Workforce Issuance

100 DCS 02.142	☐ **Policy** ☑ **Information**

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

cc: WIOA State Partners

From: Alice Sweeney, Director
            MassHire Department of Career Services

Date: June 3, 2022

Subject: **MOSES Version 40.1 will be released on Wednesday, June 22, 2022**

Purpose: To notify Local MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MOSES 40.1 is scheduled for release to the desktops on Wednesday, June 22, 2022.

Background: <u>MOSES will be shut down at 4:00 p.m. on Tuesday, June 21, 2022, for the updates and the maintenance of the MOSES software and MOSES Applications (JobQuest / TrainingPro).</u>

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 4:00 p.m. on Tuesday, June 21, 2022, and then log off MOSES. This will ensure that when you log into MOSES on your next workday, 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 WorkDocs Drive before opening MOSES.

The build is planned to be **released Wednesday, June 22, 2022** to desktops.

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 Tuesday, June 21, 2022, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:00 p.m.

In addition, MassHire Local Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that Amazon Workspace staff on Wednesday, June 22, 2022, into their Work Docs account <u>before</u> 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.
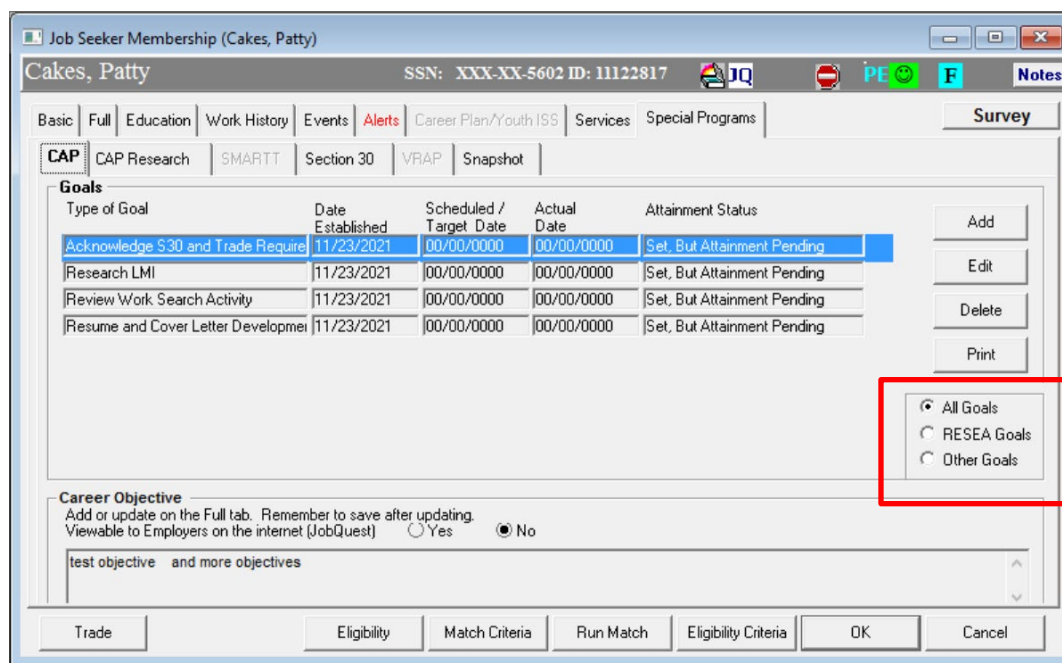
Description of Key Changes in MOSES Version 40.1

1. **Added New Employer Services - FutureSkills Program** *(Already deployed to production)*
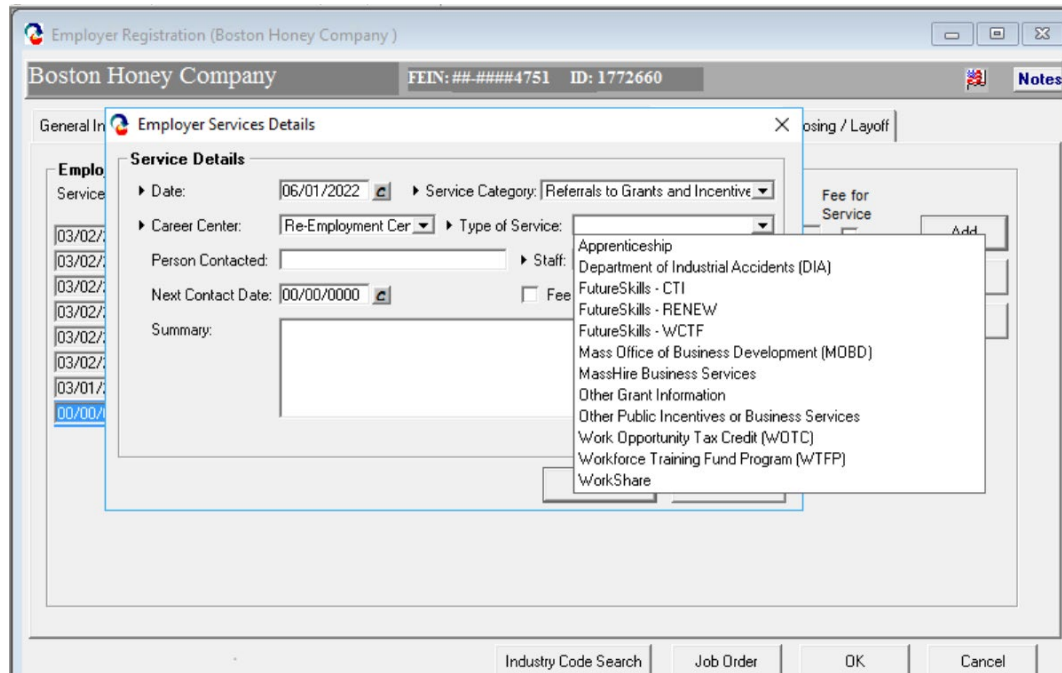
2. **Separate RESEA Goals from Other Goals**

    Added radio buttons to CAP tab to all allow staff to view 'All Goals' or only 'RESEA Goals' or 'Other Goals' (non RESEA).

3. Allow edit to Found Employment Records entered by jobseeker on JobQuest

Found Employment records entered by INETSELF (users via JobQuest) can now be updated by staff with additional information and/or to fix incorrect entries.

4. Add Delete button to Employer Program Enrollments

Delete button was added to allow staff to delete incorrect employer program enrollments and/or exits.

5. **Fixed application error when viewing participants in Employer Event**

Employer registrations in MOSES Events – Employers has been updated. Employers can be enrolled in MOSES workshops with no issues.

6. **Display URL below the Hyperlink on the MOSES staff view links page - AppStream will not allow internet access**

Links in MOSES has been reformatted. AppStream Users will need to copy/paste the URL into a new browser window or tab outside of AppStream. AWS users can click the link to access.

7. **PDF documents in OS default application (default will be Chrome or Edge in AppStream / MOSES workspaces)**

Any PDF documents accessed from within MOSES will open in the default browser instead of Adobe Reader.   (Google Chrome or Microsoft Edge).


8. **MOSES screen saver has been removed**

Both Amazon WorkSpaces and AppStream have a security required inactivity timeout of 15 minutes, so a separate MOSES screen saver is redundant and not needed.

So, after 15 minutes of inactivity, the MOSES connection will terminate, and you will need to log back in to get into MOSES.

MOSES ERROR MESSAGE IN AWS AND HOW TO FIX

Step by Step Handout

If this message is displayed upon launching MOSES, follow the instructions below:
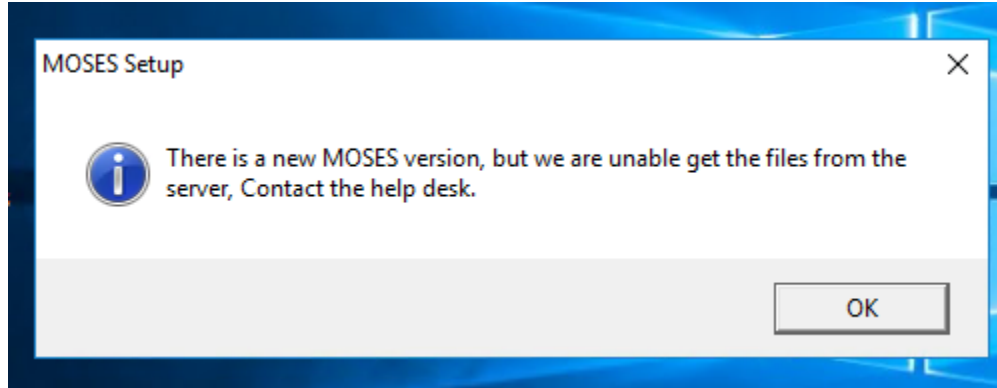
1. Close any open MOSES windows (check your task bar at the bottom of your screen!)
2. On your Amazon WorkSpaces desktop, double-click "WorkDocs Drive" – it resembles a blue piece of paper with the corner folded
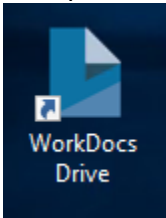
3. Double-click the "Shared With Me" folder to open it

Name	Date modified	Type	Size
Shared With Me	11/9/2018 10:40 AM	File folder	
My Documents	7/30/2018 7:42 PM	File folder	

4. Double-click the "MOSES" folder to open it

Name	Date modified	Type	Size
MOSES	11/14/2018 4:15 PM	File folder	
moses_test	9/17/2020 3:03 PM	File folder	

5. Double-click the "Staff_view" folder to open it

Name	Date modified	Type	Size
Reports	3/4/2020 11:55 AM	File folder	
Scanned_Images	8/8/2018 12:53 PM	File folder	
Staff_view	11/14/2018 4:11 PM	File folder	
Templates	11/14/2018 4:15 PM	File folder	

6. Double-click the "pbd" folder to open it

Name	Date modified	Type	Size
other	9/17/2020 2:14 PM	File folder	
pbd	9/17/2020 2:14 PM	File folder	
runtime_dlls	9/17/2020 2:16 PM	File folder	
text	9/17/2020 2:16 PM	File folder	

7. You should see a **pbd.cab** file that has the **latest build date** – if it does not, wait a moment, and it should update

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

8. Click the back arrow in the upper-left corner to return to the previous folder list
9. Double-click the "text" folder to open it

Name	Date modified	Type	Size
other	9/17/2020 2:14 PM	File folder	
pbd	9/17/2020 2:14 PM	File folder	
runtime_dlls	9/17/2020 2:16 PM	File folder	
text	9/17/2020 2:16 PM	File folder	

10. You should see a **text.cab** file that has the **latest build date** – if it does not, wait a moment, and it should update

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

11. Close your file explorer window and open MOSES again; you should briefly see a small window reading "CAB Extract" as MOSES updates

12. Verify that the login window now reads **40.1** after "Version" in upper-left corner

Welcome to MOSES ✕

Massachusetts One-Stop Employment System

Version 40.1   June 03, 2022

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

Staff Name: [   ]

Password: [   ]

SSN (Last 4 Digits) [   ]

[OK]   [Cancel]