

Mass Workforce Issuance

Workforce Issuance No. 08-21

Policy Information

To: Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Directors

cc: WIA State Partners

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

Date: June 18, 2008

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 scheduled for Friday, July 25, 2008 at the Employment & Training Career Center in Marlborough.

The Analysis & 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 training session is scheduled for Friday, July 25th, at the Employment & Training Career Center in Marlborough. Directions may be found in Attachment A.

The training will begin at 9:30am and will end about 3:30pm. Lunch will not be provided. We are limited to **20 seats** for this training session.

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

Action

Required: Please RSVP to Leslie Abramowitz (labramowitz@detma.org) no later than Thursday, July 17, 2008 with the following information for each attendee:

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

Attendees are encouraged to *practice* using Crystal Reports with the MOSES database before they attend the session on the 25th.

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.**