

Mass Workforce Issuance

Workforce Issuance No. 08-08

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: David W. Mackley, Director
Director, Department of Workforce Development

Date: March 13, 2008

Subject: **New Crystal Reports Instructional Session**

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

The goal of the session is to assist *both non-technical and technical staff who use reports as management tools* in selecting, running, and interpreting the reports.

Crystal Reports technical skills are NOT required.

Background: The DCS Analysis & Reporting Unit invites one (1) or two (2) representatives from each local center and Workforce Investment Board, responsible for selecting, running, and interpreting ad hoc reports from the MOSES database, to participate in a ½ day of instruction. The session, “A Look Inside the New Crystal Reports” will provide an understanding of how to use the Crystal Reports available on www.massworkforce.org.

The session is scheduled for **Friday, April 4th**, at Career Source in Cambridge. The session 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.

Agenda, Directions and Parking Instructions follow, below.

Action

Required: Please RSVP to Margaret Dixon (mdixon@detma.org) no later than Friday, March 28th 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

April 4, 2008

AGENDA

9:30 Brief Overview of Crystal Reports Project

9:45 How to Run the Reports

10:00 Preview and Discussion of New Reports

Important: Please experiment with running the new reports posted on www.massworkforce.org before the meeting, so that you can ask any questions you may have.

10:45 Break

11:00 Preview and Discussion (Continued)

11:50 Wrap-up

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