



EUC REA

*Guidelines
for*

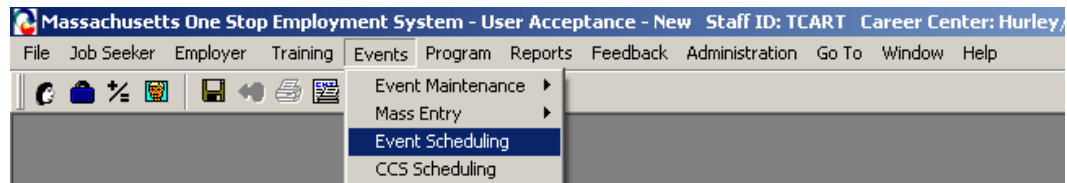
**Scheduling an EUC Orientation
in MOSES**

MOSES Users Guide



To Schedule an EUC Orientation

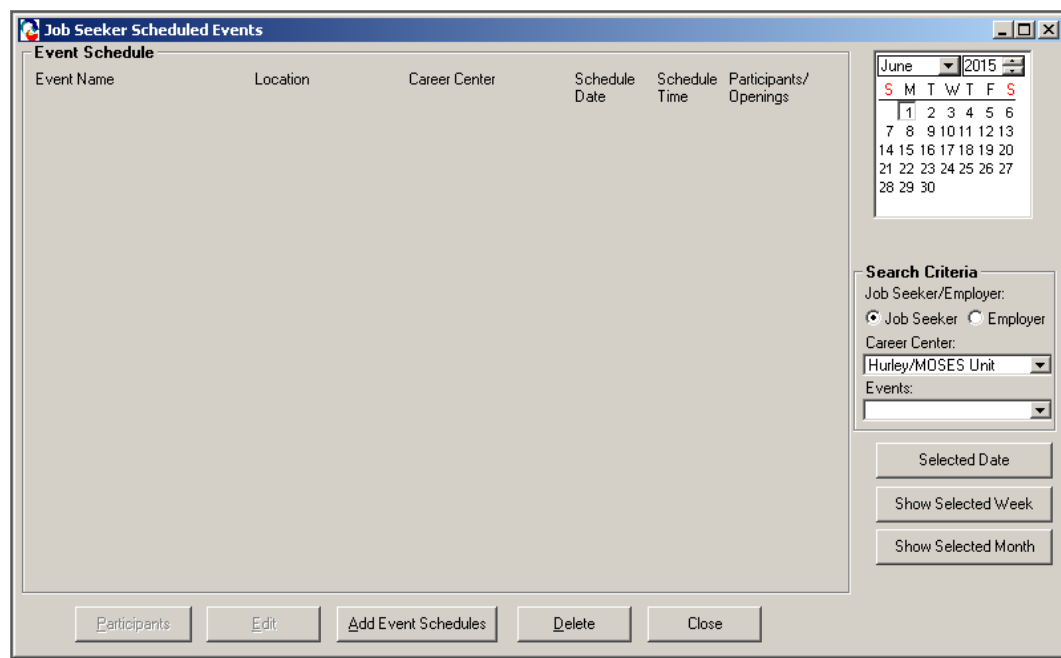
1. Select **Events**, then **Event Scheduling**, on the MOSES main menu bar.



2. Display the **Job Seeker Scheduled Events** window.



The title of this window changes depending upon whether you select **Job Seeker** or **Employer** in the **Search Criteria** panel on the window. MOSES displays the job seeker version as the default.



- Click the **Add Event Schedules** button to schedule the EUC Orientation. MOSES displays the **New** event schedule window.

Add Event Schedules

- Select information into the following fields on the **New** event schedule window.


<u>Field Name</u>	<u>Required</u>	<u>Action</u>
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Event Name	►	From the Event Name dropdown list select EUC Orientation .
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Career Center	►	Select the career center that will be hosting the EUC Orientation. MOSES displays the center that you are currently logged in under. You can change it by using the dropdown list (<i>only career centers that you have access to are listed</i>).
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Services attached to the EUC Orientation will be credited to the Career Center selected here.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Facilitator	►	Select the Staff ID of the person responsible for facilitating the EUC Orientation. MOSES displays your ID as the default. You can change it by using the dropdown list (<i>only staff at the center you selected are displayed</i>).
		After selecting a Facilitator , you can select Co-Facilitator(s) as well. Note: Under Co-Facilitator you can select Guest / Other , MOSES allows you to data enter their names in the Guest Notes box.
Location	Optional	Select the location at your career center where the EUC Orientation will be held.
Other Location	Optional	If the location is not shown in the dropdown list, you can type the location into this field.
Openings	►	Type the maximum number of people that will be able to attend the EUC Orientation.
Calendar	►	Ignore – Does Nothing
Do Not Display on Internet	Optional	Type X in the box if you would like to select this option. The X will prohibit the event from displaying on JobQuest.
Date	►	Type the date, or click the C to use the calendar, for when the EUC Orientation will occur.
Time	►	Type the time, or use the small up/down arrows, for when the EUC Orientation will occur.
Recurring	Optional	Select (Daily , Weekly , or Monthly) from the dropdown list if you want to schedule multiple occurrences of the EUC Orientation.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Instances	Optional	<p>This field only becomes available if you select one of the Recurring options. Type the number of future occurrences of this event that you want to schedule.</p> <p>If you selected Daily, you can only schedule up to 31 recurring events. If you selected Weekly, you can only schedule up to 52 recurring events. If you selected Monthly, you can only schedule up to 12 recurring events.</p>



- Click the **OK** button to save your entries and return to the **Job Seeker Scheduled Events** window.

New

Event Information

► Event Name:

Event Description:

► Career Center: ► Facilitator:

Location: Co-Facilitator 1:

Co-Facilitator 2:

► Openings: Calendar: ☐ ☒ Do not display on Internet

► Date: ► Time:

Recurring: Instances:

OK **Cancel**

Job Seeker Scheduled Events

Event Schedule

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
EUC Orientation	Test Location	Hurley/MOSES Unit	06/04/2012	09:00 AM	0/100
Microsoft Word Basics	Computer Training Room	Hurley/MOSES Unit	06/04/2012	09:00 AM	0/25

Row 1 of 2

Search Criteria

Job Seeker/Employer: ☒ Job Seeker ☐ Employer

Career Center:

Events:

Selected Date

Show Selected Week

Show Selected Month

Participants **Edit** **Add Event Schedules** **Delete** **Close**