

## **Events And Associated Services - B**

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

**First Issuance Date:** May 2008

**Key Features:** This report lists MOSES Events (Job Seeker and/or Employer) and all services associated with each event (if any). Also displayed are the staff person who created the event, when the event was created and the event duration (in hours). For Job Seeker events only, the total number of service hours is displayed (the sum of the individual hours for each service) if this sum differs from the event duration, or the event duration is null (**the sum displays in bold red**). [Employer events have no hours associated with them.] The date an event was inactivated is included for any inactive events.

When staff record attendance for an event, MOSES automatically adds the attached services and hours to all customers (both job seekers and employers) who attended. If an event has no attached services, customers who attend the event will receive no service, and will not count as customers served. And even if an event has attached services, but they are all non-reportable services, customers who attend will not count as customers served. **Non-reportable services are indicated in red.**

To attach services to an event in MOSES, or to modify existing services, go to Events, Event Maintenance, and add the appropriate Associated Services.

### **Parameters:**

1. Report Choice - to select whether you would like a Career Center report or a Local Office report
2. Career Center - to select events at an entire Career Center (can be ignored if you want a Local Office report)
3. Local Office - to select events at one or more Local Offices (can be ignored if you want a Career Center report)
4. Active - Inactive - to select whether you want to see Active events, Inactive events, or All events for the selected Career Center of Local Offices
5. Job Seeker - Employer - to select whether you want to see Job Seeker events, Employer events, or both

**Report Run Times:** The report usually takes only a few seconds to run. However, if you select many offices, the report will obviously take longer, but it will probably never take longer than a minute or two.

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

**Report Developer:** Mike Doak, Employment & Training Resources, mdoak@detma.org, 508.786.0928 x106

## Career Center Events With Associated Services (if any)

### Active Job Seeker & Employer Events

<u>Event ID</u>	<u>Event Name</u> <u>Service Category</u>	<u>Created By</u> <u>Service Detail</u>	<u>Created Date</u>	<u>Duration (hrs)</u> <u>Service Hours</u>
<b>Career Center Name</b>				
<b>Local Office Name</b>				
<b>Employer Events</b>				
33815	<b>Focus Group</b> * Not a Reportable Service Business Information Services Business Information Services	<b>MOSES ID</b> Employer Contact Employer Visit to Career Center Labor Market Information	03/29/05	3.0
33816	<b>Industry Briefing</b> Business Information Services Business Information Services Workforce Development Services	<b>MOSES ID</b> Conduct Employer Groups Employer Visit to Career Center Industry Briefings	03/29/05	No Duration
5132	<b>Job Fair</b> Business Information Services Labor Exchange Services Labor Exchange Services	<b>MOSES ID</b> Employer Visit to Career Center Job Development Contacts On-Site Job Fairs	04/06/01	3.0
30723	<b>Recruitment</b> * Not a Reportable Service General Employer Services	<b>MOSES ID</b> Employer Contact Room Accommodations/Rentals	11/10/04	0.0
<b>Job Seeker Events</b>				
2038	<b>Acing the Interview</b> Job Search	<b>MOSES ID</b> Workshop	07/05/00	3.0 3.0
6003	<b>Assertive Communication</b> Counseling Job Search Supportive Services	<b>MOSES ID</b> Group Employment Counseling Workshop Health/Stress Management	07/12/01	2.0 0.5 1.0 0.5
41688	<b>Barn-Raising</b> Job Search Job Search	<b>MOSES ID</b> Job Club/Pen Networking Strategies	01/17/06	2.0 1.0 1.0
48610	<b>Basic Email</b> Job Search	<b>MOSES ID</b> Workshop	10/03/06	2.0 2.0
48609	<b>Basic Intro to Computers &amp; Mouse</b> Job Search	<b>MOSES ID</b> Workshop	10/03/06	2.0 2.0
54872	<b>Boots to Suits - Veterans Expo</b> Career Planning	<b>MOSES ID</b> Career Fair	06/07/07	No Duration 4.0 4.0
37440	<b>Building Confidence</b> Job Search	<b>MOSES ID</b> Workshop	08/18/05	2.0 2.0

(Continued on next page)

## Career Center Events With Associated Services (if any)

### Active Job Seeker & Employer Events

<u>Event ID</u>	<u>Event Name</u> <u>Service Category</u>	<u>Created By</u> <u>Service Detail</u>	<u>Created Date</u>	<u>Duration (hrs)</u> <u>Service Hours</u>
<b>Career Center Name</b>				
<b>Local Office Name</b>				
<b>Job Seeker Events</b>				
<b>22392</b>	<b>Career Center Seminar</b> Job Search Orientation Orientation Profiling - CCS/REO	<b>MOSES ID</b> Job Search Planning Career Center Services/Events/Programs Notified Of EEO Rights/Complaint Process Attended CCS/REO	<b>12/05/03</b>	<b>1.5</b> 0.5 0.8 0.2
<b>23238</b>	<b>CareerCenterSeminar-Unscheduled</b> Job Search Orientation Orientation Profiling - CCS/REO	<b>MOSES ID</b> Job Search Planning Career Center Services/Events/Programs Notified Of EEO Rights/Complaint Process Attended CCS/REO	<b>01/14/04</b>	<b>1.5</b> 0.5 0.8 0.2
<b>50238</b>	<b>Communicate w/Confidence Info</b> Orientation	<b>MOSES ID</b> Career Center Services/Events/Programs	<b>12/05/06</b>	<b>1.0</b> 1.0
<b>50239</b>	<b>Communicate w/Confidence Series</b> Job Search Job Search	<b>MOSES ID</b> Interviewing Skills Workshop	<b>12/05/06</b>	<b>2.0</b> 1.0 1.0
<b>9625</b>	<b>Coping with Job Loss &amp; Job Search</b> Counseling Job Search Supportive Services	<b>MOSES ID</b> Group Employment Counseling Workshop Health/Stress Management	<b>03/21/02</b>	<b>1.5</b> 0.5 0.5 0.5
<b>2039</b>	<b>Cover Letters</b> Job Search	<b>MOSES ID</b> Workshop	<b>07/05/00</b>	<b>3.0</b> 3.0
<b>58648</b>	<b>Develop Your Marketing Pitch</b> Job Search Job Search	<b>MOSES ID</b> Networking Strategies Workshop	<b>11/15/07</b>	<b>3.0</b> 1.0 1.0 <b>2.0</b>
<b>62236</b>	<b>Digital Literacy</b> Job Search	<b>MOSES ID</b> Workshop	<b>04/28/08</b>	<b>2.0</b> 2.0
<b>32681</b>	<b>EAS - Telephone Skills</b> Job Search	<b>MOSES ID</b> Workshop	<b>02/14/05</b>	<b>2.0</b> 2.0
<b>2065</b>	<b>Electronic Resume</b> Job Search	<b>MOSES ID</b> Workshop	<b>07/05/00</b>	<b>3.0</b> 3.0
<b>24345</b>	<b>Entrepreneurial Trng. Overview</b> Orientation	<b>MOSES ID</b> Career Center Services/Events/Programs	<b>02/23/04</b>	<b>1.0</b> 1.0

(Continued on next page)