



Workforce Issuance

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☐ 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: October 27, 2020

Subject: **MOSES Database/Crystal Reports Writers Training**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners of a training for report developers using the MOSES database, scheduled for **Friday, November 20th from 9:00 am-11:00 am.**

Background: The training will provide an understanding of the MOSES database that will assist the report writer in creating ad hoc reports from the database.

Staff attending this training should:

- be responsible for writing/modifying reports from the MOSES database
- have at least a rudimentary knowledge of database concept
- have a rudimentary knowledge of some reporting software like Crystal Reports or Microsoft Access
- have experience with the MOSES application, and
- have an understanding of Career Center business and operations

To be clear, this training IS NOT for staff who would like to simply learn how to run a Crystal Report, rather it is a more technical and rigorous training for staff to learn how to create and/or modify ad hoc reports using the MOSES database.

Action

Requested: Register for this training in advance through Eventbrite* by clicking on the MOSES Database/Crystal Report Writers link below on the Workforce System Staff Training page on Mass.gov. *Also, be sure to download the training material on the same page and review prior to the training;*

<https://www.mass.gov/service-details/moses-databasecrystal-report-writers>

After registering on Eventbrite*, registrants will receive WebEx login details located in the Eventbrite confirmation emails.

To check if there have been any training cancellations, please call the MassHire Department of Career Services Training and Meeting Message Line at 617-626-5250.

Inquiries: Please direct inquiries to Leslie Abramowitz at leslie.a.abramowitz@detma.org.

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