

Mass Workforce Issuance

Workforce Issuance No. 07-21

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: April 26, 2007

Subject: **MOSES Database Training for New Crystal Report Writers**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners of a training session for new Crystal Report writers scheduled for Friday, June 8, 2007 at the Employment & Training Resources Career Center in Marlborough.

The Information and Performance Reporting Unit invites representatives of each workforce investment area to participate in a day of training for new Crystal Report writers responsible for producing data for reports from the MOSES database. The training will provide a bridge between the writer's knowledge of Crystal Reports and the MOSES database.

The training will begin at 9:30am and will end about 3:30 pm. Seating is limited to **20 participants** for this session. Lunch will not be provided.

The training is intended for staff who:

- are responsible for writing reports from the MOSES database,
- have at least a rudimentary knowledge of database concept,
- have at least a rudimentary knowledge of Crystal Reports software,
- have some experience with the MOSES application, and
- have an understanding of One-Stop Career Center operations and programs

Action

Required: Please RSVP to Leslie Abramowitz (labramowitz@detma.org) no later than Thursday, May 24, 2007 with the following information for each attendee:

- Name
- Organization and City
- Email Address
- Telephone Number

NOTE: Attendees are encouraged to *practice* using Crystal Reports with the MOSES database before they attend the training.

Inquiries: Please direct all inquiries to Leslie Abramowitz at labramowitz@detma.org. Please reference this Issuance number with your inquiry.

DIRECTIONS

201 BOSTON POST ROAD WEST - MARLBOROUGH

FROM NORTH OR SOUTH:

Take Rte. 495 to **Exit 24B - Northborough (Route 20 West)**. Travel towards Northborough approximately one-half mile. At the bottom of the hill, **immediately after the Starbucks/Boston Market building**, turn right at the traffic light into the parking lot of the R. K. Centre. The Training Center is located on the second floor of the 4-story building standing at the entrance to the R. K. Centre (this is the same building in which the Metro South/West Employment & Training Resources One-Stop career Center is located).
Phone: 508-786-0928

FROM EAST OR WEST:

Take Rte. 9 or Massachusetts Turnpike to Rte. 495 and follow directions above.
Phone: 508-786-0928.