



Workforce Issuance

100 DCS 02.138

☐ Policy ☒ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
Title I Administrators
MassHire Career Center Directors
Title I Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: October 15, 2021

Subject: **MOSES Version 37.9 will be released on Tuesday, October 19, 2021**

Purpose: To notify Local MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MOSES 37.9 is scheduled for release to the desktops on Tuesday, October 19th, 2021.

Background: MOSES will be shut down at 2:00 p.m. on Monday, October 18th, 2021 for the updates and the maintenance of the MOSES software and MOSES Applications (JobQuest / TrainingPro).

This will **NOT** interrupt other IT services or functions to the offices, only MOSES will be taken off-line. Email, unemployment assistance systems and internet services will still be available.

Please plan on completing and saving your MOSES data entry by 2:00 p.m. on Monday, October 18th, 2021 and then log off MOSES. This will ensure that when you log into MOSES on Tuesday, October 19th, 2021, you will have the new version of MOSES available and any work done prior will be saved.

The standard procedure to access the new MOSES build will be followed for those staff that log on to Amazon WorkSpaces (AWS) for their MOSES access. You must open up your WorkDocs Drive before opening MOSES.

The build is planned to be released Tuesday, October 19th, 2021.

Action

Requested: Local MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown on Monday, October 18th, 2021 and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 2:00 p.m.

In addition, MassHire Local Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that Amazon Workspace staff on Tuesday, October 19th, 2021 log into their Work Docs account before logging into MOSES.

Effective: Immediately

Inquiries: Please email all questions to Thomas.M.Cartier@detma.org. Please reference this MassWorkforce Issuance number in your inquiry.

Description of Key Changes in MOSES Version 37.9

1.) Events – Events Scheduling – Edit

Added WEBEX URL box to scheduled events screen (add/event scheduled events)

Schedules (1186014)

Event Information

▶ Event Name: Dress for Success

Event Description: A representative from Dress for Success will be coming to share tips for men and women on how to make the best first impression.

▶ Career Center: Re-Employment Center

Location: Virtual

▶ Facilitator: MBURK

Co-Facilitator 1:

Co-Facilitator 2:

WebEx URL: <https://eolwdma.webex.com/eolwdma/j.php?MTID=m95c51bb6b2d2de5d42e663d0be50c436>

▶ Openings: 25 Calendar: ☐ Do not display on Internet ☐

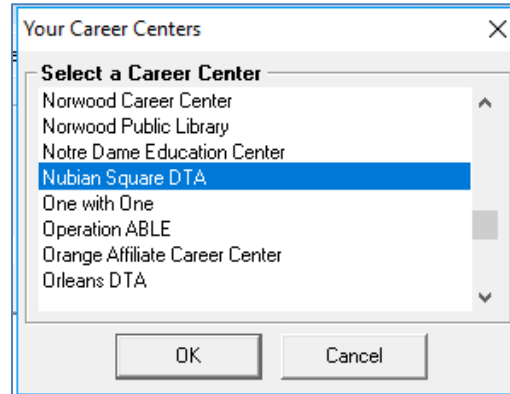
▶ Date: 12/22/2021 ▶ Time: 09:00 AM Overwrite Time

Recurring: Instances:

OK Cancel

NOTE: this is only to record / store webex / zoom / virtual link.

2.) Changed office name from Dudley Square DTA to Nubian Square DTA



A screenshot of a software application window titled "Nubian Square DTA". The window has a tabbed interface with tabs for "Mgmt", "Programs", "Locations", "Barcode Errors", "Travel Voucher", "Office Msgs", "Staff Caseload", "Case Assgmt", and "Conf. Contacts". The "Mgmt" tab is active, showing a "Career Center Management" section. This section contains several input fields:

Manager:	RALEX	Phone:	(617)989-6000
Address 1:	2201 Washington St	Email:	
Address 2:		Web Address:	
Zip:	02119- City: Boston	Fax:	(617)727-4722
State:	Massachusetts	Rapid Response Email:	

3.) Added New CAP Research Screen to Special Programs tab
This is a tab created in JobQuest. But can be edited in MOSES

The screenshot shows a software window titled "Job Seeker Membership (Zinger, Red)". The window has a header bar with the name "Zinger, Red", SSN: XXX-XX-0000, ID: 13281562, and a "Notes" button. Below the header is a tabbed interface with tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The "CAP Research" tab is selected. Inside this tab, there are sub-tabs: CAP, CAP Research (selected), SMARTT, Section 30, VRAP, and Snapshot. The "CAP Research" sub-tab contains a form with the following fields:

Targeted Occupation	Musicians and Singers	Job target date	09/24/2021
Willing to commute	33 miles	Additional preferences	none
Desired salary	\$100,000	Short term goals	
Benefits package needed	health	Long term goals	
Average wage per year		Other Support Services:	
Growth projected			
Annual openings			
Education level			
Special skills			

At the bottom of the window, there are buttons: Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

4.) On Special Programs – CAP tab-sort the Type of Goal dropdown alphabetically.

The screenshot displays the 'Job Seeker Membership (Affleck, Ben)' application window. The top navigation bar includes tabs for 'Basic', 'Full', 'Education', 'Work History', 'Events', 'Alerts', 'Career Plan/Youth ISS', 'Services', 'Special Programs', and 'Survey'. The 'CAP' tab is selected, and the 'Reemployment Services Goals and Tasks Details' window is open. This window contains a 'Goals' section with a table listing various goals. The 'Type of Goal' dropdown is open, showing a list of goals sorted alphabetically. The 'Date Established' is set to 09/28/2021, and the 'Scheduled/Target Date' is 00/00/0000. The 'Actual Date' is also 00/00/0000. The 'Last Modified Date' is 09/28/2021, and the 'By' field is TCART. The 'OK' and 'Cancel' buttons are visible at the bottom of the window.

Type of Goal	Date	Scheduled /	Actual	Attainment Status
Reemployment Services Goals and Tasks Details				
Add Goal Action Steps				
Type of Goal:		Date Established:	09/28/2021	Scheduled/Target Date: 00/00/0000
Attainment:	Acknowledge S30 and Trade Requirements			Actual Date: 00/00/0000
Reason:	Attend Career Center Seminar			
Description:	Basic Skills			
	Build my Networking Skills			
Created Office:	Childcare			
Last Modified:	Comprehensive Assessment			
	Develop or Update Your Resume and Cover Letter			
	Earn a Training Certificate			
	Educational Assessment			
	Email Address Establishment			
	Explore Training Options			
	Find Resources for Veterans			

5.) Events – Workshops / Job Fairs with > -Greater than 100 in attendance (both Job Seeker and Employers) will be batched into groups of 100 to expediate the saving time in MOSES. In addition the attendance can be done by Group and saved without all the attendance being done for all groups. Plus new participants can be enrolled.

Job Seeker Scheduled Events

Event Schedule


Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Job Fair - Statewide		Hurley/MOSES Unit	08/16/2021	10:00 AM	39/39
Job Fair - Statewide		Hurley/MOSES Unit	08/17/2021	10:00 AM	17/17
Job Fair - Statewide		Hurley/MOSES Unit	08/18/2021	10:00 AM	20/20
Job Fair - Statewide		Hurley/MOSES Unit	08/19/2021	10:00 AM	12/12
Job Fair - Statewide		Hurley/MOSES Unit	08/20/2021	10:00 AM	9258/99
Job Fair - Statewide	Virtual	Hurley/MOSES Unit	08/20/2021	02:01 PM	51/9999

Row 5 of 6

Participants Edit Add Event Schedules Delete Close

Search Criteria
 Job Seeker/Employer:
☒ Job Seeker ☐ Employer
 Career Center:
 Hurley/MOSES Unit
 Events:
 Selected Date
 Show Selected Week
 Show Selected Month

Too many participants = more than 100

 Participant count is: 9259
 Event will be broken into 100 participant groups

OK

Job Seeker Search

[Search Criteria]

Last Name: Search

First Name:

☐ Job Seeker ID
☒ Last Name
☐ Social Security Number
☐ Claimant ID

Search Results for Larger Event - Job Fair - Statewide - 08/20/2021 10:00 AM

- Group partition # 1
- Group partition # 2
- Group partition # 3
- Group partition # 4
- Group partition # 5
- Group partition # 6
- Group partition # 7

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/Email <input type="button" value="Show Email"/>	Funding Source	Scheduled By	Attended	
<input type="checkbox"/>	###-##-8027	13275951	Mignolis	Diaz JR	150-310-6704		FSOUS	<input type="radio"/> Yes <input type="radio"/> No	REA RES \$ JQ
<input type="checkbox"/>	###-##-7398	12682502	Miae	Diehl	307-468-4705		SPERC	<input type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-6943	13259095	Marleigh	dirane	150-284-6439		FSOUS	<input type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-0221	13090797	BIBEK	DORENFELD	771-246-2482		FSOUS	<input type="radio"/> Yes <input type="radio"/> No	JQ
<input checked="" type="checkbox"/>			Maureen	Dunn	666-666-6666		CLEBL		
<input type="checkbox"/>	###-##-9381	11542369	Freeda	Espinosa-Lima	674-696-2924		SPERC	<input type="radio"/> Yes <input type="radio"/> No	REA RES JQ
<input type="checkbox"/>	###-##-7888	11879771	GENTJAN	Faustino Lucero	307-494-6244		FSOUS	<input type="radio"/> Yes <input type="radio"/> No	REA RES \$ JQ

Can search by name too.

Job Seeker Search

[Search Criteria]

Last Name: Search

First Name:

☐ Job Seeker ID
☒ Last Name
☐ Social Security Number
☐ Claimant ID

Search Results

Participant Id	Applicant Id	Last Name	First Name	Ss Number	Ui Claimant Id
13296154	12634483	JONES IV	Byose	###-##-5752	10572210
13294463	12645594	Jones, Jr.	Xueqin	###-##-6999	11072249
13292070	12990058	Jones-Woodson	ZSAKEE	###-##-2132	11161147
13275811	13013667	Jones, Jr	Cernunnos	###-##-4619	10921756

6.) Activated Out Of State Job Seeker search. Job Seeker – Advance Search – City/Town – other states (Maine, New Hampshire, Vermont, Maine, Connecticut, and New York). Enabled.

Job Seeker Advanced Search

Personal

Last Name: ☐ White ☐ African American, Non Hispanic

First Name: ☐ Hispanic or Latino ☐ American Indian or Alaskan Native

Date of Birth: ☐ Asian ☐ Hawaiian Native or Other Pacific Islander

Sex: ☐ Other ☐ Information Not Available

Search based on Soundex? ☐ Yes ☒ No

General

Workforce Board: Career Center:

City/Town: Staff ID:

Zip Code: Education:

Detailed Search Criteria

Primary Language:

Disability:

Previous Employer:

Alerts:

Phone (Home/Other):

Email:

No Service in the last within Days Age Between: and

☐ Veterans ☐ UI Claimants ☐ Dislocated Worker

☐ Enterprise Zone ☐ Affirmative Action ☐ Career Center Specific Programs

☐ Empowerment Zone ☐ Renewal Community

Active or Inactive:

Enrolled in State Program:

OK Cancel

Job Seeker Search

Type of Search

Search By

☒ Job Seeker ID

☐ Last Name

☐ Social Security Number

☐ Claimant ID

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search

Advanced Search...

Search Results

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-9381	ngan	BAIRES	06/30/1977	10977165	4 Chestnut Dr, South Berwick	1259976
###-##-2504	Julies	BAJART	09/24/1965	12271572	248 Pine Point Rd, Scarborou	10158862
###-##-1604	CHERLINE	BAKSTRAN	06/27/1977	12578342	218 MAIN ST, SPRINGVALE	881093
###-##-0784	Amiyah	BAKUNAS	10/16/1978	12682074	7 Buttonwood Rd, South Berw	10623171
###-##-3355	Chiselwa	Balandra	10/02/1984	12034518	408 FIELDVIEW DR, BUXTO	22325
###-##-1454	Destin	Balbes	04/22/1975	12701630	38 GAGE ST, AUGUSTA	551231
955-27-9983	Judaly	Balderas Melo	02/10/1958	13278892	2 REGGIO AVE, OLD ORCHA	11593322
###-##-5031	BRONWEN	Balekjian	10/20/1985	12710825	20 Bayberry Lane, Cape Nede	2037263
###-##-5585	Lena-marie	BALES	10/15/1957	12830618	39 West Grand Ave #580, Olc	10787608
###-##-0459	Pravini	Ballou	02/07/1977	12859601	37 Knickerkane Rd, Boothbay	10725961
###-##-8647	Jerika	BANANA	10/03/1958	12656364	15 Cove Rd, Camden	10583630
###-##-6390	marcelino	Bandekow	07/12/1962	13003343	73 Spicebush Dr, Wells	11219616

Row 1 of 2178

More

Eligibility Eligibility Criteria Match Criteria Run Match Trade Edit Add Delete Close

Addendum to 100 DCS 02.138

(October 27,2021)

9. The Register with JobQuest goal has been removed from auto populating. You no longer have to attain this goal to attain the RESEA Review, the front end will now just look to see that the person is registered (i.e. has a PIN number/JQ icon).

Kathleen ID: 13066087 JQ RE RE S F Notes

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

CAP CAP Research SMARTT Section 30 VRAP Snapshot

Goals

Type of Goal	Date Established	Scheduled / Target Date	Actual Date	Attainment Status
Acknowledge S30 and Trade Require	10/19/2021	00/00/0000	00/00/0000	Set, But Attainment Pending
Research LMI	10/19/2021	00/00/0000	00/00/0000	Set, But Attainment Pending
Review Work Search Activity	10/19/2021	00/00/0000	00/00/0000	Set, But Attainment Pending
Resume and Cover Letter Development	10/19/2021	00/00/0000	00/00/0000	Set, But Attainment Pending
RESEA Review	10/19/2021	00/00/0000	00/00/0000	Set, But Attainment Pending
Initial RESEA Review	10/19/2021	00/00/0000	00/00/0000	Set, But Attainment Pending

Add Edit Delete Print

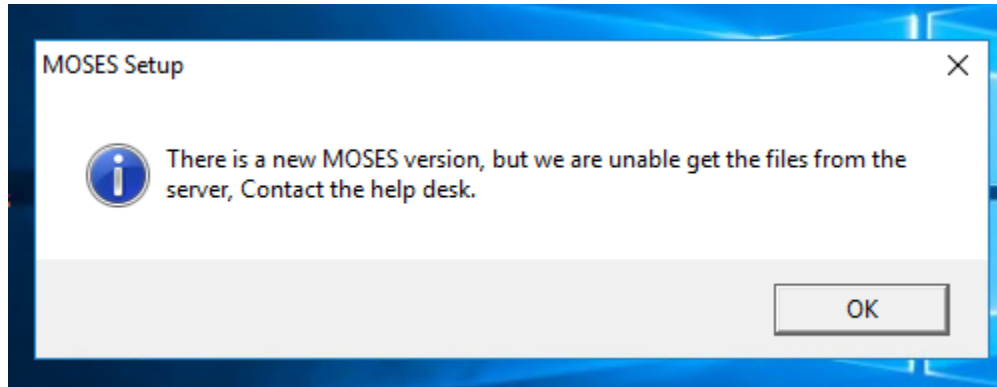
Career Objective
Add or update on the Full tab. Remember to save after updating.
Viewable to Employers on the internet (JobQuest) ☐ Yes ☐ No

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

(NOTE: Updated screen shots for #5. **Events – Workshops / Job Fairs with > -Greater than 100 in attendance.)**

MOSES ERROR MESSAGE IN AWS AND HOW TO FIX

Step by Step Handout



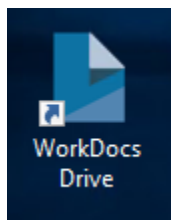
MOSES gets the “**not the latest version**” message

It needs your help

*(NOTE IN THE EXAMPLE BELOW, IGNORE
THE MODIFICATION DATES, THIS
BUILD WILL HAVE DIFFERENT DATES)*

IN Amazon WorkSpace

GO TO



Open it *(You should have 2 folders)*

Name	Date modified	Type	Size
Shared With Me	1/2/2023 10:40 AM	File folder	
My Documents	7/2/2023 7:42 PM	File folder	

Click on *Share with me*

Name	Date modified	Type	Size
Shared With Me	11/1/2018 10:40 AM	File folder	
My Documents	7/1/2018 7:42 PM	File folder	

Next

Click on the **MOSES** folder

Name	Date modified	Type	Size
MOSES	11/1/2018 4:15 PM	File folder	
moses_test	9/17/2018 3:03 PM	File folder	



Next Click on **Staff View**

Name	Date modified	Type	Size
Reports	3/1/2018 11:55 AM	File folder	
Scanned_Images	8/1/2018 12:53 PM	File folder	
Staff_view	11/1/2018 4:11 PM	File folder	
Templates	11/14/2018 4:15 PM	File folder	





CLICK ON THE **PBD** Folder


Name	Date modified	Type	Size
other	9/17/2018 2:14 PM	File folder	
pbd	9/17/2018 2:14 PM	File folder	
runtime_dlls	9/17/2018 2:16 PM	File folder	
text	9/17/2018 2:16 PM	File folder	

CLICK ON THE **PBD** Folder
 you should see a **pbd.cab** file that has the **latest build date**:
FOR MOSES 37.8 it should be a September 2021 date

Name	Date modified	Type	Size
 mosesapp.xml	3/18/2021 1:46 PM	XML Document	1 KB
 pbd.cab	8/26/2021 3:21 PM	Cabinet File	7,629 KB

Next, **Go Back** And **CLICK** on the **TEXT** folder
 it should have a **TEXT.cab** file that has the **latest build date (September date)**

Name	Date modified	Type	Size
 other	9/7/2021 2:14 PM	File folder	
 pbd	9/7/2021 2:14 PM	File folder	
 runtime_dlls	9/7/2021 2:16 PM	File folder	
 text	9/7/2021 2:16 PM	File folder	

Name	Date modified	Type	Size
 text.cab	8/26/2021 3:53 PM	Cabinet File	391 KB

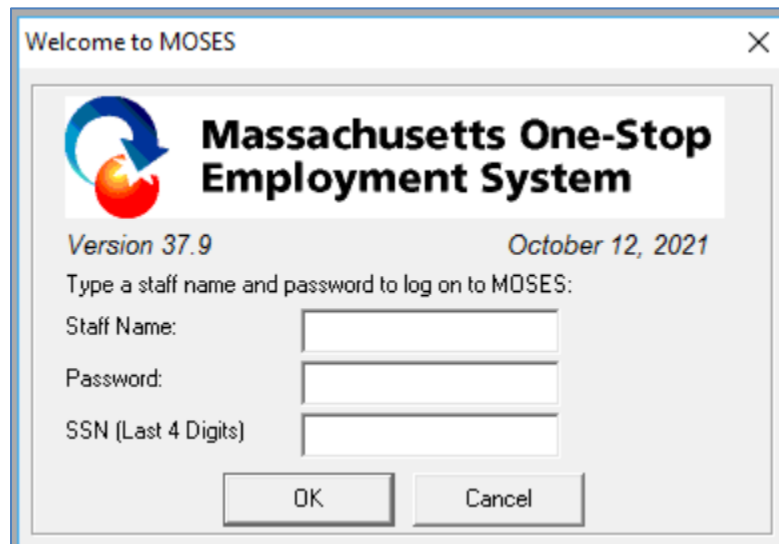
NOW -

*if the latest build dates are not showing, then you must wait until they do.
 AWS is still copying and updating the files.*

*When the latest build date is displayed, then MOSES will now be able to get the
 latest files from these locations.*


Click on MOSES

It should now get the build.



The image shows a Windows-style dialog box titled "Welcome to MOSES" with a close button (X) in the top right corner. Inside the dialog, there is a logo on the left consisting of a blue circular arrow and a red flame-like shape. To the right of the logo, the text "Massachusetts One-Stop Employment System" is displayed in a bold, black, sans-serif font. Below this, the version "Version 37.9" is shown on the left and the date "October 12, 2021" on the right. A prompt "Type a staff name and password to log on to MOSES:" is centered. Below the prompt are three input fields: "Staff Name:", "Password:", and "SSN (Last 4 Digits)". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Welcome to MOSES

 **Massachusetts One-Stop
Employment System**

Version 37.9 *October 12, 2021*

Type a staff name and password to log on to MOSES:

Staff Name:

Password:

SSN (Last 4 Digits)

OK Cancel

