



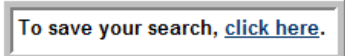

## Release Notes for EFM Version 9.2 to 10.0 Upgrade



### **Overview**

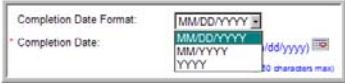
This release includes many, many client-requested enhancements. While most basically enhance usability, there are some changes that improve the data collected and others that reflect some significant changes in system functionality. User Guides have been updated and a list of the changes is available on the Extranet on the Help link. Recognizing that the documents may be inaccessible to many staff members and/or too time-consuming for staff overview training as well as the fact that there may be a need, based on your business model, to disseminate some of this information to individual and/or employer users, we have developed this summary. It includes “mini” screen prints, where applicable, and is laid out to identify usability, data collection and functionality changes by Individual Users, Employer Users and Staff Users (which as always, would include the Individual and Employer User information). This document was designed to identify major or significant changes – there are additional changes in labeling and this document is NOT the comprehensive list of every single modification made to the system. There are also a few items that were deployed late in version 9.2 that we are including in case staff has not yet noticed them.

### **General Improvements Throughout the Site**

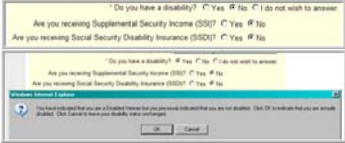
What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<b>Tabbed Interfaces</b> 	<ul style="list-style-type: none"> <li>• Job Search</li> <li>• Candidate Search</li> <li>• Occupation Search</li> <li>• Education Services Searches</li> <li>• Labor Market</li> </ul>	<ul style="list-style-type: none"> <li>• Easier, more visible options for user selection of criteria</li> <li>• Displays defaults, where applicable</li> <li>• Consistent look and feel</li> <li>• New criteria or new combinations of criteria</li> </ul>	X		X


What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
	Profiles				
Geography selection defaults to dropdown, maps are options 	<ul style="list-style-type: none"> <li>Job Search</li> <li>Candidate Search</li> <li>LMI Area Profile</li> <li>LMI Industry Profile</li> <li>LMI Occupation Profile</li> </ul>	<ul style="list-style-type: none"> <li>Displays data from user profile, if applicable</li> <li>Defaults to drop downs to improve system response time</li> <li>Map selection is available</li> </ul>	X		
More Contextual LMI	<ul style="list-style-type: none"> <li>Most wizards</li> </ul>	Examples include: <ul style="list-style-type: none"> <li>Wage Data</li> <li>Occupation Data</li> </ul>	X		
Easier to create Virtual Recruiter 	<ul style="list-style-type: none"> <li>Job Search</li> <li>Candidate Search</li> </ul>	<ul style="list-style-type: none"> <li>New links at top AND bottom of search results, click to save</li> </ul>	X		
VR notifications	<ul style="list-style-type: none"> <li>Virtual Recruiter</li> </ul>	<ul style="list-style-type: none"> <li>New option to receive notifications via text message</li> <li>New option to specify multiple employer emails by worksite contact</li> </ul>	X		X
Icons and Highlights 	Many, many pages now have colored icons and highlighted text	Examples: <ul style="list-style-type: none"> <li>“In Demand” jobs</li> <li>“Green Jobs”</li> <li>Key words are highlighted in yellow</li> </ul>	X		

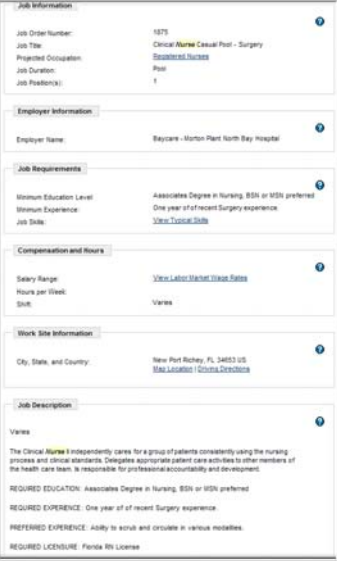
What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
		<ul style="list-style-type: none"> <li>Enrollment tables have icon to indicate open, closed, voiced, soft exited</li> </ul>			
<p>View last five</p> 	<ul style="list-style-type: none"> <li>Individuals assisted</li> <li>Employers assisted</li> <li>Jobs viewed</li> <li>Candidates viewed</li> <li>LMI profiles</li> </ul>	<ul style="list-style-type: none"> <li>New for individuals and employers in v 10</li> <li>Popular with staff in v 9.2</li> </ul>	X		
Email verification	<ul style="list-style-type: none"> <li>Individual Registration</li> <li>Employer Registration</li> </ul>	<ul style="list-style-type: none"> <li>On save, runs routine and displays message “the e-mail address entered has been verified as being from a valid e-mail provider”</li> </ul>		X	
Events Calendar now exportable to VCS file	<ul style="list-style-type: none"> <li>Upcoming Events</li> </ul>	<ul style="list-style-type: none"> <li>Event can be downloaded into VCS file for import into another calendar program (e.g. Outlook)</li> </ul>	X		X
<p>New LMI Search Histories</p> 	<ul style="list-style-type: none"> <li>Search History</li> </ul>	<ul style="list-style-type: none"> <li>Occupations</li> <li>Industries</li> <li>Area Profiles</li> <li>Jobs – link to occupation profile</li> <li>Preferred Jobs – link to view employer job skills comparison</li> </ul>	X		

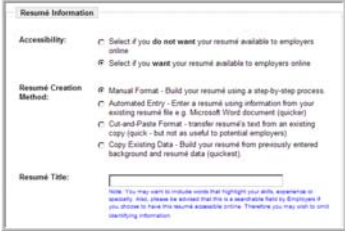
What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
		to job seeker's job skills			
System allows selection of date format 	<ul style="list-style-type: none"> <li>Multiple screens where date is required</li> </ul>	<ul style="list-style-type: none"> <li>Allows selection of <ul style="list-style-type: none"> <li>YYYY</li> <li>MM/YY</li> <li>MM/DD/YYYY</li> </ul> </li> </ul>		X	X

**Services for Individuals – in addition to the above**

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
Additional disability information and verification 	<ul style="list-style-type: none"> <li>Individual Registration</li> </ul>	<ul style="list-style-type: none"> <li>If “do you have a disability?” is answered “yes”, second question displays to ask if they are receiving SSI or SSDI</li> <li>If “do you have a disability?” is answer “not disabled” and veteran section indicates they are disabled veteran, there is a pop up message “you have indicated that you are a Disabled Veteran but you previously indicated that you are not disabled.” They click “OK” to change disability status or click “Cancel” to leave disability status unchanged.</li> </ul>		X	

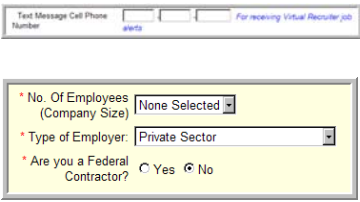
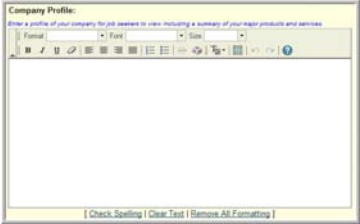
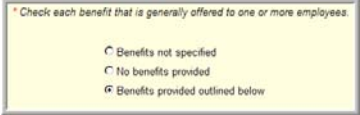
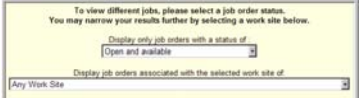
What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>Job Search improvements</p> 	<ul style="list-style-type: none"> <li>Job Search Results</li> </ul>	<ul style="list-style-type: none"> <li>Check box to “hide potential duplicate jobs” and then select the criteria job seeker wants used to define duplicate jobs</li> <li>Search results can be displayed in summary view (as in 9.2) or detailed view brief description with <ul style="list-style-type: none"> <li>links to job details,</li> <li>search for jobs in similar occupation,</li> <li>view jobs with same employer,</li> <li>and a link to apply</li> </ul> </li> </ul>	X	X	X
<p>Job Detail Display Improvements</p>	<ul style="list-style-type: none"> <li>Job Details from Search Results Link</li> </ul>	<ul style="list-style-type: none"> <li>Preferred Jobs <ul style="list-style-type: none"> <li>View Company Profile</li> <li>View Labor Market Wage Rates</li> </ul> </li> <li>All Jobs <ul style="list-style-type: none"> <li>Sections with no information are suppressed, shortens page view</li> <li>Map Location/Driving Directions from Google Maps</li> </ul> </li> </ul>	X	X	X

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
					
<p>Individual Profile will include objective, primary and secondary desired occupations, more flexibility in defining availability</p>	<ul style="list-style-type: none"> <li>• Background</li> </ul>	<ul style="list-style-type: none"> <li>• Wizard steps added to match resume</li> <li>• Data available now whether or not resume is created</li> </ul>		X	
<p>Resume Builder – new automated options</p>	<ul style="list-style-type: none"> <li>• Job Seeker Services, Resume Builder</li> </ul>	<ul style="list-style-type: none"> <li>• Same options for manual format and cut-and-paste</li> <li>• New option to copy prior resumes and update (available only if background has employment and education history)</li> </ul>	X	X	X

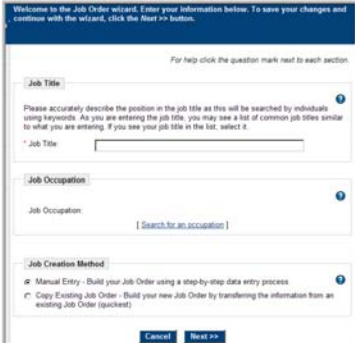
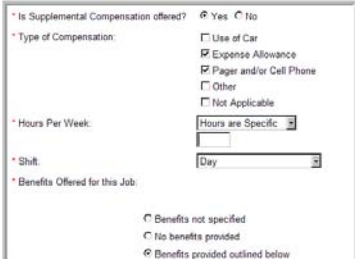
What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
 <p>The screenshot shows a 'Resume Information' section with the following options:</p> <ul style="list-style-type: none"> <li><b>Accessibility:</b> <ul style="list-style-type: none"> <li><input type="radio"/> Select if you do not want your resume available to employers online</li> <li><input type="radio"/> Select if you want your resume available to employers online</li> </ul> </li> <li><b>Resume Creation Method:</b> <ul style="list-style-type: none"> <li><input type="radio"/> Manual Format - Build your resume using a step-by-step process</li> <li><input type="radio"/> Automated Entry - Enter a resume using information from your existing resume file (e.g. Microsoft Word document) (quick)</li> <li><input type="radio"/> Cut and Paste Format - transfer resume's text from an existing copy (quick - but not as useful to potential employers)</li> <li><input type="radio"/> Copy Existing Data - Build your resume from previously entered background and resume data (quickest)</li> </ul> </li> <li><b>Resume Title:</b> [Text input field]</li> </ul> <p><small>Note: You may want to include words that highlight your skills, experience or keywords. Also, please be advised that this is a word document by Microsoft if you choose to have this resume's appearance online. Therefore you may not see identifying information.</small></p>		<ul style="list-style-type: none"> <li>New option to use automated resume to import data from existing resume. Wizard collects data NOT imported from existing resume (NOTE: must be a resume layout not just a block of text; works for many file formats including word, pdf, notepad, etc. If a red error message is displayed on the import step saying that the extract failed it means the document selected for import is in paragraph format and does not “look” like a resume to the import proc)</li> </ul>			

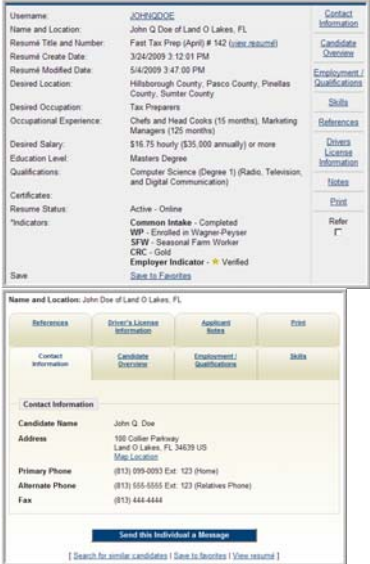
**Services for Employers – in addition to the above**



What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
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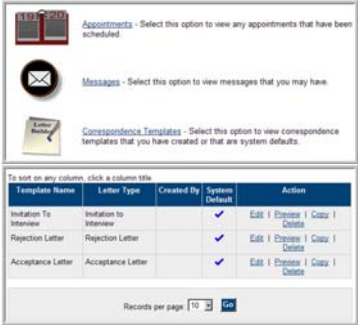
What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<b>Additional employer data</b> 	Employer Registration/ Profile – General Information	<ul style="list-style-type: none"> <li>• New Primary Contact Text Message Phone Number</li> <li>• Federal Contractor field – now required (WISPR)</li> <li>• Number of Employees field – now required (WISPR)</li> <li>• Type of Employer field – now required (WISPR)</li> </ul>		X	
<b>New Company Profile</b> 	Employer Registration/ Profile – General Information	<ul style="list-style-type: none"> <li>• Uses standard text formatting tools</li> <li>• Available to staff</li> <li>• Printable</li> </ul>		X	
<b>Additional Benefit Filters</b> 	Employer Registration/ Profile – General Information	<ul style="list-style-type: none"> <li>• Benefits Not Specified</li> <li>• No Benefits Provided</li> <li>• Benefits Provided Outlined Below (causes list and selection boxes to display)</li> </ul>	X	X	
<b>Additional Job Order Filters</b> 	Manage Jobs	<ul style="list-style-type: none"> <li>• Status</li> <li>• Associated Work Site</li> </ul>	X		





What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p><b>New Job Order Wizard</b></p> 	<p>Recruitment Plan – Manage Jobs</p>	<ul style="list-style-type: none"> <li>• Start wizard from scratch</li> <li>• Copy existing Job Order and edit</li> </ul>	<p>X</p>		<p>X</p>
<p><b>Additional compensation and hours information on Job Orders</b></p> 	<p>Manage Jobs</p>	<ul style="list-style-type: none"> <li>• Allows for selection of more than one additional compensation item</li> <li>• Allows for fixed or variable work schedule and specified hours per week</li> <li>• Allows definition of benefits</li> </ul>		<p>X</p>	<p>X</p>

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>Additional job applicant data provided</p> 	<p>Candidate Search and Applicant Details</p>	<ul style="list-style-type: none"> <li>• Additional filters</li> <li>• New action links to <ul style="list-style-type: none"> <li>• Contact</li> <li>• Rate Applicant</li> <li>• Print information</li> <li>• Resume modification date</li> <li>• Desired Location</li> <li>• Willingness to travel (%)</li> <li>• Additional indicators (e.g. Certificates, Work Keys)</li> <li>• Map applicant (from one to all)</li> <li>• In demand occupations display red icon</li> <li>• Green jobs display green icon</li> <li>• Favorite Candidate icon</li> </ul> </li> </ul>	<p>X</p>		<p>X</p>

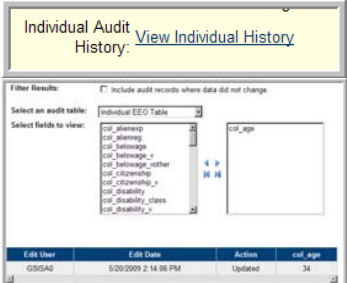
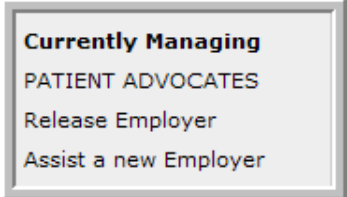
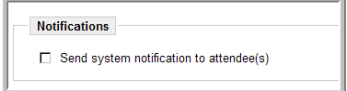

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>Modified method for resulting applicants</p> 	<p>Job Orders, Applicants Link</p>	<ul style="list-style-type: none"> <li>Added more options to categorize applicant status and information</li> <li>Now a “change status” link <ul style="list-style-type: none"> <li>Status = Hired; second screen to collect hire information</li> <li>Stats = Not Hired; second screen to collect reason and comments</li> </ul> </li> </ul>	X	X	X
<p>Can do mass referral for applicants set to “not hired”</p> 	<p>Job Orders, Applicants Link, Job Order Statistics</p> <p>For Staff – Manage Labor Exchange, Referrals Pending Review</p>	<ul style="list-style-type: none"> <li>Once candidates have been set to “Hired”, employers (or staff) can click the link to set status of all applicants that have not been hired to “not hired.” Additional reasons and comments are not required.</li> </ul>	X	X	


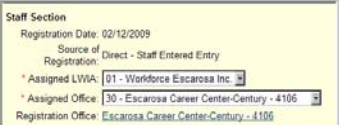
What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>New Search Option</p> 	Applicant Details Page	<ul style="list-style-type: none"> <li>Click to search for candidates with similar properties <ul style="list-style-type: none"> <li>Desired Work Location</li> <li>Occupation</li> <li>Desired Salary</li> </ul> </li> </ul>	X		X
<p>Correspondence</p> 	Communication Center - Correspondence Tab	<ul style="list-style-type: none"> <li>Defaults <ul style="list-style-type: none"> <li>Acceptance</li> <li>Interview Invitation</li> <li>Rejection</li> <li>User created</li> <li>Preview option</li> </ul> </li> </ul>	X		X



What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<b>Candidate Questions</b> 	Template Profile	<ul style="list-style-type: none"> <li>• Name and summary</li> <li>• New functions <ul style="list-style-type: none"> <li>• Edit at any point after save</li> <li>• If candidates have responded, edits display a warning that changing the question could have adverse affects</li> <li>• Copy current question then edit</li> </ul> </li> </ul>	X		X
<b>Saved Skill Sets</b> 	Template profile	<ul style="list-style-type: none"> <li>• New display control for records per page</li> </ul>	X		

**Services for Staff – in addition to the above**

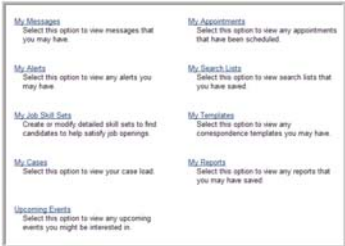

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
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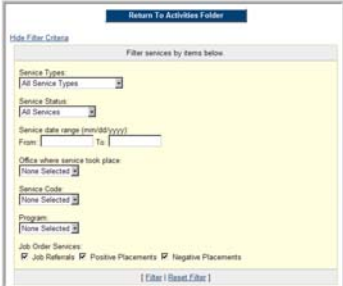

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>Enhanced Security</p> 	<p>Individual Profile, General Info and program apps</p>	<ul style="list-style-type: none"> <li>• New privilege further restricts staff that can view and/or edit SSN</li> <li>• View individual or employer audit history</li> </ul>		<p>X</p>	<p>X</p>
<p>“Release” record</p> 	<p>Currently Managing on Left Nav</p>	<p>One click releases the record so staff cannot inadvertently update the incorrect record. No need to log out and log back in to clear the Currently Managing</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>Send Reminders</p> 	<p>My Appointments</p>	<ul style="list-style-type: none"> <li>• Link to send reminders to prospective attendees</li> </ul>	<p>X</p>		
<p>Enhanced Event Management</p> 	<p>Upcoming Events</p>	<ul style="list-style-type: none"> <li>• Associate multiple office to an event</li> <li>• Associate multiple activities to an event (without scan card)</li> </ul>	<p>X</p>		<p>X</p>

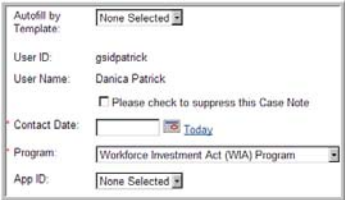

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>Save Preferences</p> 	<p>My Workspace, My Staff Account My Preferences (at bottom of page)</p>	<ul style="list-style-type: none"> <li>• Define and save 'landing page'</li> <li>• Assist Individual <ul style="list-style-type: none"> <li>• Individual Profiles Page</li> <li>• CM – Summary Tab</li> <li>• CM – Programs Tab</li> <li>• CM – Case Notes Tab</li> <li>• Personal – General Info</li> <li>• Personal -- Background</li> </ul> </li> <li>• Assist Employer <ul style="list-style-type: none"> <li>• Employer Profiles Page</li> <li>• Recruitment – Job Order Tab</li> <li>• Recruitment – Job Applicants Tab</li> <li>• Corporate – General Info Tab</li> <li>• Corporate – Worksites Tab</li> <li>• CM – Case Notes Tab</li> </ul> </li> </ul>	<p>X</p>		<p>X</p>
<p>Reassign LWIA and Office</p> 	<p>Individual or Employer Profile Tab</p>	<ul style="list-style-type: none"> <li>• Allows staff with privileges to change the current region and office assignment</li> </ul>	<p>X</p>	<p>X</p>	<p>X</p>




What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>Quick Search Page now includes Assigned LWIA/One Stop</p> 	<p>Assist Individual, Search Screen</p> <p>Assist Employer, Search Screen</p>	<ul style="list-style-type: none"> <li>Moved Assigned LWIA/One Stop to quick search page</li> <li>If State Staff is logged in, system defaults to “none selected”</li> <li>If Region staff is logged in, system defaults to staff user’s region <ul style="list-style-type: none"> <li>Staff should select “none selected” if they don’t find the record at first – they may be in another region.</li> </ul> </li> </ul>	X		<p>X</p> <p>NOTE: this is intended to improve system performance by limiting the number of records returned</p>
<p>Manage Case Assignment split into two</p> 	<p>Manage Case Assignment, Manage Individual Case Assignment or Manage Employer Case Assignment</p>	<ul style="list-style-type: none"> <li>Allows staff with privileges to access and manage new employer case management functionality</li> </ul>		X	X



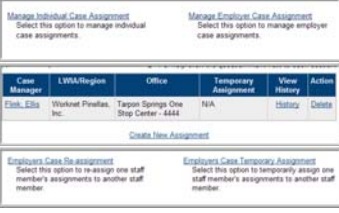





What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>View Caseload also available in My Staff Resources</p> 	Staff Resources, My Cases	<ul style="list-style-type: none"> <li>• New option available</li> <li>• Functionality is unchanged</li> </ul>	X		
<b>Assist an Individual</b>					
<p>Additional Search Fields</p> 	Assist Individual, Search Screen, More Search Options	<ul style="list-style-type: none"> <li>• More Search Options</li> <li>• New Organization of Criteria</li> <li>• Search by Date of Birth</li> <li>• Search by Case Manager has new “Select Me” link</li> </ul>	X		<p>X</p> <p>NOTE: this is NOT designed as a report – this has the potential to impact system performance</p>

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p><b>New View Filters</b></p> 	Case Management – Summary	<ul style="list-style-type: none"> <li>• Chronological</li> <li>• Case</li> <li>• Individual</li> <li>• Verification Summaries</li> <li>• Values selected remain default until changed by staff (even after log off and log on)</li> </ul>	X		X
<p><b>Default View Filters</b></p> 	Activities Tab	<ul style="list-style-type: none"> <li>• Staff-set filter to control display by program, type, status, etc.</li> <li>• Values selected remain default until changed by staff (even after log off and log on)</li> </ul>	X		
<p><b>Programs Tab Default Filters</b></p> 	Programs Tab	<ul style="list-style-type: none"> <li>• View Active enrollments only</li> <li>• View Non-voided enrollments only</li> <li>• Icon to view verifications</li> <li>• Icon defines enrollment status as open or closed</li> <li>• Values selected remain default until changed by staff (even after log off and log on)</li> </ul>	X		

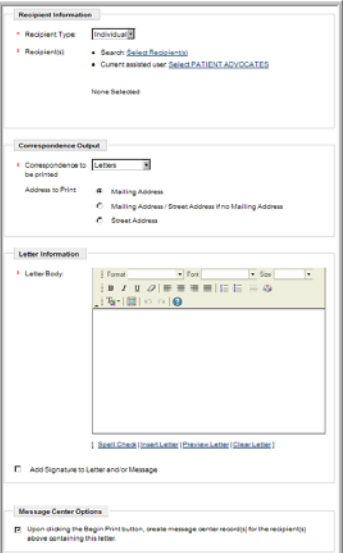

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
Add Case Notes after Soft Exit 	Case Notes Tab	<ul style="list-style-type: none"> <li>No requirement to attach case note to a program application</li> </ul>	X		X
Objective Assessment Summary pre-populates	Plan Tab – Create OAS	<ul style="list-style-type: none"> <li>If data provided elsewhere (e.g. background) data displays on create to save staff time/entry</li> </ul>	X		X
More “print all” and “print” options for staff 	Various screens	<ul style="list-style-type: none"> <li>Click a new print icon to quickly print forms, lists as selected</li> </ul>	X		X
Program Applications	WP, WIA, TAA	<ul style="list-style-type: none"> <li>Various changes made for usability and system performance</li> </ul>	X		

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>New “no actual begin date” alert on enrollment closure</p> 	<p>Programs Tab, Enrollment Closure, last tab</p>	<ul style="list-style-type: none"> <li>If an actual end date was never entered, an alert will display upon closure reminding staff to enter an actual begin date</li> </ul>	X	X	X
<p>New option on enrollment closure</p> 	<p>Programs Tab, Enrollment Closure, last tab</p>	<ul style="list-style-type: none"> <li>New link to “Finish and Start a New Enrollment”</li> </ul>	X		
<p>Password Reset includes new “edit email” option</p> 	<p>Individual Profile – General information</p>	<ul style="list-style-type: none"> <li>When resetting password, staff can edit email address from that page</li> </ul>	X		

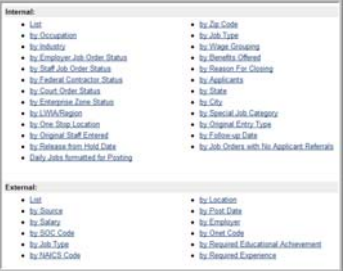

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<b>Assist an Employer</b>					
Staff can now assign LWIA and Office 	Employer Profile, General Information	<ul style="list-style-type: none"> <li>System will assign office for employers on registration using same logic as for individuals</li> </ul>	X	X	X
Manage Employer Option Links available in more places 	Employer Profile, General Information	<ul style="list-style-type: none"> <li>Links for various actions appear on staff section of Employer Profile – General Information page</li> <li>Can manage most employer settings from this one page</li> </ul>	X		X
<b>Case Management</b> 	Employer Profile , General Information; Manage Case Assignment , Manage Employer Case Assignment	<ul style="list-style-type: none"> <li>Staff can now assign employers to case managers (e.g. Business Service Reps) so much of the individual case management functionality is now available</li> </ul>			X
Staff can select “detail” view of candidate and set as default 	Candidate Search Results while Assisting an Employer	<ul style="list-style-type: none"> <li>Selecting detail view sets this option as new default</li> <li>Option selected remains default until changed by staff (even after log off and log on)</li> </ul>	X		


What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
Mass Job Referrals results now includes Job Order Number 	Manage Labor Exchange, Mass Job Referral	<ul style="list-style-type: none"> <li>No change in functionality or staff action, just additional data presented</li> </ul>	X		
Reduce number of records in Referrals Pending Review	Manage Labor Exchange, Referrals Pending Review	<ul style="list-style-type: none"> <li>Candidates that have applied to suppressed jobs that were referred to that job by staff in Labor Exchange Mass Job Referral or Mass Candidate Referral are automatically removed from the Referrals Pending Review list</li> </ul>	X		X
Add Job Order number to Staff Alerts	My Staff Resources, My Alerts Or Manage Communications, Manage Alerts	<ul style="list-style-type: none"> <li>Staff Alert notification of individual in their case load that has applied for a job now includes Job Order number</li> </ul>	X		X
New Signature for sent Messages 	My Staff Resources, My Messages Or Manage Communications, Manage Messages	<ul style="list-style-type: none"> <li>Option to add signature to a message</li> <li>Ability to select office for signature (based on assigned offices in staff privileges)</li> </ul>			X

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>Enhanced functionality in Manage Correspondence</p>	<p>My Staff Resources, My Templates or Manage Communications, Manage Templates</p>	<ul style="list-style-type: none"> <li>• New Filter Criteria for display</li> <li>• New ability to sent to Providers</li> <li>• One letter Body text area (not three) with full HTML text editing and formatting</li> <li>• New link to select currently managed individual/employer as recipient</li> <li>• Create options driven by the privileges when “created by me” is selected</li> <li>• Now able to set records per page or search by page number</li> </ul>	<p>X</p>		<p>X</p>

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>Print Letter option includes ability to create “one off” letter</p> 	<p>Manage Communications, Manage Templates</p>	<ul style="list-style-type: none"> <li>• New option for individual letters</li> <li>• No need for a template</li> <li>• Specify letters or mailing labels</li> <li>• One or multiple recipients</li> <li>• Can also create messages</li> </ul>			<p>X</p>
<p>View Reports</p>					
<p>Revised Ad Hoc Query Wizard</p> 	<p>Manage Reports, Ad-Hoc Query Wizard</p>	<ul style="list-style-type: none"> <li>• Additional options for staff with privileges</li> <li>• Allows creation of free-form query</li> <li>• Allows for saved queries</li> </ul>			<p>X NOTE: this is appropriate for staff with knowledge of some query language</p>



What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
<p>Improved Job Order Reports</p> 	View Reports, Job Order Reports	<ul style="list-style-type: none"> <li>• Additional Filters, including Featured Job Order (if configured)</li> <li>• Calendar option to select date range</li> </ul>	X		X
New columns in Soon to Exit Cases	View Reports, Case Management Reports, Soon to Exit Cases	<ul style="list-style-type: none"> <li>• Two new columns displayed <ul style="list-style-type: none"> <li>• Desired Occupation</li> <li>• Primary Phone</li> </ul> </li> <li>• Results are sortable</li> </ul>	X	X	
<p>New Mapping Functionality</p> 	View Reports, various	<ul style="list-style-type: none"> <li>• If list report results show point data (e.g. address or zip code) results screen includes a column to select records for display on a Google map</li> </ul>	X		X

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
Pipe Delimiter Format added to report export options 	View Reports, Various	<ul style="list-style-type: none"> <li>New option for report results that can be exported, in addition to Excel, CSV, Print, PDF and Mapping (where applicable)</li> </ul>	X		X

### **Reports**

What is the change?	Where is it seen?	How does it work?	Usability	Data	Functionality
ARRA Federal Reports  NEW and Coming Soon	Reports, Federal Reports	<ul style="list-style-type: none"> <li>ETA 9147 – WP Employment Service and Reemployment Services Grants</li> <li>ETA 9148 – WIA Adult, Dislocated Worker and NEG</li> <li>ETA 9149 – WIA Youth</li> </ul> Run, export to Excel, Submit to USDOL as instructed		X	X
ARRA Case Management Reports  NEW and Coming Soon	View Reports, Case Management Reports	<ul style="list-style-type: none"> <li>ARRA WIA Enrolled Individuals Report</li> <li>ARRA WIA Service Categories Report</li> <li>ARRA Wagner Peyser Services Provided Report</li> </ul> Run to display counts by customer group and service type and characteristics, export to Excel		X	X

Registered Employer Access Rights	View Reports Registered Employer	<ul style="list-style-type: none"> <li>• Staff reports of employers status by current access, date changed, edited, staff edited, etc.</li> <li>• Allows periodic review by groups rather than individually</li> </ul>	X	X	X
Overall Enhancements	View Reports, Reg Ind List View Resume Reg Emp List Job Orders List	<ul style="list-style-type: none"> <li>• Allows selection of one, multiple or all records from list and creates Google Map</li> <li>• Cursor over to see detail for each icon</li> </ul>	X	X	X