

## Employers-with Start Date-Labels-G

**Development Version:** Crystal Reports XI, Service Pack 2

**First Issuance Date:** 2/15/07

**Modification (4/15/07):** Adjusted label layout for better fit.

**Parameters:** Location (Region or Career Center); Region; Career Center; Report Start Date; Report End Date; Display All or New Employers.

**Parameter List of Values Updated Date:** N/A

**Key Features:** This report prints **Avery Labels (5160 or 5260, 3 x 10)** either for all employers or for employers who are first-time customers to the region or career center during the report period. The user can choose to view employers at the regional or career center level. Employers who have either received approved employer services or who have placed job orders are shown. If you see employers in the group tree to the left that are not shown in the report, it means that they are or have been customers, but do not meet the current report criteria. The contact names are either the primary contact (if indicated in MOSES) or the first contact name encountered for that employer ID. If the wrong contact name is appearing, identify the appropriate person as the primary contact in MOSES.

If you run this report shortly after the OSCCAR Report is posted for the same report period, the total number of employers should match **if you use the beginning of the fiscal year for your Report Start Date**. However, if you run it later, it may pick up additional employers whose data was entered after the OSCCAR Report was run. The OSCCAR "New to Career Center" category is currently being reviewed for accuracy; the current report might prove to be more accurate.

**Note that use of the start date means that Employers are considered "New" if their first service was during the report period. "Continuing" would refer to employers with services during the report period who had also had services prior to the report period.**

**To print labels, either print pages 2 to the last page number -1 (because the last page shows parameter selections and summary information) or suppress this report header page and also suppress the report footer by right clicking on the gray area to the left of these two pages and choosing "Suppress (No Drill-down)".**

**Report Run Times:** About 5 minutes.

**Report Feedback:** This report has been tested for accuracy; however, we encourage your feedback--if you get unexpected results or have other suggestions, please contact the report developer below.

**Report Developer:** Linda Bass, lbass@detma.org, 617-864-1570.















Print Date: 04/15/2007 1:29:59PM

Data Date: 02/15/2007 4:17:28PM

**Region or Career Center Name**  
**All Employers**  
**July 01, 2006 to February 15, 2007**

**New Employers: 68**

**Total Employers: 204**