
Company City: Boston Job Location Country:   
Company State: MA Zip: 02114 Job Location Zip Code: - Created Office:   
Career Center: Hurley/MOSES Unit Job Location City:  WWW Address:   
Assigned To: MBOYL Job Location State:

Job Description

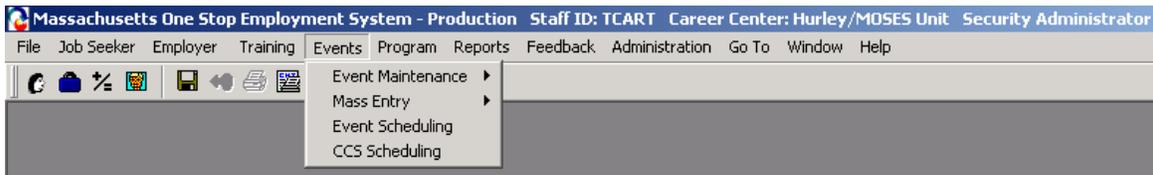
Job Title:  Shift:  First  Second  Third  Rotating  Split Current Openings: 1 Openings Filled: 0 Referrals Made:   
Job Category: Mass Career Day  
Job Status: Mass Career Day  
Job Status: Paid School to Work  
Duration: Regular  
Other: SMOCTA  
Job Details Type: Static  
Subsidized DJT  
Training Other Youth  
Training Work Experience  
Unpaid School to Work  
Unsubsidized DJT  
WDTC Preferred  
WDTC Requested

Work Hours: From: 00:00 AM To: 00:00 AM  
Hours/Week: 0.0  
Close Date: 11/01/2007  
Drivers License:  Min Age:  Empowerment Zone   
Affirmative Action  Enterprise Zone   
Public Transportation:  Yes  No  Unknown  
Send to JobCentral:  Send  Don't Send

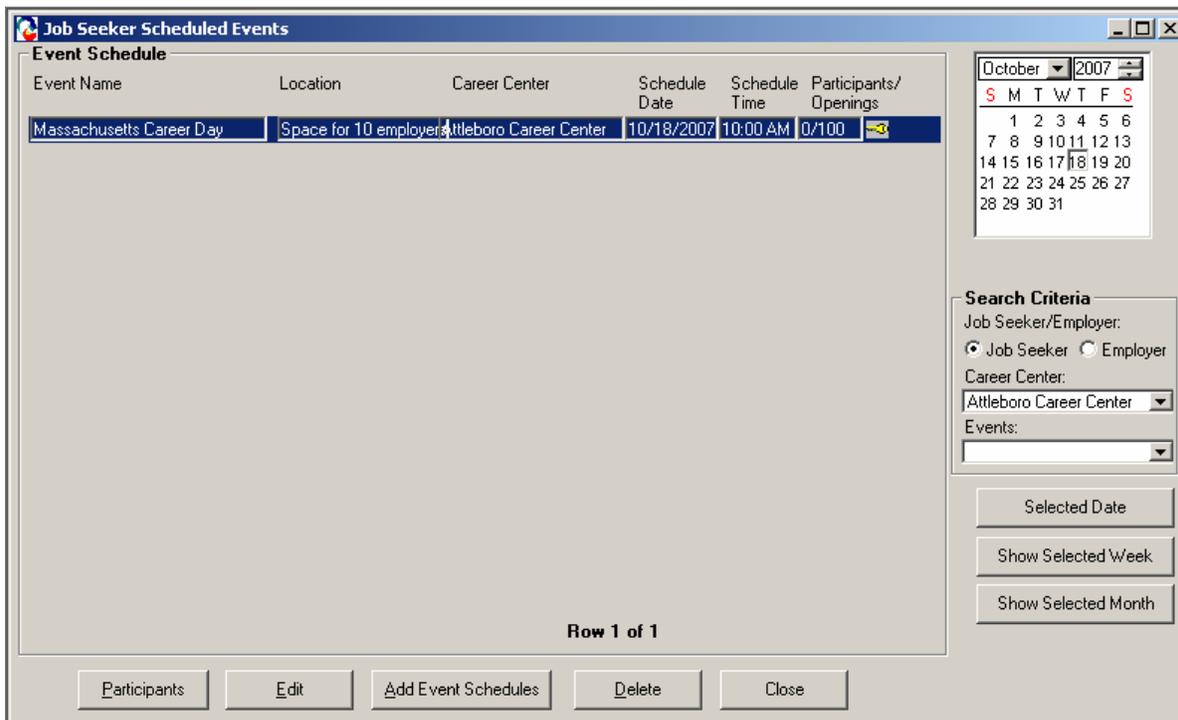
Employer Run Match OK Cancel

## Massachusetts Career Day Data Entry for Job Seeker Event

1. Click **Events** on the MOSES main menu bar and select **Event Scheduling**.



2. Ensure that the **Job Seeker** radio button in the **Search Criteria** section is selected. MOSES defaults to a list of all events for today's date.



3. Using the Calendar select October 18, 2007 as the date. A box should appear around the day. Click the **Selected Date** button. MOSES will display a list of Job Seeker scheduled events for October 18, 2007.
4. Select the **Massachusetts Career Day** event by clicking on it.
5. Click the **Participants** button.
6. The **Job Seeker Event Participation Entry** window appears displaying a list of job seekers, if any, who have already signed up for Massachusetts Career Day.

- Click the **Add** button to display a blank row for adding a Job Seeker to the Massachusetts Career Day event. Type the **SSN** or **Job Seeker ID** into the proper field in the blank row

**Scheduled Event**

Name:  Facilitator:

Career Center:  Co-Facilitator 1:

Date:  Time:  Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input checked="" type="checkbox"/>			donald	duck	617-626-5722		TCART
<input checked="" type="checkbox"/>			mickey	mouse	617-626-5721		TCART
<input type="checkbox"/>	999-16-5380	11172356	David	Test2	999-999-9999		TCART
<input type="checkbox"/>	999-15-8640	11053332	Dan	Test1	- -		TCART
<input type="checkbox"/>	999-14-5316	10806395	Test	Test1	999-999-9999		TCART
<input type="checkbox"/>	###-##-3000	10799417	TESTER	TEST	- -		TCART
<input type="checkbox"/>							TCART

Buttons: Quick Search, Add, Delete, OK, Cancel



If a person attending the event is not a registered member in MOSES, click on the **Non Moses Applicant** check box. You must enter the attendee's first name, last name, and phone number in the appropriate fields.

- Tab out of the **SSN** or **Job Seeker ID** field, once you have entered it. This automatically populates the other fields.
- If you do not know either the Member's **SSN** or **Job Seeker ID**, click the **Quick Search** button to display the **Job Seeker Search** window.
- Type any part of the Job Seeker's last name in the text box and click the **Search** button. The search results appear.

**Job Seeker Search**

[ Search Criteria ]

Last Name:  Search

First Name:

Select all

Selected	Job Seeker	First Name	Last Name	Phone No	Date of Birth	Address
<input checked="" type="checkbox"/>	Doc	Halliday	Halliday	413-999-9999	01/01/1901	123 Old Coral Road, CHESHIRE, MA
<input type="checkbox"/>	John	Hancock	Hancock	- -	10/08/1950	4 July Way, QUINCY, MA
<input type="checkbox"/>	Warren	Harding	Harding	617-666-6666	05/05/1965	100 Presidential Drive, BOSTON, MA
<input type="checkbox"/>	Tonya	Harding	Harding	617-666-6666	05/05/1975	15 Iceland Drive, BOSTON, MA
<input type="checkbox"/>	Frank	Hardy	Hardy	617-666-6666	10/17/1982	10 Franklin W. Dixon Street, BOSTON, MA

Row 1 of 5

Buttons: More, OK, Cancel

- Select the name of the Job Seeker from the search results list and Check the **Selected Job Seekers** box .

**Job Seeker Search**

[ Search Criteria ]

Last Name:  Search

First Name:

Select all

**Search Results**

Selected Job Seeker	First Name	Last Name	Phone No	Date of Birth	Address
<input type="checkbox"/>	testtest	test	- -	07/14/1975	A street, BOSTON, MA
<input checked="" type="checkbox"/>	Richard	Test	617-734-4410	12/18/1955	131 Fuller St., BROOKLINE, MA
<input type="checkbox"/>	Pm	Test	617-999-9999	01/01/1970	Address Unknown, NEWTON, MA
<input checked="" type="checkbox"/>	TESTER	TEST	- -	12/12/1950	Baths Trade Training case, FRAMINGHAM, MA
<input type="checkbox"/>	TEST	TEST	617-626-5000	01/01/1980	19 Rescue Lane, MONPONSETT, MA
<input checked="" type="checkbox"/>	John	TEST Hancock	- -	01/01/1980	1 Beacon Street, NORTH ADAMS, MA
<input type="checkbox"/>	John	TEST Hancock	617-626-3800	01/01/1980	1 Beacon Street, NORTH ADAMS, MA

Row 4 of 50

More

OK Cancel

- Click the **OK** button. The Job Seeker is listed on the **Job Seeker Event Participation Entry** window.

**Job Seeker Event Participation Entry**

**Scheduled Event**

Name:  Facilitator:

Career Center:  Co-Facilitator 1:

Date:  Time:  Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input checked="" type="checkbox"/>			mickey	mouse	617-626-5721		TCART
<input type="checkbox"/>	999-16-5380	11172356	David	Test2	999-999-9999		TCART
<input type="checkbox"/>	999-15-8640	11053332	Dan	Test1	- -		TCART
<input type="checkbox"/>	999-14-5316	10806395	Test	Test1	999-999-9999		TCART
<input type="checkbox"/>	###-##-3000	10799417	TESTER	TEST	- -		TCART
<input type="checkbox"/>	999-55-7777	11103204	John	TEST Hancock	- -		TCART
<input checked="" type="checkbox"/>	021-48-8774	10822443	Richard	Test	617-734-4410		TCART

Quick Search Add Delete OK Cancel

- Click the **OK** button to save your work to the MOSES database. All Job Seekers you registered are now signed up to attend the event.

## Recording a Job Seeker's Attendance at the Event

1. Click **Events** on the MOSES main menu bar and select **Event Scheduling**.



2. Select the criteria from The **Job Seeker Scheduled Events** window that will bring up the **Massachusetts Career Day** event.
3. Highlight the **Massachusetts Career Day** event. Click the **Participants** button.
4. Click **Yes** or **No** for each of the Job Seekers listed to record their attendance at this event.

The screenshot shows the 'Job Seeker Event Participation Entry' window. The 'Scheduled Event' section is filled with the following information:

- Name: Massachusetts Career Day
- Facilitator: MRMOSES
- Career Center: Hurley/MOSES Unit
- Co-Facilitator 1: (empty)
- Date: 10/18/2007
- Time: 07:00 AM
- Co-Facilitator 2: (empty)

Below the event details is a table of job seekers with columns for Non Moses Applicant, SSN#, Job Seeker ID, First Name, Last Name, Phone No, Funding Source, Scheduled By, and Attended. The first row is selected.

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By	Attended
<input checked="" type="checkbox"/>			John	Boddy	617-626-1000		TCART	
<input type="checkbox"/>	999-19-7568	10018398	Mrs.	Green	617-555-4545		TCART	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	999-75-0111	10018395	Colonel	Mustard	617-626-5303		TCART	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	999-99-0123	10018399	Mrs.	Peacock	413-456-9823		TCART	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	999-46-4242	10018396	Professor	Plum	508-786-0928		TCART	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	999-23-0125	10018397	Miss	Scarlet	781-788-7272		TCART	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	999-05-0565	10018400	Mrs.	White	617-332-8943		TCART	<input type="radio"/> Yes <input type="radio"/> No

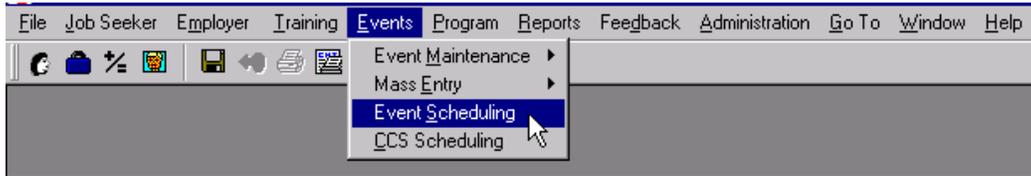
At the bottom of the window are buttons for 'Quick Search', 'Add', 'Delete', 'OK', and 'Cancel'.



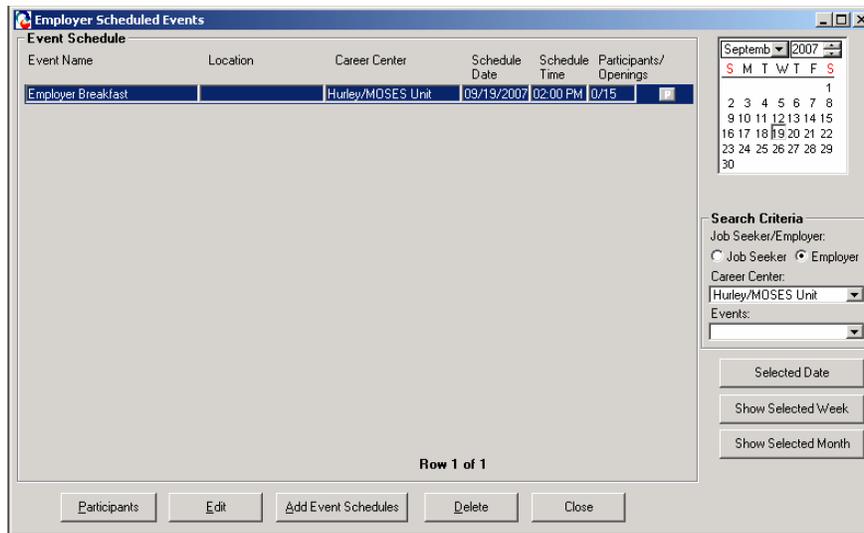
Note that the Non MOSES Applicant will not have any Attendance fields / buttons, since they are not registered in MOSES.

# Massachusetts Career Day Data Entry for Employer Event

1. Click **Events** on the MOSES main menu bar and select **Event Scheduling**.

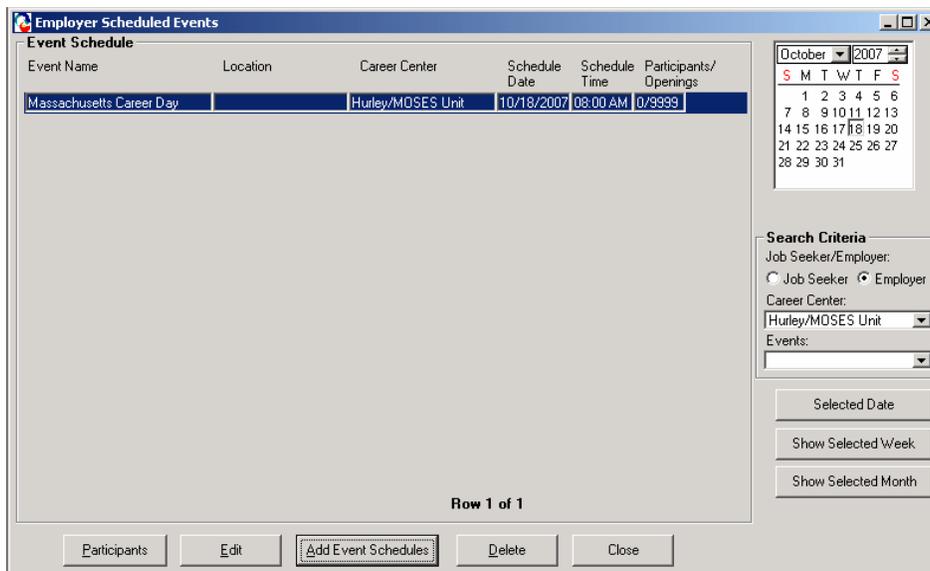


2. Click the **Employer** radio button in the **Search Criteria** section to switch to the **Employer Scheduled Events** window.



3. Using the Calendar select October 18, 2007 as the date. A box should appear around the day. Click the **Selected Date** button. MOSES will display a list of Employer scheduled events for October 18, 2007.

4. Select the **Massachusetts Career Day** event and click the **Participants** button.



- The **Employer Event Participation Entry** window appears displaying a list of Employers, if any, who have already signed up for that session of the event.

**Employer Event Participation Entry**

**Scheduled Event**

Name:  Facilitator:

Career Center:  Co-Facilitator 1:

Date:  Time:  Co-Facilitator 2:

Non Moses Employer	Employer ID	Employer Name	Doing Business as	Contact Name	Phone Number	Scheduled By
<input type="checkbox"/>	1080980	Petsmart Inc			(508)966-0048	TCART

Buttons: Quick Search, Add, Delete, OK, Cancel

- Click the **Add** button to display a blank row for adding an Employer to the event.

**Employer Event Participation Entry**

**Scheduled Event**

Name:  Facilitator:

Career Center:  Co-Facilitator 1:

Date:  Time:  Co-Facilitator 2:

Non Moses Employer	Employer ID	Employer Name	Doing Business as	Contact Name	Phone Number	Scheduled By
<input type="checkbox"/>	1080980	Petsmart Inc			(508)966-0048	TCART
<input type="checkbox"/>					( ) -	TCART

Buttons: Quick Search, Add, Delete, OK, Cancel

- Type the **Employer ID** or **Phone Number** into the proper field then press the Tab key to populate the row.



If an employer attending an event is not a registered member in MOSES, click on the **Non MOSES Employer** check box. You must enter the attendee's Employer name, Contact name, and phone number in the appropriate fields.

8. If you do not know either the **Employer ID** or **Phone Number**, click the **Quick Search** button to display the **Employer Search** window.
9. Type any part of the Employer's name in the text box and click the **Search** button. The search results appear.

**Employer Search**

[ Search Criteria ]

Company Name:    Select all

**Search Results**

Selected Employer	Company Name	DBA	Address
<input checked="" type="checkbox"/> -->>	Petsmart		250 Grossman Drive, BRAintree
<input type="checkbox"/> -->>	PetsMart		5 Mystic View Road, EVERETT
<input type="checkbox"/> -->>	PetSmart		10 Traders Way, SALEM
<input type="checkbox"/> -->>	PETsMART		609 Belmont Street, BROCKTON
<input type="checkbox"/> -->>	Petsmart Inc		213 Hartford Ave, BELLINGHAM
<input type="checkbox"/> -->>	PetSmart of Hyannis		Rte 132 - Iyanough Way, HYANNIS
<input type="checkbox"/> -->>	Petsmart, Inc.		70 Worcester Providence Turnpike, MILLBURY

Row 1 of 7

10. Select the name of the Employer from the search results list and click the Box to select the employer.

11. Click the **OK** button. The Employer is listed on the **Employer Event Participation Entry** window.

**Employer Event Participation Entry**

**Scheduled Event**

Name:  Facilitator:

Career Center:  Co-Facilitator 1:

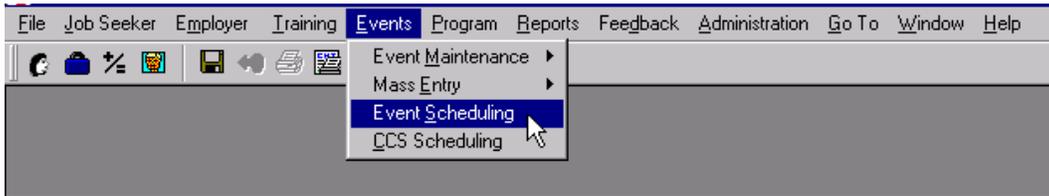
Date:  Time:  Co-Facilitator 2:

Non Moses Employer	Employer ID	Employer Name	Doing Business as	Contact Name	Phone Number	Scheduled By
<input checked="" type="checkbox"/>		Petsmart		Lorenzo	(617)626-5303	TCART
<input type="checkbox"/>	1080980	Petsmart Inc			(508)966-0048	TCART
<input type="checkbox"/>	1075988	Petsmart, Inc.			(508)865-4241	TCART
<input type="checkbox"/>	1081588	Petsmart			(781)356-5980	TCART

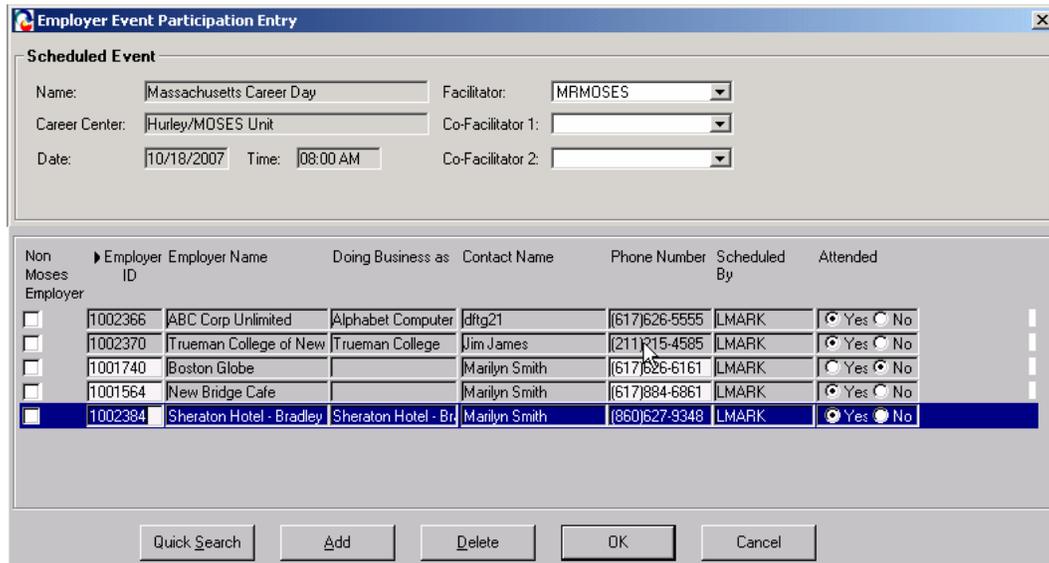
12. Click the **OK** button to save your work to the MOSES database. All Employers you registered are now signed up to attend the event.

## To Record an Employer's Attendance at the Scheduled Event

1. Click **Events** on the MOSES main menu bar and select **Event Scheduling**.



2. Select the Employer event button. Then using the Calendar select October 18, 2007 as the date. A box should appear around the day. Click the **Selected Date** button. MOSES will display a list of Employer scheduled events for October 18, 2007..
3. Highlight the **Massachusetts Career Day** Event. Click the **Participants** button.
4. Click **Yes** or **No** for each of the Employers listed to record their attendance at this event.

A screenshot of the 'Employer Event Participation Entry' dialog box. The 'Scheduled Event' section contains the following information:  
Name: Massachusetts Career Day  
Facilitator: MRMOSES  
Career Center: Hurley/MOSES Unit  
Co-Facilitator 1: [empty]  
Date: 10/18/2007  
Time: 08:00 AM  
Co-Facilitator 2: [empty]  
Below this is a table with the following columns: Non Moses Employer, Employer ID, Employer Name, Doing Business as, Contact Name, Phone Number, Scheduled By, and Attended. The table contains five rows of data, with the last row highlighted in blue.

Non Moses Employer	Employer ID	Employer Name	Doing Business as	Contact Name	Phone Number	Scheduled By	Attended
<input type="checkbox"/>	1002366	ABC Corp Unlimited	Alphabet Computer	dftg21	(617)626-5555	LMARK	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	1002370	Trueman College of New	Trueman College	Jim James	(211)R15-4585	LMARK	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	1001740	Boston Globe		Marilyn Smith	(617)626-6161	LMARK	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	1001564	New Bridge Cafe		Marilyn Smith	(617)884-6861	LMARK	<input type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/>	1002384	Sheraton Hotel - Bradley	Sheraton Hotel - Br	Marilyn Smith	(860)627-9348	LMARK	<input checked="" type="radio"/> Yes <input type="radio"/> No

At the bottom of the dialog box are buttons for 'Quick Search', 'Add', 'Delete', 'OK', and 'Cancel'.

To record attendance of an Employer who attended this event, but was not pre-registered, use the process described earlier to add an Employer. You must click **Yes** to record their attendance.