



# Workforce Issuance

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☐ Policy ☒ Information

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**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:** Diane Hurley, Acting Director  
MassHire Department of Career Services

**Date:** September 2, 2022

**Subject:** **MOSES Version 40.2 will be released on Thursday, September 8, 2022.**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners that MOSES 40.2 is scheduled for release to the desktops on Thursday, September 8, 2022.

**Background:** MOSES will be shut down at 4:00 p.m. on Wednesday, September 7, 2022, 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 4:00 p.m. on Wednesday, September 7, 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 your WorkDocs Drive before opening MOSES.

The build is planned to be released Thursday, September 8, to desktops.

**Action**

**Requested:** MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown on Wednesday, September 7, 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 Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that Amazon Workspace staff sign into their Work Docs account Thursday, September 8, before logging into MOSES.

**IMPORTANT:** *SEE CHANGE #1:* Please update the *new* In Person or Virtual indicator on all events that are currently scheduled so job seekers are clear that the event will be **In Person** or **Virtual** when searching for events on MassHire JobQuest (MJQ).

**Effective:** Immediately

**Inquiries:** Please email all questions to [Thomas.M.Cartier@detma.org](mailto:Thomas.M.Cartier@detma.org). Please reference this MassWorkforce Issuance number in your inquiry.

## Description of Key Changes in MOSES Version 40.2

- 1.) **Event Scheduling Screen:** Added a new required field to indicate if the scheduled event will be In Person or Virtual. These indicators will be shown to job seekers on MassHire JobQuest (MJQ), see examples below.

**IMPORTANT:** Please update this indicator on all events that are currently scheduled so job seekers are clear that the event will be In Person or Virtual when searching for events on MJQ.


The screenshot shows the 'Event Information' form in the MOSES system. The form is titled 'Schedules (1198482)' and contains the following fields and options:

- Event Name:** Career Center Seminar
- Event Description:** The Career Center Seminar is your opportunity to learn about the full array of services, events, and programs available at the Massachusetts One-Stop Career Centers.
- Prerequisite:** Bring Worksearch Activity Logs and your Resume. Register on JobQuest ( www.jobquest.detma.org ). The seminar will be approx 1.5 to 2.5 hours long.
- Career Center:** Attleboro Career Center
- Location:** WebEx - Virtual
- Facilitator:** ABORG
- Co-Facilitator 1:**
- Co-Facilitator 2:**
- WebEx URL:**
- Openings:** 25
- Calendar:** ☐ ☐ Do not display on Internet
- Date:** 09/06/2022
- Time:** 09:00 AM
- Overwrite Time:**
- Recurring:**
- Instances:**
- Event Type:** ☐ In Person ☒ Virtual


A blue callout box with a pointer to the 'Virtual' radio button contains the text: **MOSES 40.2 - new data element for Event Scheduling**.

At the bottom right of the form are the **OK** and **Cancel** buttons.

Example of **Virtual** and **In-Person** icons on MJQ Event Search Results page





### Coping with Job Loss & Job Search

 **VIRTUAL**

Monday, September 5, 2022

9:00 AM - 11:00 AM


 Re-Employment Center



Prerequisite: No


[SCHEDULE](#)


### Career Center Seminar

 **IN-PERSON**

Monday, September 5, 2022

10:00 AM - 1:00 PM

 Brockton Career Center

 508-513-3400


Prerequisite: No

[SCHEDULE](#)


Example of **Virtual** icon on MJQ Event Details page


## Coping with Job Loss & Job Search


### Re-Employment Center


 **VIRTUAL**

Workshops


 Monday, September 5, 2022

 Boston, MA 02114

 9:00 AM - 11:00 AM

 \$0.00

[SCHEDULE](#)



EVENT AND REGISTRATION DETAILS

ADDRESS

Activate Win

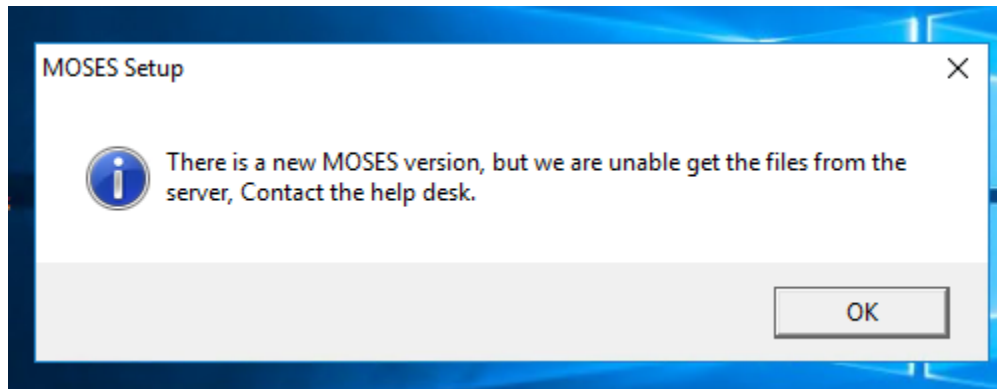
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- 2.) **DTA Statewide Program Enrollment:** Added a pop-up question asking if you would like to enroll the customer in the DTA Statewide Program when TAFDC and/or SNAP is checked on the Full/Assistance tab.

The screenshot displays a software interface with a top navigation bar containing tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. Below this is a sub-navigation bar with tabs: General Information, Military Information, Barriers, and Assistance/Disaster Relocation. The main content area is titled "Assistance Categories" and contains several checkboxes: TAFDC (checked), EAEDC, SSI, Long Term TAFDC (with Yes/No radio buttons), Free/Reduced Price Lunch, Refugee Assistance, SSDI, Previous SSDI Recipient, Other Income-Based Public Asst, SNAP (Supplemental Nutrition Assistance) (checked), Chapter 115 Veteran Benefits, and Ticket to Work. A pop-up dialog box titled "Job Seeker Membership (D, Maurelina)" is overlaid on the interface. It contains a question mark icon and the text: "You have selected TAFDC and/or SNAP on the Assistance tab. Would you like to enroll this applicant in the DTA program?". At the bottom of the dialog are "Yes" and "No" buttons. In the background, "Add" and "Delete" buttons are visible.

# MOSES ERROR MESSAGE IN AWS AND HOW TO FIX

## Step by Step Handout



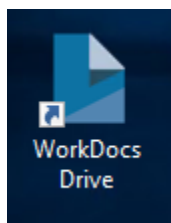
MOSES gets the “**not the latest version**” message ...

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	1/2/2020 10:40 AM	File folder	
My Documents	1/2/2020 7:42 PM	File folder	

Click on .... *Shared 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	9/1/2018 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 40.0 it should be a February 2022 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 (February 2022 )**

Name	Date modified	Type	Size
 other	9/7/2020 2:14 PM	File folder	
 pbd	9/7/2020 2:14 PM	File folder	
 runtime_dlls	9/7/2020 2:16 PM	File folder	
 text	9/7/2020 2:16 PM	File folder	

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

**NOW -**

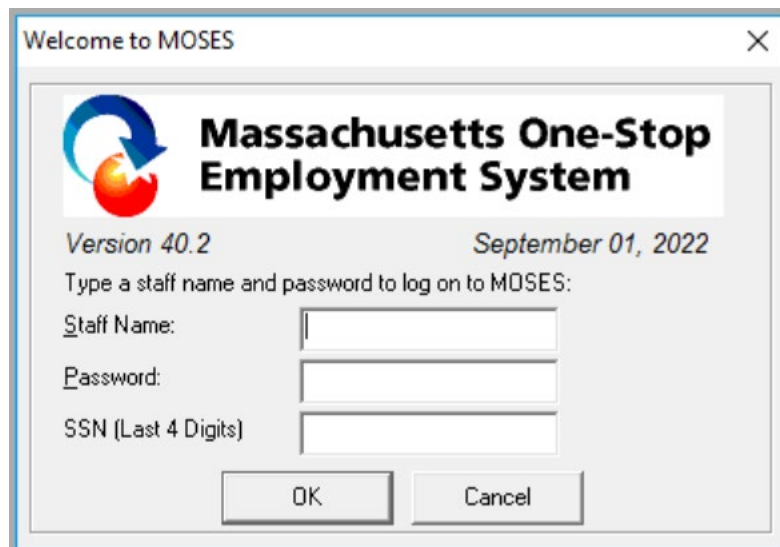
*if the latest build dates are not showing, then you must wait until they do.  
AWS is still copying and updating the files.*

*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 sphere. To the right of the logo, the text "Massachusetts One-Stop Employment System" is displayed in a bold, black font. Below this, the version "Version 40.2" and the date "September 01, 2022" are shown. A prompt "Type a staff name and password to log on to MOSES:" is followed by 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 40.2* *September 01, 2022*

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

Staff Name:

Password:

SSN (Last 4 Digits)

OK Cancel