

# NEVADA AOSOS UPDATE

## "An Information Exchange for Nevada One-Stop Offices and Affiliates"

Produced by the Department of Employment, Training and Rehabilitation  
Workforce Investment Support Services

Volume 1, Issue 7

September, 2003

### Problems Identified with Data Entry/Verification

The below items are causing records to be rejected by AJB. Once the records are rejected they come back on an error report stating what needs to be corrected. While working with the customer in the Resource Room or working with a registration that is already in the system, you need to review the registrations for accuracy and completeness. Staff should pay particular attention to the following fields that are being identified as problem areas to help us ensure that all records are processed correctly and sent to AJB.

#### Customer Detail Education/License Tab

The type of degree listed must contain more than two letters and must not contain any invalid characters like "", { }, ( ), [ ] and < >.

#### Work History Tab

Please do not enter \* or ? in the 'Address' or 'City' fields. These characters are not being accepted by AJB. If you are serving an existing customer please verify that these characters have not been entered in the fields and if they have please correct the information. If the information is unavailable you can enter NOT GIVEN or VARIOUS.

If the wage field is blank, the record is also being rejected. We are currently entering \$5.15 per hour since we do not know the correct data. Since this can affect how the customer record is returned in search, staff should update this field the next time they assist the customer.

#### Military Addresses

Also some military addresses are being entered into the 'Address' and 'City' fields that are also causing problems. Example: 1<sup>st</sup> Address or City fields – USO CVN65 was entered. We have been moving this to the 2<sup>nd</sup> address field and placing NOT GIVEN in the 1<sup>st</sup> Address and City fields, then saving the record.

#### Additional Info Tab

If the customer selects Confidential Resume than email must be one of the Contact Preferences.



### Did you know?

Did you know that staff can now take the resume from OSOS and place it in a blank word document to edit it? In order to do this staff will need to:

- Click on the **Print Resume** button in the Customer Module on the Gen. Info. Tab. This button is located near the bottom right corner.
- A new window called **Resume – Microsoft Internet Explorer** will appear.
- Staff will need to select all the information to be copied by highlighting the information, then right clicking on their mouse and selecting **copy** from the list that appears.
- Open a blank Word document.
- Once in the Word document, right click on your mouse and select **paste**.
- The data will be brought into Word as a table.

The document will be in a table format which complicates making formatting changes. To convert the data from a table to text perform the following steps:

1. Place your cursor in the table
2. On the toolbar click on **Table**
3. From the list select **Convert**
4. A new window will appear called **Convert Table To Text**, click on the radio button beside **Tabs**, then click on **OK**.

The result will be a resume that can be formatted and can easily be edited.

#### ABOUT THIS PUBLICATION

**Nevada AOSOS Update** is published by the WISS Automated Collection, Tools and Reporting Team. Submit topics and tips you think may assist other users to Ed Seely, Susie Giurlani or Nancy St. Clair at (775) 684-0301 or email to: [ejseely@nvdetr.org](mailto:ejseely@nvdetr.org), [sagiurlan@nvdetr.org](mailto:sagiurlan@nvdetr.org), [njstclair@nvdetr.org](mailto:njstclair@nvdetr.org) or [ee Walton@nvdetr.org](mailto:ee Walton@nvdetr.org)

