

ATTACHMENT A

MOSES DATA ENTRY OPERATING PROCEDURES FOR MASSACHUSETTS CAREER DAY SEPTEMBER 18, 2008

Massachusetts Career Day Data Entry for Job Orders

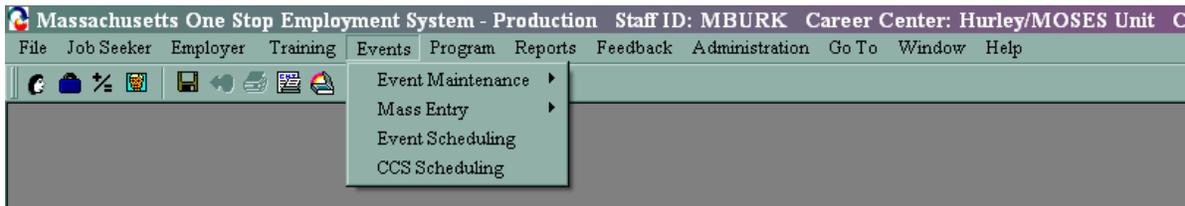
1. Create a Job Order for any jobs listed as a result of **Massachusetts Career Day**. You can copy an existing job order or enter a new Job Order.
2. Enter the information about the job.
3. Make sure you change the Job Category to “*Mass Career Day*”, located above the default category of “*Regular*”.

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', 'Current Openings', 'Work Hours', 'Close Date', and 'Send to JobCentral'.

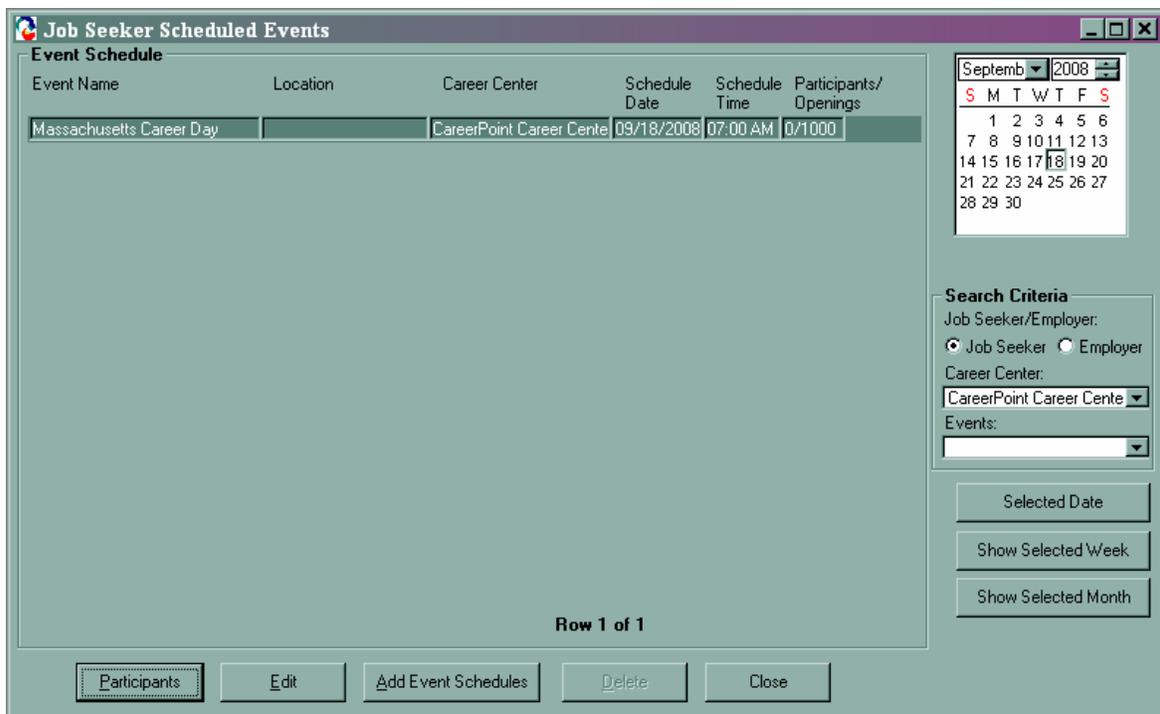
Field	Value
Company Name	Test Employer Version 10.0
Company Address	1 A Street
Company City	Boston
Company State	MA
Company Zip	02114
Career Center	Hurley/MOSES Unit
Assigned To	MBURK
Job Category	Mass Career Day
Job Status	Mass Career Day
Duration	Regular
Shift	First
Current Openings	1
Work Hours From	00:00 AM
Work Hours To	00:00 AM
Close Date	09/26/2008
Hours/Week	0.0
Send to JobCentral	Send

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 September 18, 2008 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 September 18, 2008.
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 type="checkbox"/>	999-16-5380	11172356	David	Test2	999-999-9999		MBURK
<input type="checkbox"/>	999-15-8640	11053332	Dan	Test1	- -		MBURK
<input checked="" type="checkbox"/>			Donald	Duck	617-626-5722		MBURK
<input type="checkbox"/>					- -		MBURK

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 type="checkbox"/>	Test	test	test	- -	01/01/1980	sdfs, BOSTON, MA
<input type="checkbox"/>	testtest	test	test	- -	07/14/1975	A street, BOSTON, MA
<input type="checkbox"/>	Pfm	Test	Test	617-999-9999	01/01/1971	Address Unknown, NEWTON, MA
<input type="checkbox"/>	Just	Test	Test	617-737-0093	07/04/1960	29 Winter Street, BOSTON, MA
<input type="checkbox"/>	test	TEST	TEST	617-626-5000	01/01/1989	19 Rescue Lane, MONPONSETT, MA
<input type="checkbox"/>	TESTER	TEST	TEST	- -	12/12/1948	Beths Trade Training case, FRAMINGHAM, MA
<input type="checkbox"/>	TEST ONLY!	TEST	TEST	617-626-5303	01/01/1975	22 McGrumpy Way, WEST MILLBURY, MA

Row 1 of 50

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 checked="" type="checkbox"/>	Test	test	- -	01/01/1980	sdfs, BOSTON, MA
<input type="checkbox"/>	testtest	test	- -	07/14/1975	A street, BOSTON, MA
<input checked="" type="checkbox"/>	Pim	Test	617-999-9999	01/01/1971	Address Unknown, NEWTON, MA
<input type="checkbox"/>	Just	Test	617-737-0093	07/04/1960	29 Winter Street, BOSTON, MA
<input checked="" type="checkbox"/>	test	TEST	617-626-5000	01/01/1989	19 Rescue Lane, MONPONSETT, MA
<input type="checkbox"/>	TESTER	TEST	- -	12/12/1948	Beths Trade Training case, FRAMINGHAM, MA
<input type="checkbox"/>	TEST ONLY!	TEST	617-626-5303	01/01/1975	22 McGrumpy Way, WEST MILLBURY, MA

Row 5 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:

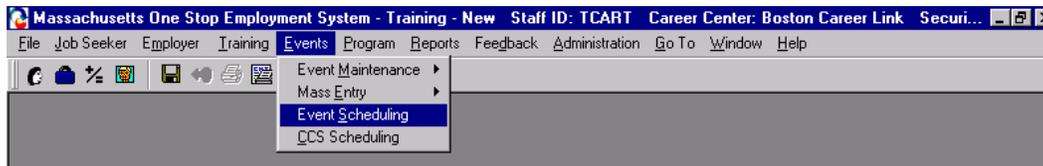
Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input type="checkbox"/>	999-16-5380	i11172356	David	Test2	999-999-9999		MBURK
<input type="checkbox"/>	999-15-8640	i11053332	Dan	Test1	- -		MBURK
<input checked="" type="checkbox"/>			Donald	Duck	617-626-5722		MBURK
<input type="checkbox"/>	999-14-2172	i0748128	test	TEST	617-626-5000		MBURK
<input type="checkbox"/>	999-15-1661	i0923578	Pim	Test	617-999-9999		MBURK
<input checked="" type="checkbox"/>	###-##-0000	i11135855	Test	test	- -		MBURK

Quick Search Add Delete OK Cancel

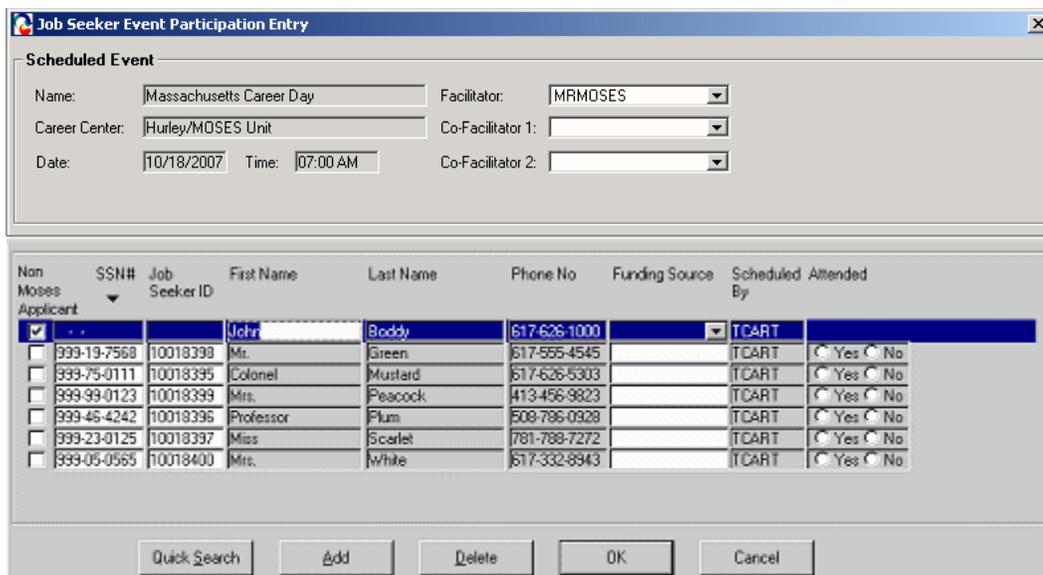
- Click the **OK** button to save your work to the MOSES database. All Job Seekers you registered are now signed up to attend the event.

Recording a Job Seeker's Attendance at the Event

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



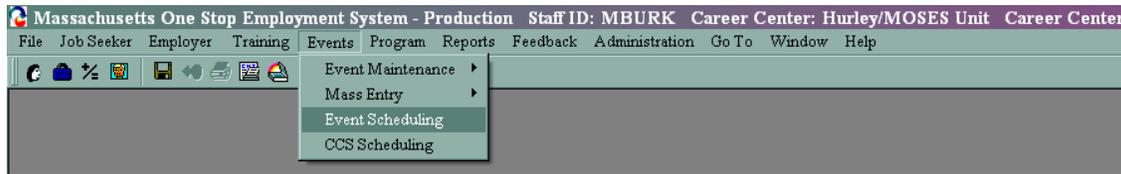
2. Select the criteria from The **Job Seeker Scheduled Events** window that will bring up the Massachusetts Career Day event.
3. Highlight the **Massachusetts Career Day** event. Click the **Participants** button.
4. Click **Yes** or **No** for each of the Job Seekers listed to record their attendance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



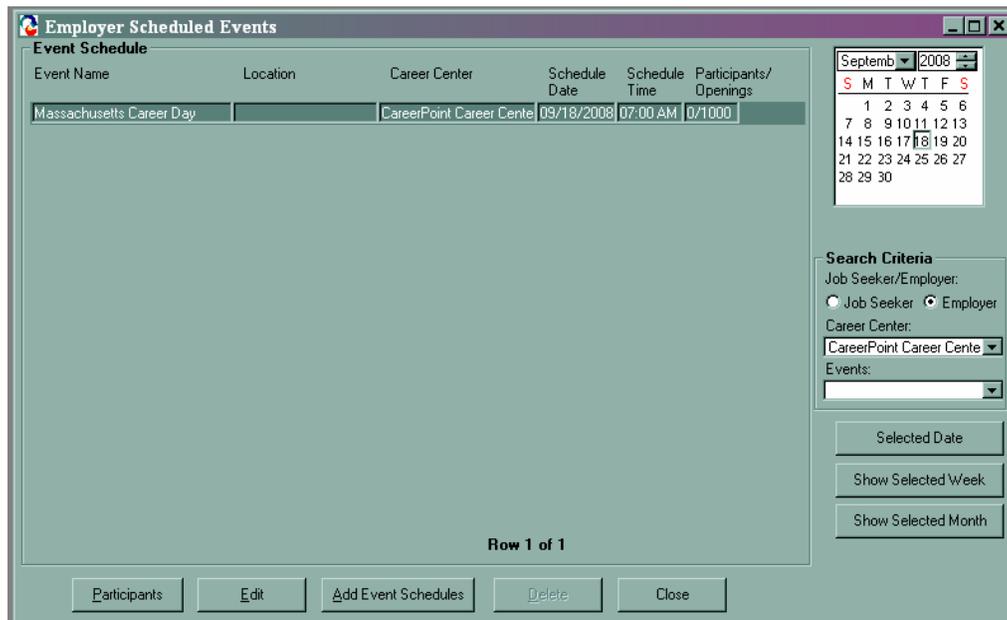
Note that the Non MOSES Applicant will not have any Attendance fields / buttons, since they are not registered in MOSES.

Massachusetts Career Day Data Entry for Employer Event

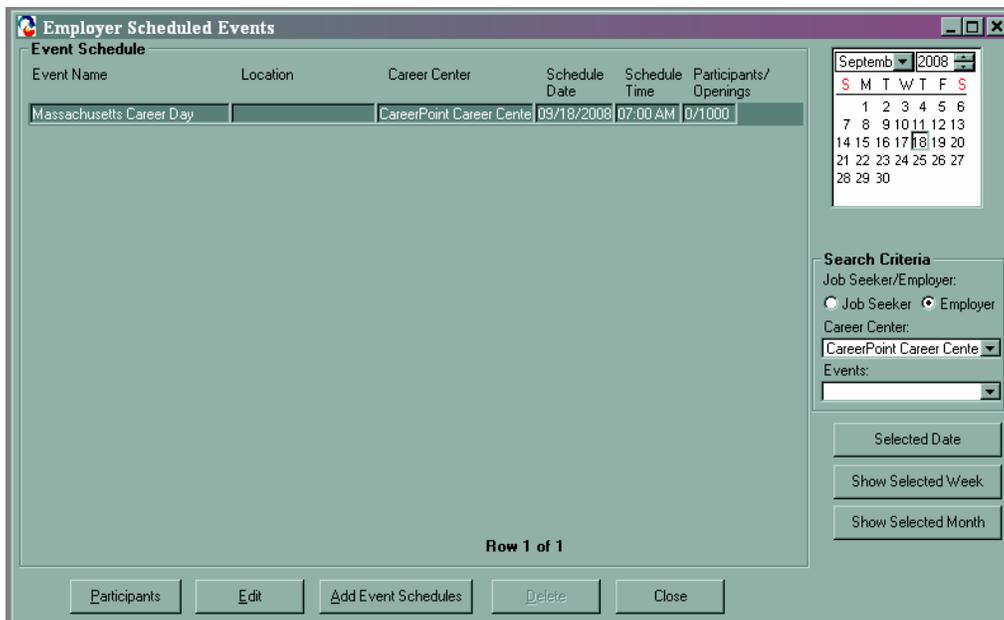
1. Click **Events** on the MOSES main menu bar and select **Event Scheduling**.



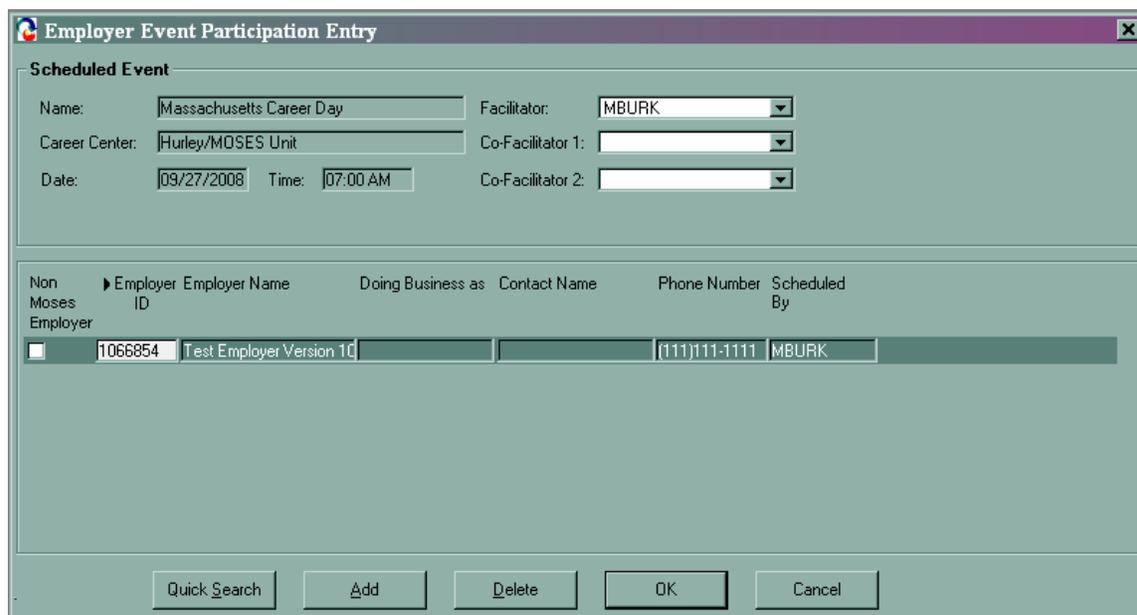
2. Click the **Employer** radio button in the **Search Criteria** section to switch to the **Employer Scheduled Events** window.



3. Using the Calendar select September 18, 2008 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 September 18, 2008.
4. Select the **Massachusetts Career Day** event and click the **Participants** button.



5. 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.



6. 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"/>	1066854	Test Employer Version 1C			(111)111-1111	MBURK
<input type="checkbox"/>					() -	MBURK

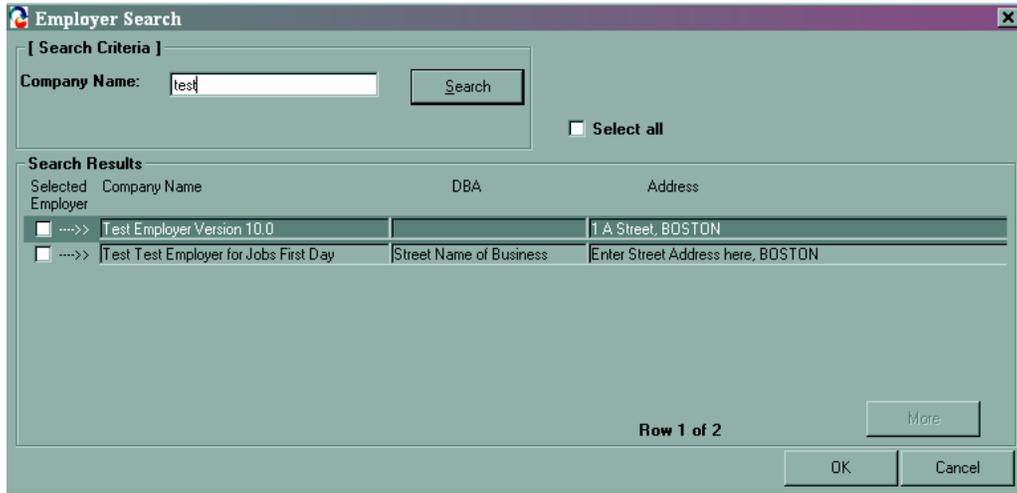
Quick Search Add Delete OK Cancel

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

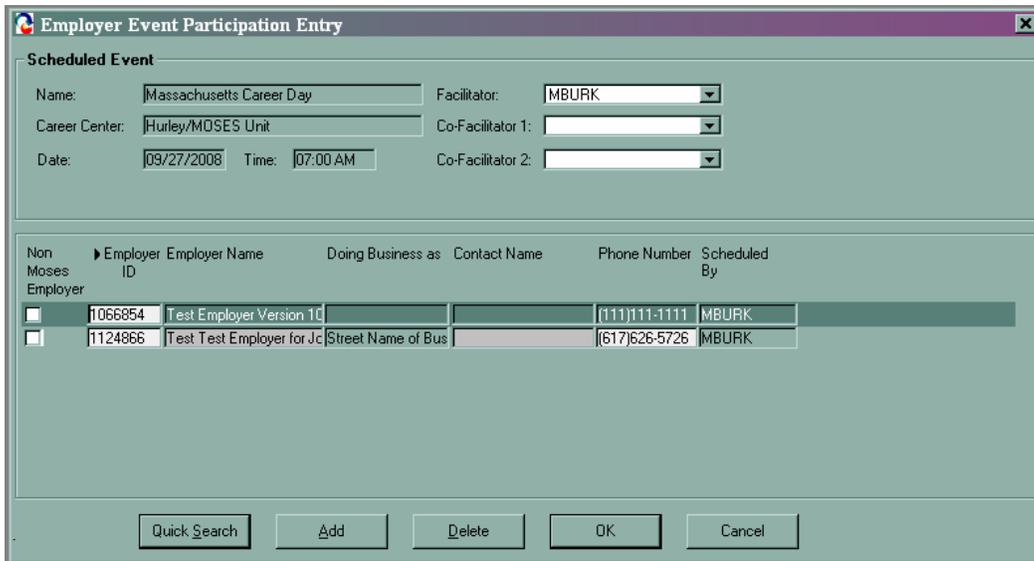


If a employer attending an event is not a registered member in MOSES, click on the **Non MOSES Employer** check box. You must enter the attendee's Employer name, Contact name, and phone number in the appropriate fields.

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



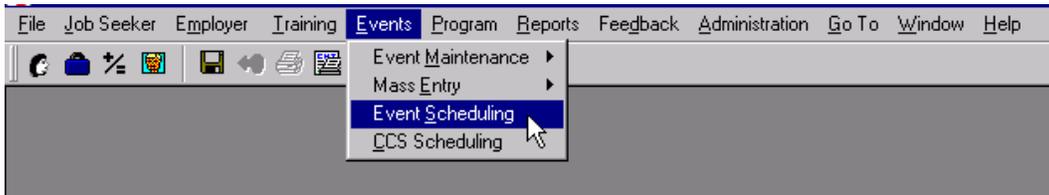
- Select the name of the Employer from the search results list and click the Box to select the employer.
- Click the **OK** button. The Employer is listed on the **Employer Event Participation Entry** window.



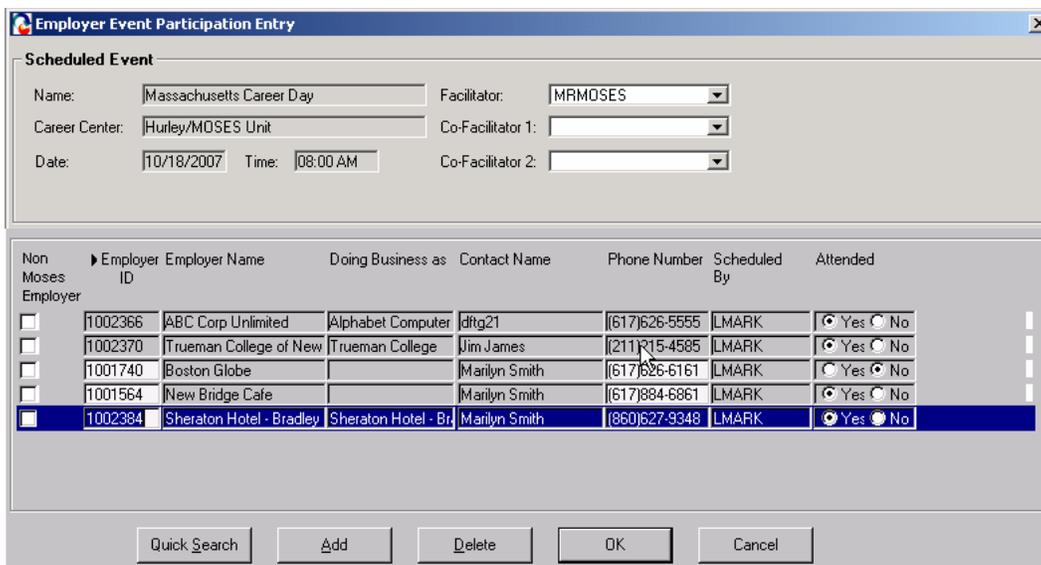
- Click the **OK** button to save your work to the MOSES database. All Employers you registered are now signed up to attend the event.

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 September 18, 2008 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 September 18, 2008.
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' window. The window title is 'Employer Event Participation Entry'. It contains a 'Scheduled Event' section with fields for Name (Massachusetts Career Day), Career Center (Hurley/MOSES Unit), Date (10/18/2007), Time (08:00 AM), and Facilitator (MRMOSES). Below this is a table of employers with columns for Non Moses Employer, Employer ID, Employer Name, Doing Business as, Contact Name, Phone Number, Scheduled By, and Attended. The last row is 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	ditg21	[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



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.