

BASIC

ADMINISTRATION

FUNCTIONS

In

MOSES

For

MOSES Trainers

And

MOSES Local Experts

2020

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Change a User Password

Overview

The default password for a new staff person is "password".

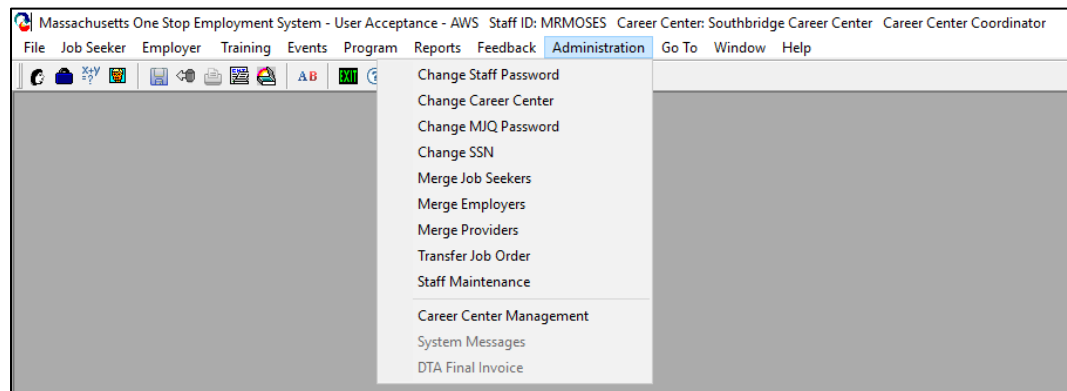
When the user logs in for the first time, she/he will be prompted to create a personal password.

You can change the user password later if the user has forgotten his/her personal password. The password you set on this window will permanently override any existing password.

You can only change the password for a staff person with a **Staff Type** (security level) lower than your own.

To Change a User Password

1. Select **Administration**, then **Change Staff Password** on the MOSES main menu bar.



2. MOSES displays the **Change Staff Password** window.

A screenshot of the 'Change Staff Password' dialog box. The window title is 'Change Staff Password'. It contains a list of password requirements: 1. Passwords must be 8 to 10 characters in length; 2. Passwords must contain characters from at least three of the following four categories: English uppercase Characters (A - Z), English lowercase Characters (a - z), Base 10 digits (0 - 9), and Non-alphanumeric (for example: !, \$, #, or %); 3. Old passwords may not be re-used; 4. You will be prompted to change your password every 90 days. Below the requirements is a section titled 'Password' which includes a 'Staff ID' dropdown menu (currently showing 'MRMOSES'), a 'New Password' text input field, and a 'Confirm New Password' text input field. There is a yellow key icon on the left side of the password section. At the bottom of the window are 'OK' and 'Cancel' buttons.

Change Staff Password

1. Passwords must be 8 to 10 characters in length
2. Passwords must contain characters from at least three of the following four categories:
 - English uppercase Characters (A - Z)
 - English lowercase Characters (a - z)
 - Base 10 digits (0 - 9)
 - Non-alphanumeric (for example: !, \$, #, or %)
3. Old passwords may not be re-used
4. You will be prompted to change your password every 90 days

Password

Staff ID:

Current Password:

New Password:

Confirm New Password:

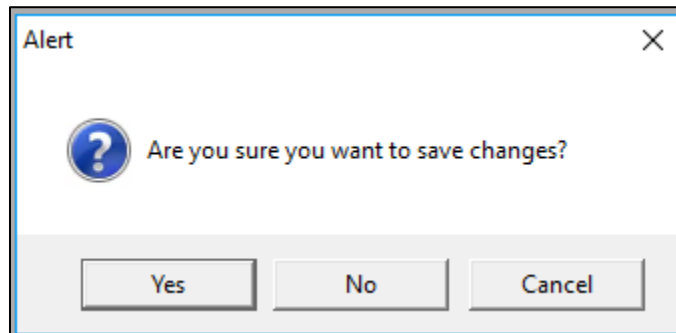
OK Cancel



This windows are similar to the window that appears when a user changes his own password. The difference is that a user with **Standard Access** or below must enter their current password once, and their new password twice.

3. Select the **Staff ID** from the dropdown list for the user whose password you are changing.
4. Type a new password in the **New Password** field.
The password must be 8-10 characters in length.
The password is case sensitive and must use a combination of upper-case letters, lower-case letters, numbers and non-alphanumeric (symbols, etc..). At least three of these types.

5. Click the **OK** button to save the new password and return to the MOSES desktop.



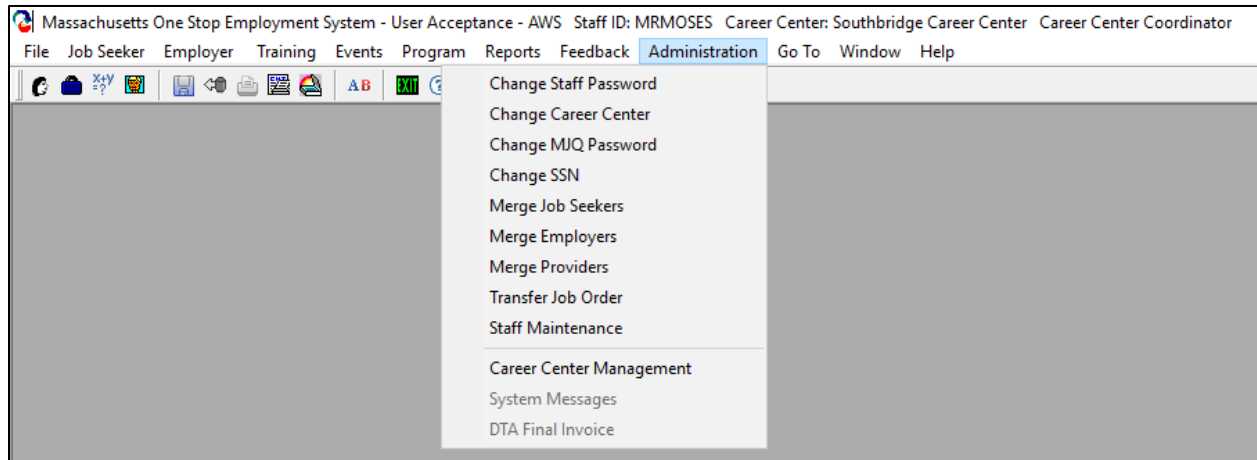
MOSES will ask you if you want to save Changes, say **Yes**.



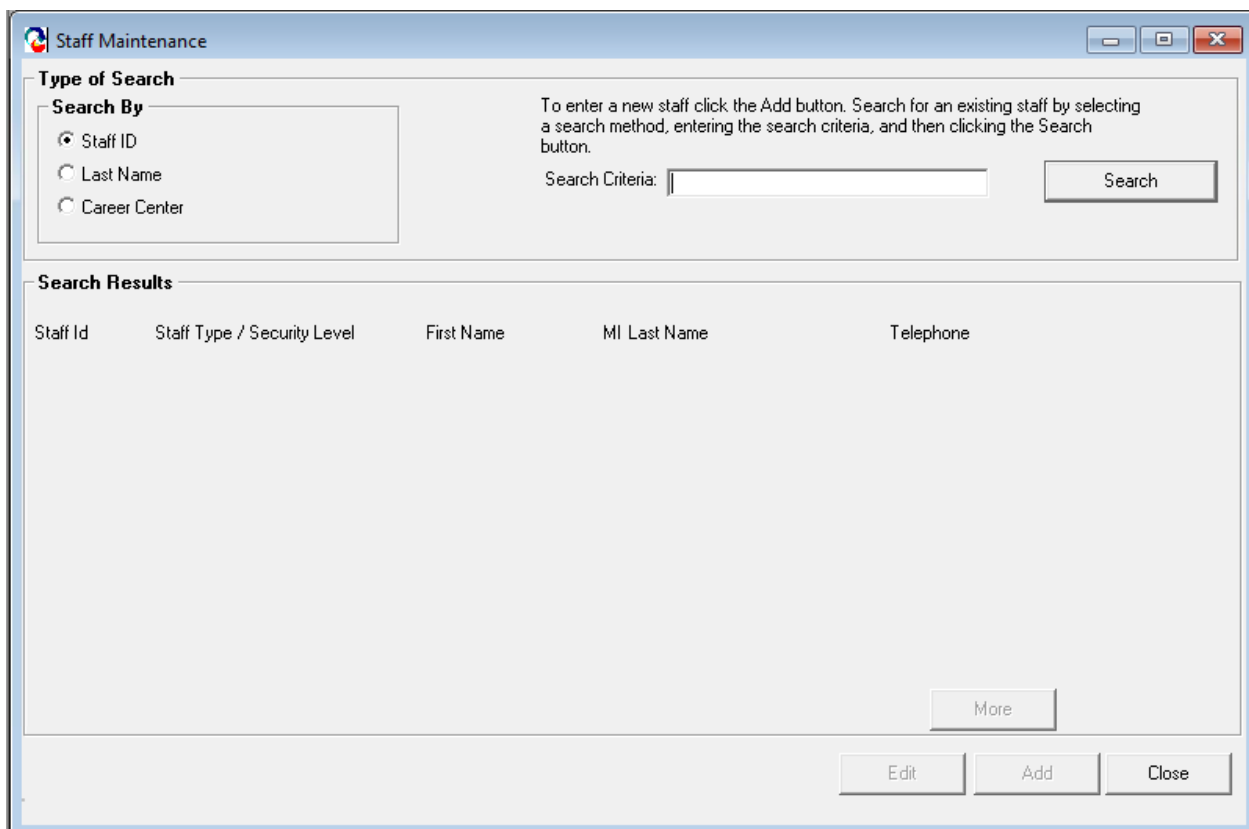
MOSES will prompt you to change your password every 90 days.
You must change your password at that time.
You cannot use the same password again for eight changes/cycles.
In addition, the automatic timing of this change cannot be modified.

To Unlock a Staff Member

1. Select **Administration**, then **Staff Maintenance** on the MOSES main menu bar.



2. MOSES displays the **Staff Maintenance** window.



3. Enter the MOSES **Staff Id** for the person you are looking for.

The Staff Maintenance window displays search results for the staff ID MRMoses. The search criteria entered is MRMoses. The results table shows one record: Staff Id MRMoses, Staff Type / Security Level Career Center Coordinator, First Name Mister, MI Last Name MOSES, and Telephone (617)626-5303. The window includes buttons for Edit, Add, and Close, and a status indicator 'Row 1 of 1'.

Staff Id	Staff Type / Security Level	First Name	MI Last Name	Telephone
MRMoses	Career Center Coordinator	Mister	MOSES	(617)626-5303

4. Double **click** or hit **Edit** to open the record.

The Staff Registration (MRMoses) window displays detailed information for the staff member. The Staff Id is MRMoses, Password is masked, First Name is Mister, Middle Initial is empty, Last Name is MOSES, and Phone is (617) 626-5303. The window includes tabs for Staff Registration, Security Information, and Security Log. The Security Information tab is active, showing fields for Staff SSN, Email, Last Update Date, Backdating, SED, Last Login, and various checkboxes for training, security, and employment. The Locations section shows a list of locations with 'Hurley/Moses Unit' selected. The window includes buttons for OK and Cancel.

Staff Id	Staff SSN	Email	Last Update Date	Backdating	SED	Last Login
MRMoses		Mister.Moses@detma.org	04/01/2020	60 days (default)	05/01/2021	04/16/2020

Locations	Selected Locations
AAA Deactivated Users Office	Career Center
Action for Boston Community Dev.	Home Office
Allston-Brighton Resource Center	Hurley/Moses Unit
American Red Cross	Southbridge Career Center
Asian American Civic Association	
Athol DTA	
Attleboro Career Center	
Bay Cove Human Services	
Behavioral Healthcare Network Of Massachusetts	

5. Uncheck the **Locked** box.

The screenshot shows the 'Staff Registration (MRMOSES)' window. It has three tabs: 'Staff Registration', 'Security Information', and 'Security Log'. The 'Staff Registration' tab is active. The window contains several input fields and checkboxes. The 'Staff Id' is 'MRMOSES', 'First Name' is 'Mister', 'Last Name' is 'MOSES', and 'Phone' is '(617) 626-5303'. The 'Staff SSN' is masked as '###-##-####'. The 'Email' is 'Mister.Moses@detma.org'. The 'Last Update Date' is '04/01/2020' and the 'Backdating' is '60 days (default)'. The 'SED' is '05/01/2021' and the 'Last Login' is '04/16/2020'. There are checkboxes for 'Completed MOSES 101 Training' (checked), 'Exempted from MOSES 101 Training' (unchecked), 'Electronic Security Agreement' (checked), 'Manually Set SED' (unchecked), 'NDWG Operator' (unchecked), 'Inactive' (unchecked), and 'Edit Links' (unchecked). The 'EOLWD Employee' is set to 'Yes' and the 'Employer' is 'DCS'. The 'Ad Hoc Reporting Access' is unchecked. There are two lists of locations: 'Locations' on the left and 'Selected Locations' on the right. The 'Selected Locations' list includes 'Career Center', 'Hurley/MOSES Unit' (which is selected and has an unchecked checkbox), and 'Southbridge Career Center' (which has a checked checkbox). There are '>>' and '<<' buttons between the two lists. At the bottom right are 'OK' and 'Cancel' buttons.

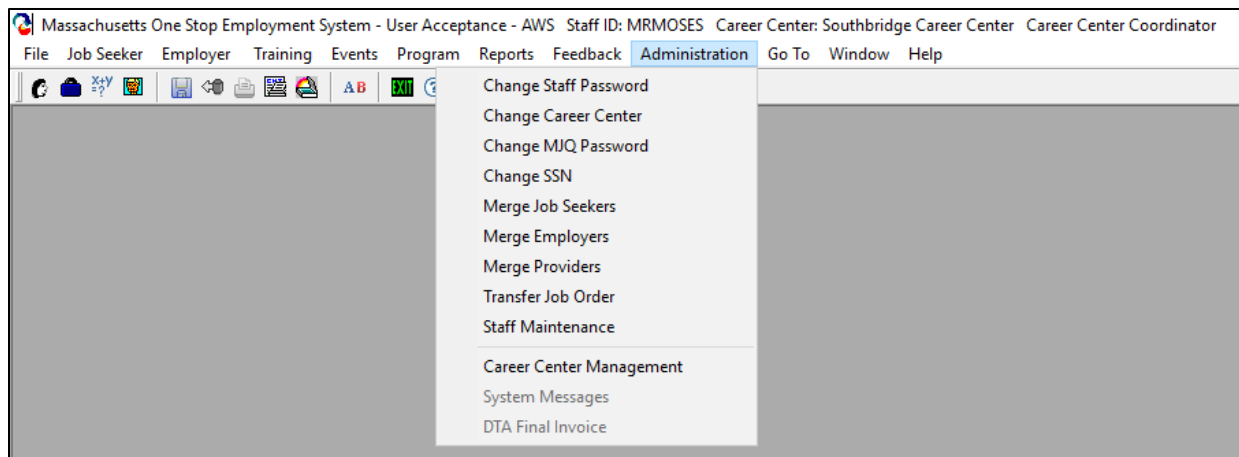
6. Say **Yes** to save the changes.

The screenshot shows an 'Alert' dialog box with a question mark icon. The text inside the dialog box says 'Are you sure you want to save changes?'. At the bottom of the dialog box are three buttons: 'Yes', 'No', and 'Cancel'.

To Create Local Programs at a Career Center

These programs may be funding sources or special services that are unique to your career center.

1. Select **Administration**, then **Career Center Management** on the MOSES main menu bar.



2. The Career Center management window opens up.

A screenshot of the 'Northampton Affiliate Career Center' window, specifically the 'Career Center Management' tab. The window has a title bar with standard Windows controls. Below the title bar is 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. The 'Career Center Management' section contains several fields: Manager (dropdown menu with 'MOSES102' selected), Address 1 (text field with '20 West Street'), Address 2 (text field), Zip (text field with '01060-'), City (dropdown menu with 'Northampton' selected), State (dropdown menu with 'Massachusetts' selected), Phone (text field with '() -'), Email (text field), Web Address (text field), Fax (text field with '() -'), and Rapid Response Email (text field with 'mrmoses@delma.org'). There is also an 'Other Details' section with a large text area. At the bottom right are 'OK' and 'Cancel' buttons.

3. Select the **Programs** tab on the Career Center Management window.

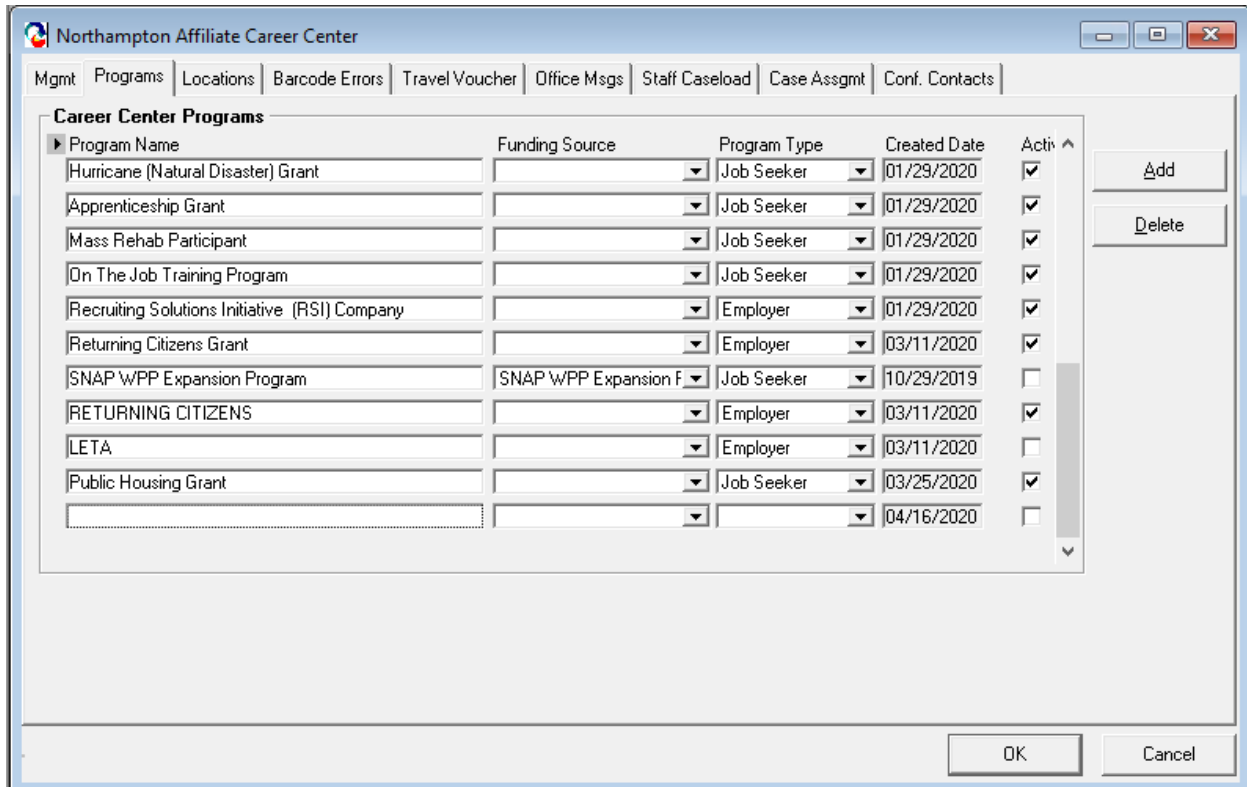
The screenshot shows the 'Northampton Affiliate Career Center' window with the 'Programs' tab selected. The window contains a table of programs and their details. The table has columns for Program Name, Funding Source, Program Type, Created Date, and Action. The 'Program Name' column is highlighted in blue. The 'Program Type' column shows 'Job Seeker' for the first six programs and 'Employer' for the last four. The 'Created Date' column shows '11/09/2017' for the first program and '01/29/2020' for the others. The 'Action' column has checkboxes for each program. To the right of the table are 'Add' and 'Delete' buttons. At the bottom right are 'OK' and 'Cancel' buttons.

Program Name	Funding Source	Program Type	Created Date	Action
PR Hurricane Impacted		Job Seeker	11/09/2017	<input type="checkbox"/>
Returning Citizen Program		Job Seeker	01/29/2020	<input checked="" type="checkbox"/>
Summer Youth Program		Job Seeker	01/29/2020	<input checked="" type="checkbox"/>
DTA (w/PP) Participant		Job Seeker	01/29/2020	<input checked="" type="checkbox"/>
Operation Older Person Grant		Job Seeker	01/29/2020	<input checked="" type="checkbox"/>
Disability Grant		Job Seeker	01/29/2020	<input checked="" type="checkbox"/>
Board Member Company		Employer	01/29/2020	<input checked="" type="checkbox"/>
Disability Employer		Employer	01/29/2020	<input checked="" type="checkbox"/>
Healthcare Industry		Employer	01/29/2020	<input checked="" type="checkbox"/>
On The Job Training Company		Employer	01/29/2020	<input checked="" type="checkbox"/>
Operation Older Person Employer		Employer	01/29/2020	<input checked="" type="checkbox"/>



Note that there are Job Seeker Programs and Employer Programs.

4. Click Add to add a program, fill in the correct fields.



The screenshot shows a software window titled "Northampton Affiliate Career Center". It has a menu bar with options: Mgmt, Programs, Locations, Barcode Errors, Travel Voucher, Office Msgs, Staff Caseload, Case Assgmt, Conf. Contacts. The "Programs" menu is selected. Below the menu bar is a section titled "Career Center Programs" containing a table with the following columns: Program Name, Funding Source, Program Type, Created Date, and Active. The table lists several programs, most of which are active (checked). To the right of the table are "Add" and "Delete" buttons. At the bottom right of the window are "OK" and "Cancel" buttons.

Program Name	Funding Source	Program Type	Created Date	Active
Hurricane (Natural Disaster) Grant		Job Seeker	01/29/2020	<input checked="" type="checkbox"/>
Apprenticeship Grant		Job Seeker	01/29/2020	<input checked="" type="checkbox"/>
Mass Rehab Participant		Job Seeker	01/29/2020	<input checked="" type="checkbox"/>
On The Job Training Program		Job Seeker	01/29/2020	<input checked="" type="checkbox"/>
Recruiting Solutions Initiative (RSI) Company		Employer	01/29/2020	<input checked="" type="checkbox"/>
Returning Citizens Grant		Employer	03/11/2020	<input checked="" type="checkbox"/>
SNAP WPP Expansion Program	SNAP WPP Expansion F	Job Seeker	10/29/2019	<input type="checkbox"/>
RETURNING CITIZENS		Employer	03/11/2020	<input checked="" type="checkbox"/>
LETA		Employer	03/11/2020	<input type="checkbox"/>
Public Housing Grant		Job Seeker	03/25/2020	<input checked="" type="checkbox"/>
			04/16/2020	<input type="checkbox"/>



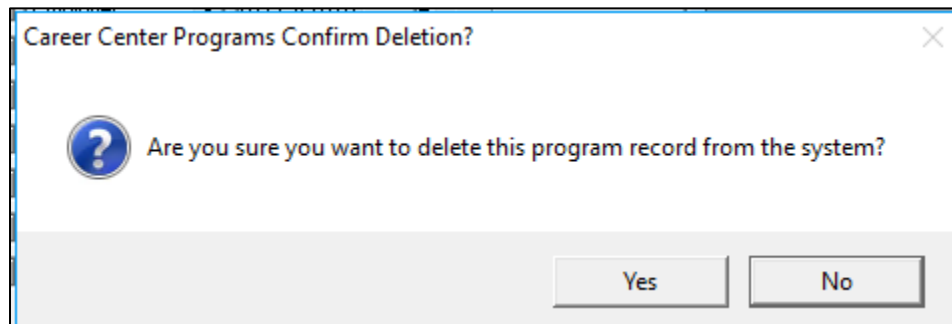
Note the Active check box.

Check it to make the program / grant active or uncheck it to make it inactive.



You can use this box to temporarily deactivate seasonal programs.

5. Click **Delete** to remove a program.



You cannot delete a program that is in use.

6. Click **Yes** to remove the program.

7. Click **Ok** to save.