

Version 6.5 Enhancements OSOS Guide

The date for the installation of OSOS version 6.5.03 in the NYS Production site is

June 10, 2016



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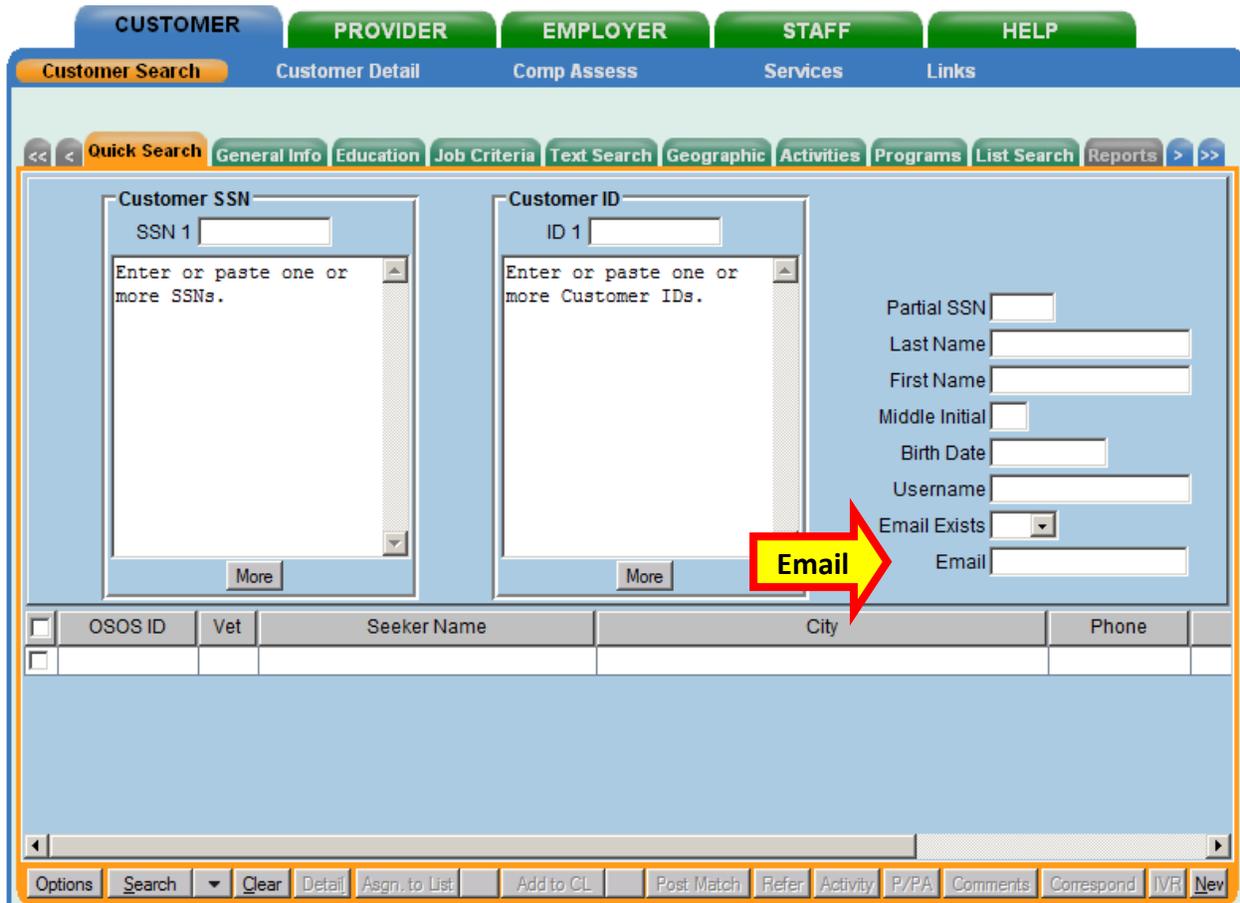
INTRODUCTION

Numerous changes have been implemented in version 6.5.03 of OSOS. A concise list of these changes comprises the Table of Contents. Clicking the desired listing in the Table of Contents will navigate the user to that section in this guide where a more elaborate description and screen shots are available to assist the user in understanding exactly how the new enhancement functions.

OSOS DATA ENTRY

SEARCH CUSTOMERS BY EMAIL

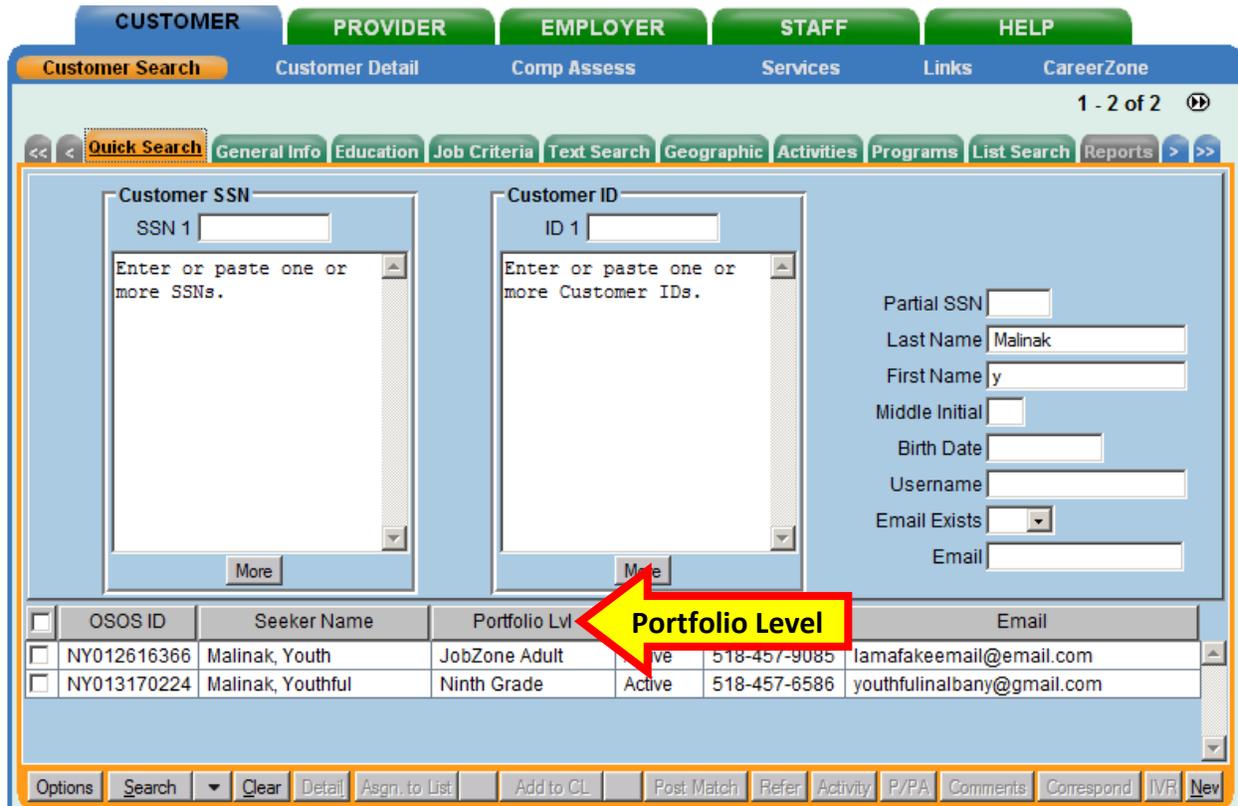
The Customer Search module now allows searching for Customers using an Email address or the existence of an Email. A partial Email address can be entered and will return results that match and begin with the entered characters.



The screenshot displays the OSOS Customer Search interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Customer Search, Customer Detail, Comp Assess, Services, and Links. A secondary set of tabs includes Quick Search, General Info, Education, Job Criteria, Text Search, Geographic, Activities, Programs, List Search, and Reports. The main search area contains two large text input fields: 'Customer SSN' and 'Customer ID'. To the right of these are smaller input fields for 'Partial SSN', 'Last Name', 'First Name', 'Middle Initial', 'Birth Date', 'Username', 'Email Exists' (a dropdown menu), and 'Email'. A red arrow labeled 'Email' points to the 'Email' input field. Below the search fields is a table with columns: OSOS ID, Vet, Seeker Name, City, and Phone. The table is currently empty. At the bottom, there is a row of action buttons: Options, Search, Clear, Detail, Asgn. to List, Add to CL, Post Match, Refer, Activity, P/PA, Comments, Correspond, IVR, and New.

SEARCHING CUSTOMERS NOW INCLUDES ALL PORTFOLIO LEVELS

When performing a customer search by name or other criteria, the search will now return matches for portfolio levels other than "JobZone Adult" and "Young Adult". It is also possible to search by any portfolio level.

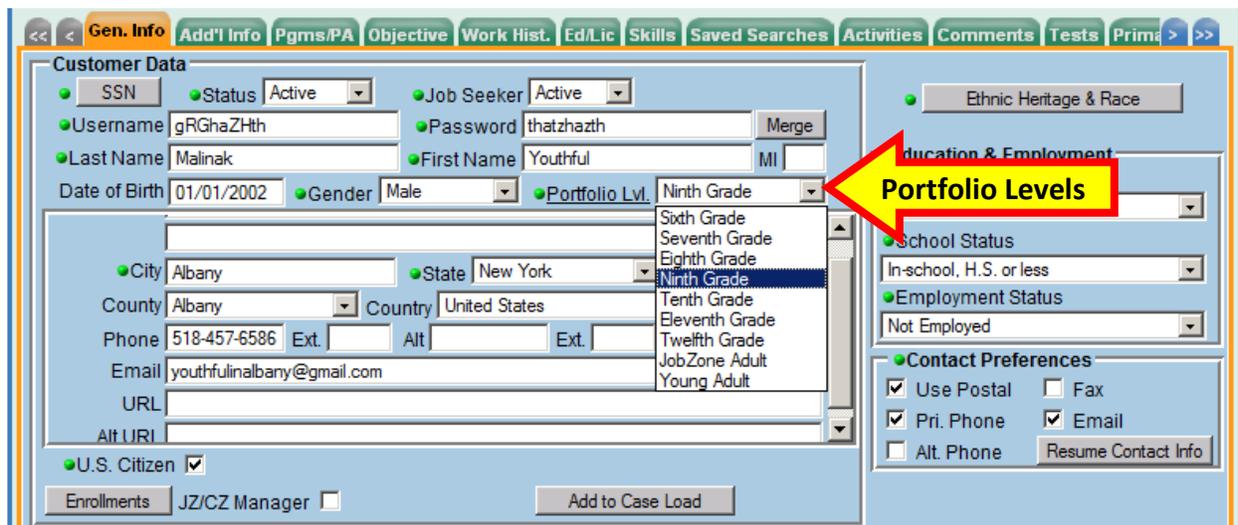


The screenshot shows the OSOS Customer Search interface. At the top, there are tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs for Customer Search, Customer Detail, Comp Assess, Services, Links, and CareerZone. The search results table is as follows:

OSOS ID	Seeker Name	Portfolio Lvl	Active	Phone	Email
<input type="checkbox"/>	NY012616366 Malinak, Youth	JobZone Adult	ive	518-457-9085	lamafakeemail@email.com
<input type="checkbox"/>	NY013170224 Malinak, Youthful	Ninth Grade	Active	518-457-6586	youthfulinalbany@gmail.com

A red arrow points to the 'Portfolio Lvl' column header.

The Portfolio levels include:



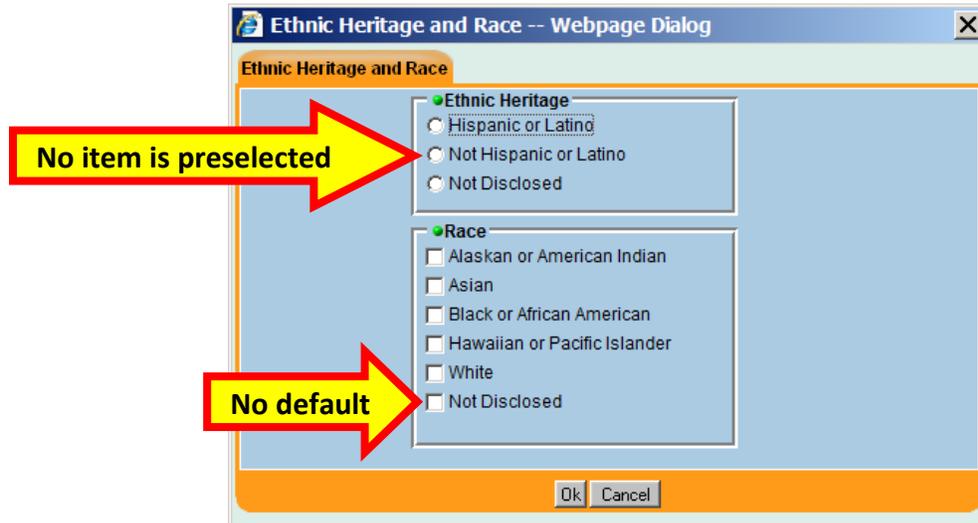
The screenshot shows the OSOS Customer Detail interface. The 'Portfolio Lvl' dropdown menu is open, showing the following options:

- Sixth Grade
- Seventh Grade
- Eighth Grade
- Ninth Grade** (highlighted)
- Tenth Grade
- Eleventh Grade
- Twelfth Grade
- JobZone Adult
- Young Adult

A red arrow points to the 'Portfolio Lvl' dropdown menu.

ETHNIC HERITAGE AND RACE FIELDS REQUIRE SELECTION

The Ethnic Heritage and Race fields will no longer default to "Not Disclosed" in OSOS, JobZone, and CareerZone. The customer or staff will be required to make a selection and will still have the option to select "Not Disclosed".



YOUTH ELIGIBLE AGES ARE YEARS 14 THROUGH 24

The Youth eligibility has changed for WIOA to allow youth up to age 24 years and was installed into OSOS with version 6.4.06 effective March 4, 2016.

Accordingly changes will be made to reflect the age increase in Comprehensive Assessment:

- Youth Needing Additional Assistance field in the Employment tab for customers that are less than 25 years of age
- Is customer pregnant field in the Family tab for customers less than 25 years of age
- Is customer parenting youth field in the Family tab
- Offender Status field in the Legal tab for customers that are less than 25 years
- The WIA Eligibility Report accessed through the button at the bottom of the screen across all tabs

Additionally, the corresponding error messages will be adjusted to reflect the change in age range such as "A pregnant customer under 25 years of age must be classified as a parenting youth!"



REMINDER NOTICE FOR MALE YOUTH TO REGISTER FOR SELECTIVE SERVICE

Active, pending and SS/IO male Job Seekers that are approaching their 18th birthday will be sent an email notification 60 days prior reminding them to register for Selective Service if there is no indication that they have done so in the Additional Information tab. A system generated message will also be sent to the message area for affected JobZone and CareerZone users. Administrators associated to the job seekers will receive an inbox reminder.

From: NYJobScout@labor.ny.gov [<mailto:NYJobScout@labor.ny.gov>]
Sent: Friday, May 27, 2016 1:10 AM
Subject: Selective Service Reminder

This email is an automated notification. Please do not reply to this email.

Dear Bob, |

Our records indicate you will be turning 18 soon and may not have registered for Selective Service. This is a reminder to do so if you haven't already registered.

Almost all male U.S. citizens, and male immigrants, who are 18 through 25, are required to register with Selective Service. It's the law.

If you need any assistance please call or visit your nearest Career Center. Click [here](#) to find your nearest Career Center.

Thank you for using [JobZone](#).

A new inbox reminder shall be sent to the associated administrator of a male Seeker with a status of "Active" or "SS/IO" that is approaching 18 years of age and has not indicated they have registered with Selective Service. The inbox reminder will NOT be sent when the Seeker is a CareerZone only user.

The screenshot shows the OSOS interface with a navigation bar at the top containing tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this is a sub-navigation bar with options like Staff Detail, Logout, Preferences, and Links. The main content area is titled 'Appointments and Reminders for Friday, May 27, 2016' and contains a table of reminders. A red arrow points to the 'Inbox' tab in the sub-navigation bar.

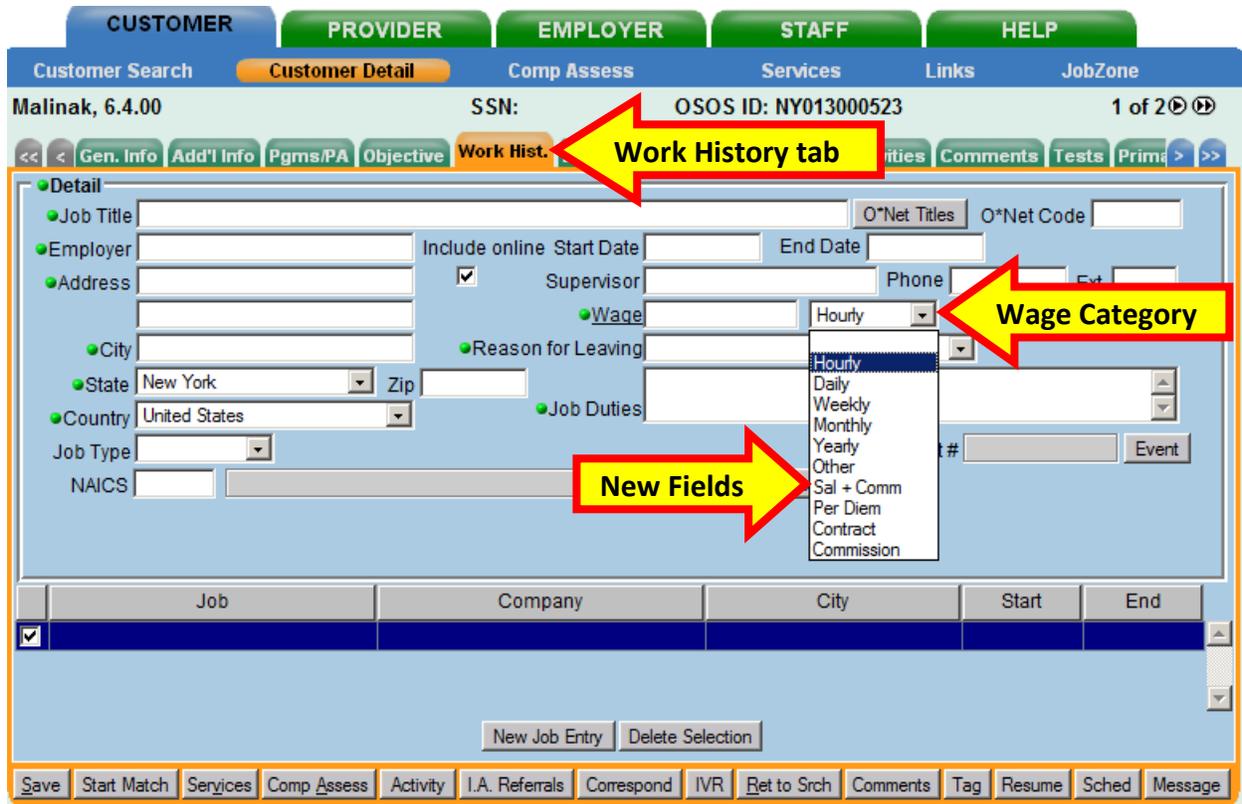
<input type="checkbox"/>	Start Date	End Date	Start Time	End Time	Name	Event	Description
<input type="checkbox"/>	05/26/2016	05/26/2016	12:00 am	12:00 am	testuser 6, sel serv	Reminder	Missing Selective Service
<input type="checkbox"/>	05/26/2016	05/26/2016	12:00 am	12:00 am	testuser, ss1	Reminder	Missing Selective Service
<input type="checkbox"/>	05/26/2016	05/26/2016	12:00 am	12:00 am	testuser2, ss2	Reminder	Missing Selective Service
<input type="checkbox"/>	05/26/2016	05/26/2016	12:00 am	12:00 am	BRID1, MaleActiveSSNo	Reminder	Missing Selective Service
<input type="checkbox"/>	05/26/2016	05/26/2016	12:00 am	12:00 am	testuser, number 3	Reminder	Missing Selective Service

Buttons at the bottom of the table: Delete Message, Detail, Additional Info, Print. Buttons at the bottom of the interface: Save, Refresh.

ADDITIONAL JOB ORDER PAY FIELDS

A new Salary Unit is available that includes values of "Sal + Comm", "Per Diem", "Contract" and "Commission" used in OSOS and JobZone/CareerZone. The new options are available to identify the minimum and maximum allowable annualized, normalized salary for all wages, starting pay and salary fields. These options are available in the following sections of OSOS:

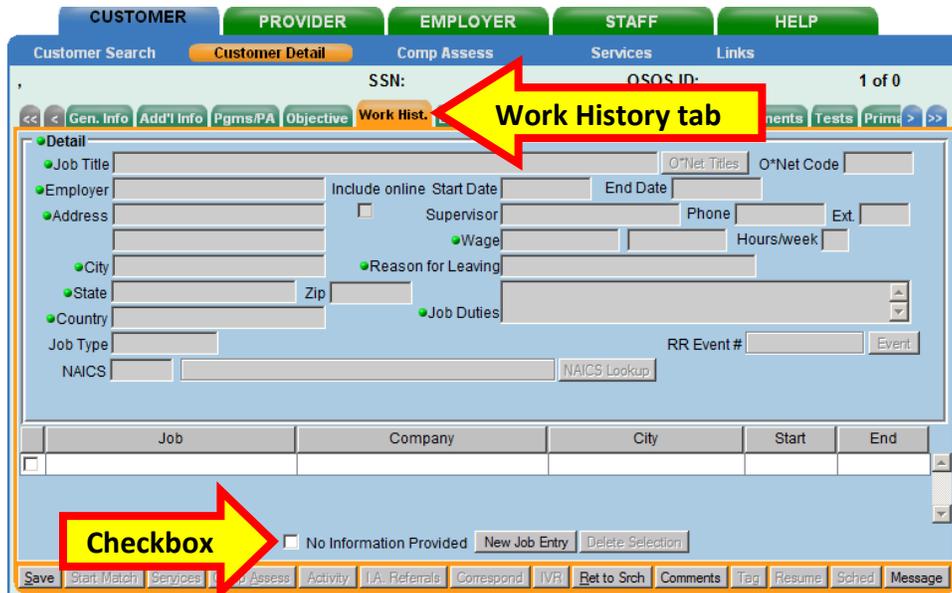
- Starting Pay Per field in the Customer Search window's Job Criteria tab
- Employment Preferences section in the Customer Detail window's Additional Info tab
- Wage field in the Customer Detail window's Work History tab
- Starting Pay Unit in the Job Order Search window's Job Detail tab



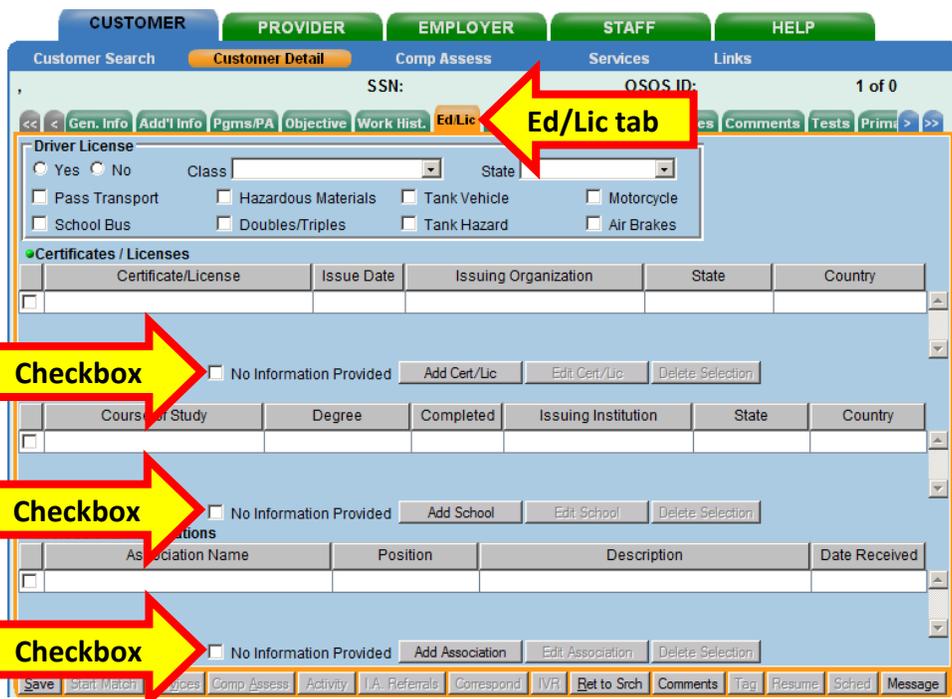
The screenshot displays the OSOS Customer Detail window, specifically the Work History tab. The window is titled "Malinak, 6.4.00" and shows the SSN and OSOS ID. The "Work History" tab is selected, and a dropdown menu for the "Wage" field is open, showing options: Hourly, Daily, Weekly, Monthly, Yearly, Other, Sal + Comm, Per Diem, Contract, and Commission. Red arrows point to the "Work History tab", the "Wage Category" dropdown, and the "New Fields" in the dropdown menu.

NEW CHECKBOXES TO INDICATE NO DATA ENTRY

OSOS will provide a checkbox labeled "No Information Provided" to indicate that the Customer has no work history, certificates/licenses, school degrees and/or professional association information to data enter. This checkbox must be selected if no information is entered into the associated fields or the record cannot be saved and an error message will appear. If information is entered to complete the field, then the checkbox will no longer be visible. These checkboxes will not be available within the JobZone, CareerZone and Self Service applications.



This screenshot shows the 'Work History' tab in the OSOS interface. A red arrow points to the 'Work History' tab label. Below the form fields, a red arrow points to a checkbox labeled 'No Information Provided'. The form includes fields for Job Title, Employer, Address, City, State, Country, Job Type, and NAICS. It also has sections for dates (Start Date, End Date), wages, and reasons for leaving.



This screenshot shows the 'Ed/Lic' (Education/Licenses) tab in the OSOS interface. A red arrow points to the 'Ed/Lic' tab label. There are three red arrows pointing to 'No Information Provided' checkboxes, one for each of the following sections: Driver License, Certificates / Licenses, and School Degrees. The Driver License section includes fields for Yes/No, Class, State, and various vehicle types. The Certificates / Licenses section has a table with columns for Certificate/License, Issue Date, Issuing Organization, State, and Country. The School Degrees section has a table with columns for Course of Study, Degree, Completed, Issuing Institution, State, and Country.

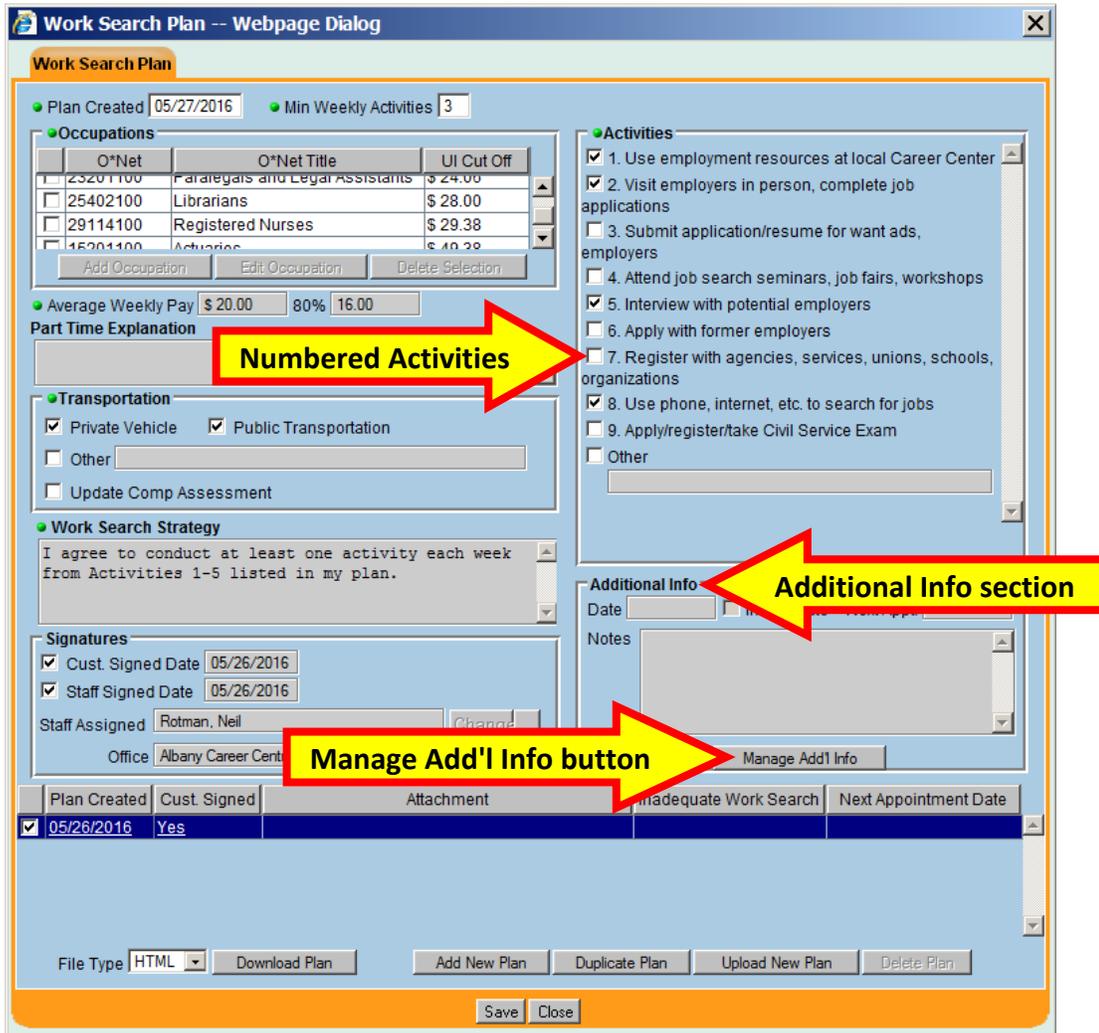
WORK SEARCH PLAN

The Work Search Plan located in the Objectives tab has been changed. It is now possible to enter a Plan Created Date that is one day in the future.

The two tier structure of the activity list has been removed and the Activities are now numbered. The total number of Activities was reduced from 11 to 9.

The Status section has been revised and enhanced and is now referred to as Additional Info. Viewing and maintenance of Additional Info has been consolidated into one screen with printing and editing capabilities as well as added signature areas. A duplicate feature has been included for non-attachment Work Search Plans.

Plans can now be downloaded as RTF files. Downloading plans in PDF format is still being researched.



Work Search Plan -- Webpage Dialog

Work Search Plan

Plan Created: 05/27/2016 Min Weekly Activities: 3

Occupations

O*Net	O*Net Title	UI Cut Off
<input type="checkbox"/> 23201100	Paralegals and Legal Assistants	\$ 24.00
<input type="checkbox"/> 25402100	Librarians	\$ 28.00
<input type="checkbox"/> 29114100	Registered Nurses	\$ 29.38
<input type="checkbox"/> 45201100	Actuaries	\$ 40.29

Add Occupation Edit Occupation Delete Selection

Average Weekly Pay: \$ 20.00 80% 16.00

Part Time Explanation

Transportation

Private Vehicle Public Transportation

Other

Update Comp Assessment

Work Search Strategy

I agree to conduct at least one activity each week from Activities 1-5 listed in my plan.

Signatures

Cust. Signed Date: 05/26/2016

Staff Signed Date: 05/26/2016

Staff Assigned: Rotman, Neil

Office: Albany Career Center

Activities

1. Use employment resources at local Career Center

2. Visit employers in person, complete job applications

3. Submit application/resume for want ads, employers

4. Attend job search seminars, job fairs, workshops

5. Interview with potential employers

6. Apply with former employers

7. Register with agencies, services, unions, schools, organizations

8. Use phone, internet, etc. to search for jobs

9. Apply/register/take Civil Service Exam

Other

Additional Info

Date

Notes

Manage Add'l Info button

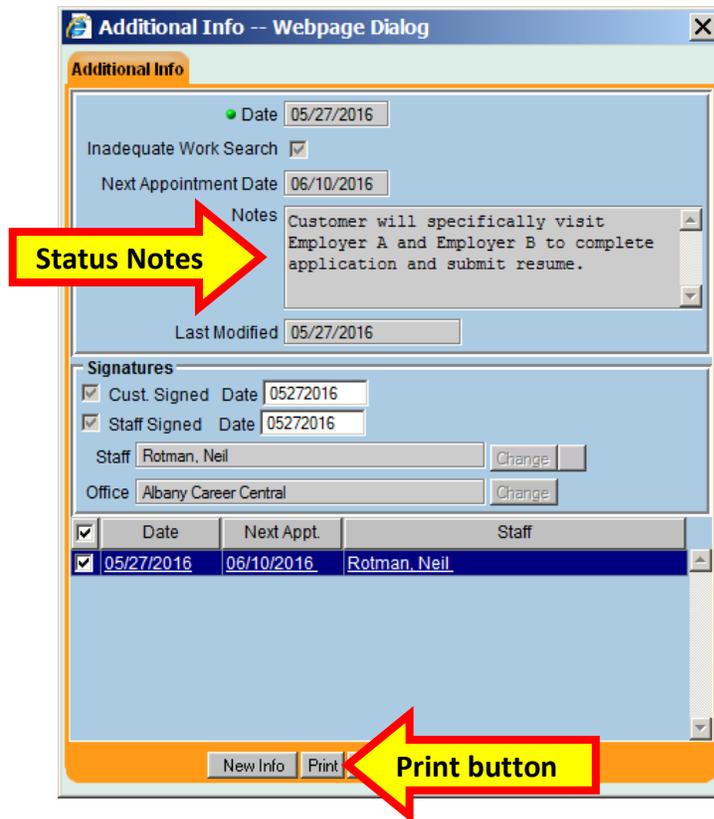
Plan Created	Cust. Signed	Attachment	Inadequate Work Search	Next Appointment Date
<input checked="" type="checkbox"/> 05/26/2016	Yes			

File Type: HTML Download Plan Add New Plan Duplicate Plan Upload New Plan Delete Plan

Save Close

The View History and Add Status functions are consolidated into one pop-up window with enhanced features to include:

- Printing selected status notes
- Adding Claimant and Staff signature checkboxes and dates
- Editing information on an unsigned Additional Info record.



Additional Info -- Webpage Dialog

Additional Info

Date: 05/27/2016

Inadequate Work Search:

Next Appointment Date: 06/10/2016

Notes: Customer will specifically visit Employer A and Employer B to complete application and submit resume.

Last Modified: 05/27/2016

Signatures

Cust. Signed Date: 05272016

Staff Signed Date: 05272016

Staff: Rotman, Neil

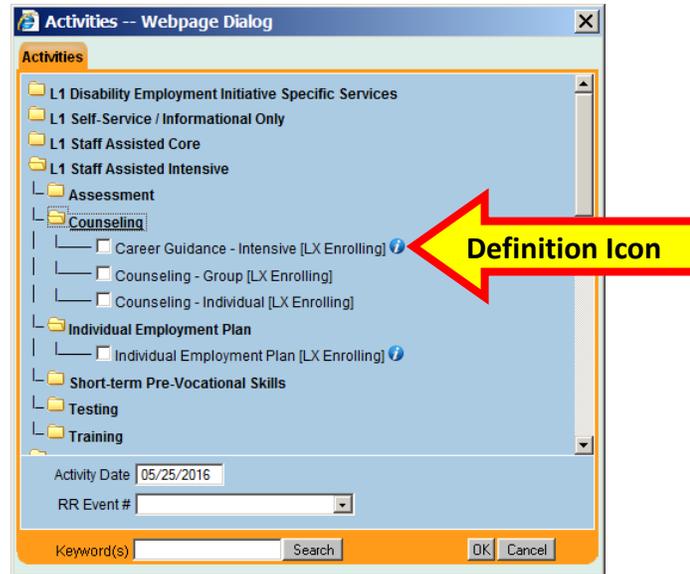
Office: Albany Career Central

<input checked="" type="checkbox"/>	Date	Next Appt.	Staff
<input checked="" type="checkbox"/>	05/27/2016	06/10/2016	Rotman, Neil

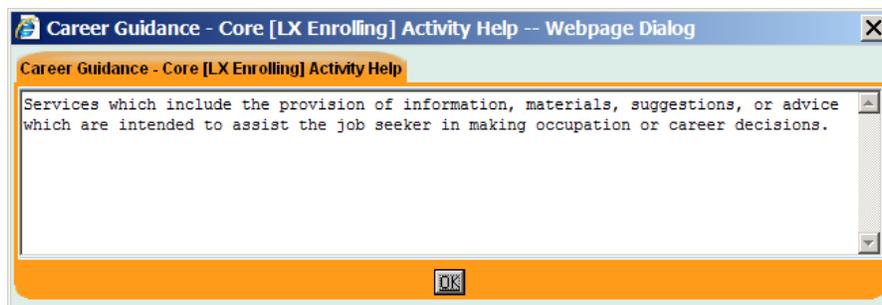
ACTIVITIES DEFINITION POP-UP

Information may now be defined and provided for any activities found in the Activity pop-up windows in the Customer, Employer and Provider modules. This does not mean that a definition will be attached to each activity.

An icon shall be provided with each activity where information has been provided at the seeker service type and employer service type level.



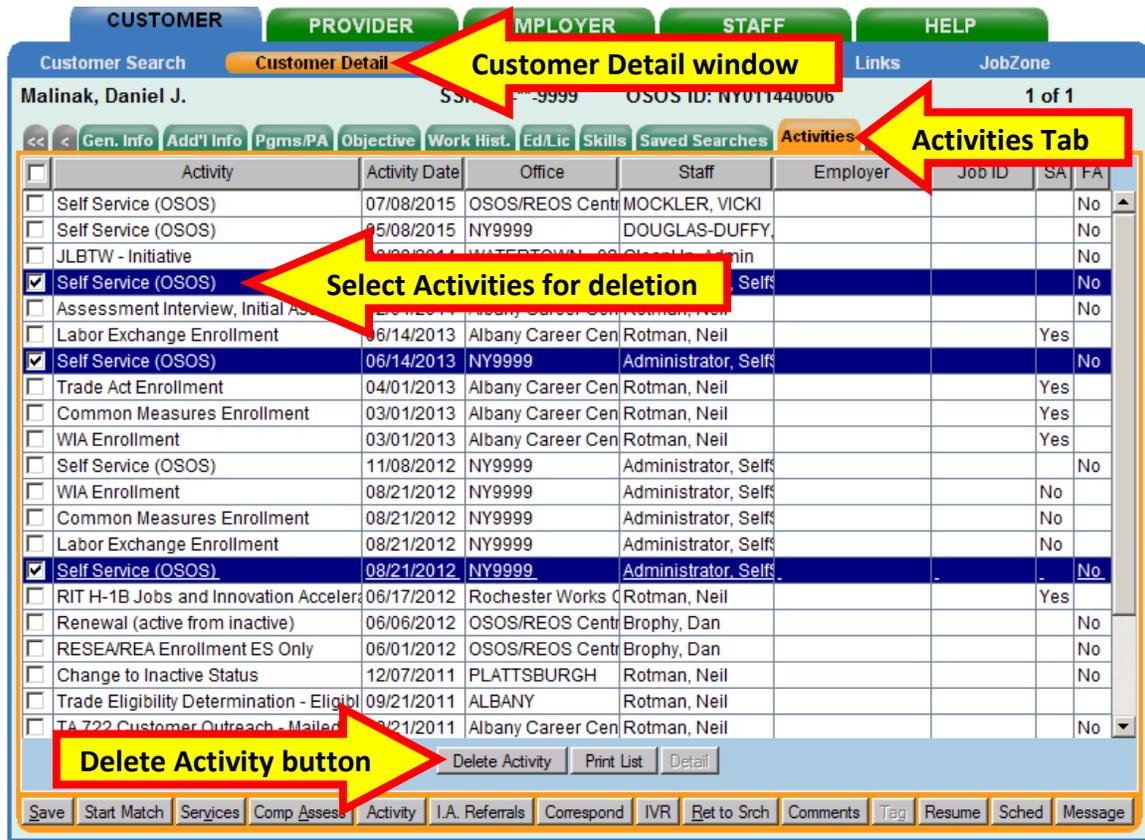
Clicking the blue informational icon will display a popup window with the definition.



Requests for additional definitions may be sent to the OSOS help mailbox at help.osos@labor.ny.gov.

MULTIPLE ACTIVITY DELETION

Limited staff will be provided permissions allowing them to select and delete multiple activities at one time in the Customer Detail module.



Customer Detail window

Activities Tab

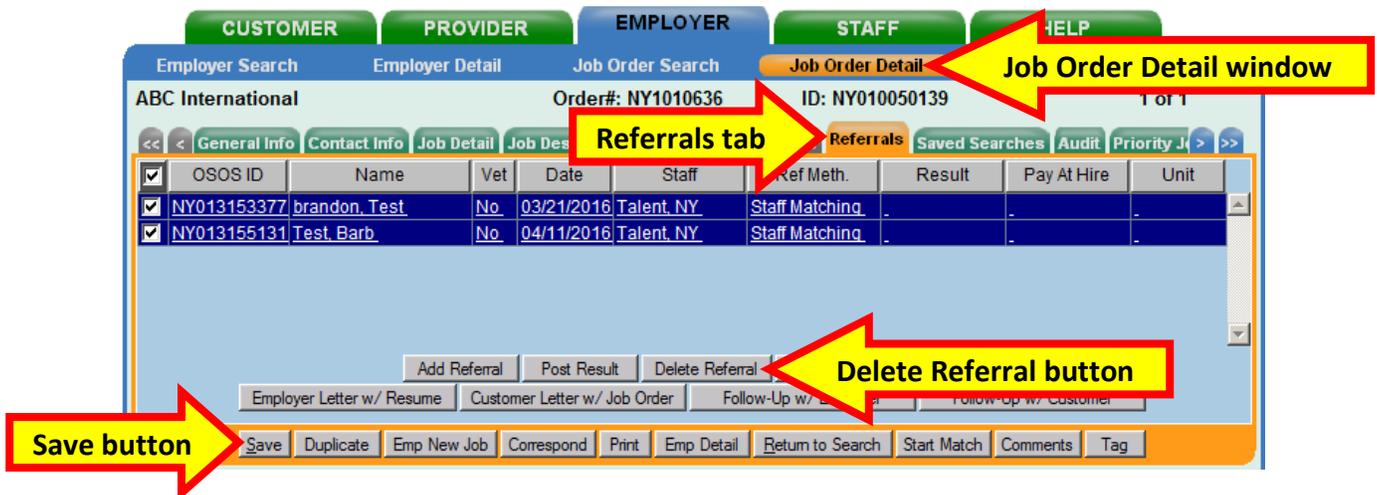
Activity	Activity Date	Office	Staff	Employer	Job ID	SA	FA
<input type="checkbox"/> Self Service (OSOS)	07/08/2015	OSOS/REOS Cent	MOCKLER, VICKI				No
<input type="checkbox"/> Self Service (OSOS)	05/08/2015	NY9999	DOUGLAS-DUFFY,				No
<input type="checkbox"/> JLBTW - Initiative	09/09/2014	WATERBURY, RO	Stacy, Admin				No
<input checked="" type="checkbox"/> Self Service (OSOS)			Self				No
<input type="checkbox"/> Assessment Interview, Initial As			Rotman, Neil				No
<input type="checkbox"/> Labor Exchange Enrollment	06/14/2013	Albany Career Cen	Rotman, Neil			Yes	
<input checked="" type="checkbox"/> Self Service (OSOS)	06/14/2013	NY9999	Administrator, Self				No
<input type="checkbox"/> Trade Act Enrollment	04/01/2013	Albany Career Cen	Rotman, Neil			Yes	
<input type="checkbox"/> Common Measures Enrollment	03/01/2013	Albany Career Cen	Rotman, Neil			Yes	
<input type="checkbox"/> WIA Enrollment	03/01/2013	Albany Career Cen	Rotman, Neil			Yes	
<input type="checkbox"/> Self Service (OSOS)	11/08/2012	NY9999	Administrator, Self				No
<input type="checkbox"/> WIA Enrollment	08/21/2012	NY9999	Administrator, Self				No
<input type="checkbox"/> Common Measures Enrollment	08/21/2012	NY9999	Administrator, Self				No
<input type="checkbox"/> Labor Exchange Enrollment	08/21/2012	NY9999	Administrator, Self				No
<input checked="" type="checkbox"/> Self Service (OSOS)	08/21/2012	NY9999	Administrator, Self				No
<input type="checkbox"/> RIT H-1B Jobs and Innovation Acceler	06/17/2012	Rochester Works C	Rotman, Neil			Yes	
<input type="checkbox"/> Renewal (active from inactive)	06/06/2012	OSOS/REOS Cent	Brophy, Dan				No
<input type="checkbox"/> RESEAREA Enrollment ES Only	06/01/2012	OSOS/REOS Cent	Brophy, Dan				No
<input type="checkbox"/> Change to Inactive Status	12/07/2011	PLATTSBURGH	Rotman, Neil				No
<input type="checkbox"/> Trade Eligibility Determination - Eligib	09/21/2011	ALBANY	Rotman, Neil				No
<input type="checkbox"/> TA 722 Customer Outreach - Mailed	08/21/2011	Albany Career Cen	Rotman, Neil				No

Select Activities for deletion

Delete Activity button

Buttons: Save, Start Match, Services, Comp Asses, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, Message

Multiple referrals can now be selected and deleted at one time in the Job Order Detail module.



Job Order Detail window

Referrals tab

OSOS ID	Name	Vet	Date	Staff	Ref Meth.	Result	Pay At Hire	Unit
<input checked="" type="checkbox"/> NY013153377	brandon_Test	No	03/21/2016	Talent_NY	Staff Matching			
<input checked="" type="checkbox"/> NY013155131	Test_Barb	No	04/11/2016	Talent_NY	Staff Matching			

Delete Referral button

Save button

Buttons: Add Referral, Post Result, Delete Referral, Employer Letter w/ Resume, Customer Letter w/ Job Order, Follow-Up w/ Employer, Follow-up w/ Customer, Save, Duplicate, Emp New Job, Correspond, Print, Emp Detail, Return to Search, Start Match, Comments, Tag

Remember to click the Save button.



INCREASE CHARACTER LIMIT FOR NUMEROUS DATA FIELDS

Numerous text fields that allowed entry of 2,000 characters have been increased to allow 4,000 characters. The visual size of the fields within the application will not change. These fields are:

Customer Detail:

- Employment Objective in the Objective tab
- Honors & Activities in the Skills tab

In Comp Assessment:

- Employment Behavior in the Employment tab
- Job Seeking Skills in the Employment tab
- Job Keeping Skills in the Employment tab
- Summary of Occupational Strengths & Weaknesses in the Employment tab
- Learning Disabilities in the Education tab (opens when "Any indication of learning disabilities" is checked)
- Training Completed in the Education tab
- Training in Progress in the Education tab
- Job-Related Interests in the Education tab
- Job-Related Aptitudes in the Education tab
- Training Needs in the Education tab
- Special needs of household members in the Family tab
- Child care arrangements in the Family tab
- Support from family & friends in the Family tab
- Child Protective Service description in the Family tab (opens when checked)
- Health Details in the Health tab
- Medications in use by household members in the Health tab
- Physical Issues/Special Needs in the Health tab
- Emotional issues that may affect participation in the Health tab
- Drug, alcohol use by self, friends and family in the Health tab
- Health Treatment description in the Treatments tab
- Current Legal Issues in the Legal tab
- Housing Expected Changes in the Housing tab

Services:

- Goal Justification in the Achievement Objectives tab

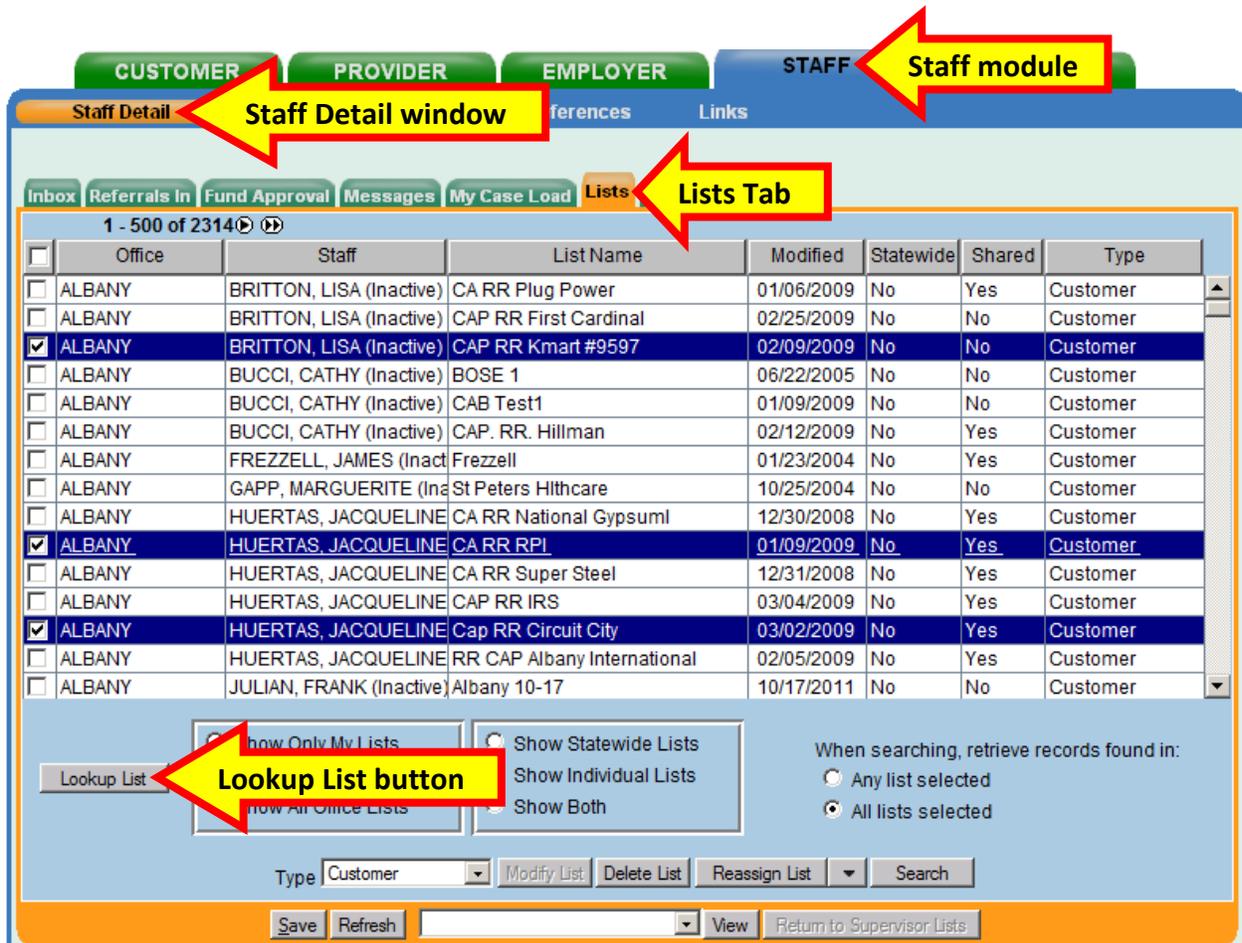
Comments:

- Comment Pop-ups throughout OSOS

LIST MANAGEMENT FLEXIBILITY

The List search and List Management features have been enhanced to provide more flexibility and functionality. A new Lists tab has been provided in the Staff module to view and manage lists. Multiple lists can be selected and used to retrieve results that intersect between all lists or the combination of lists.

Staff with the appropriate permissions will be allowed to reassign lists from one user to another.

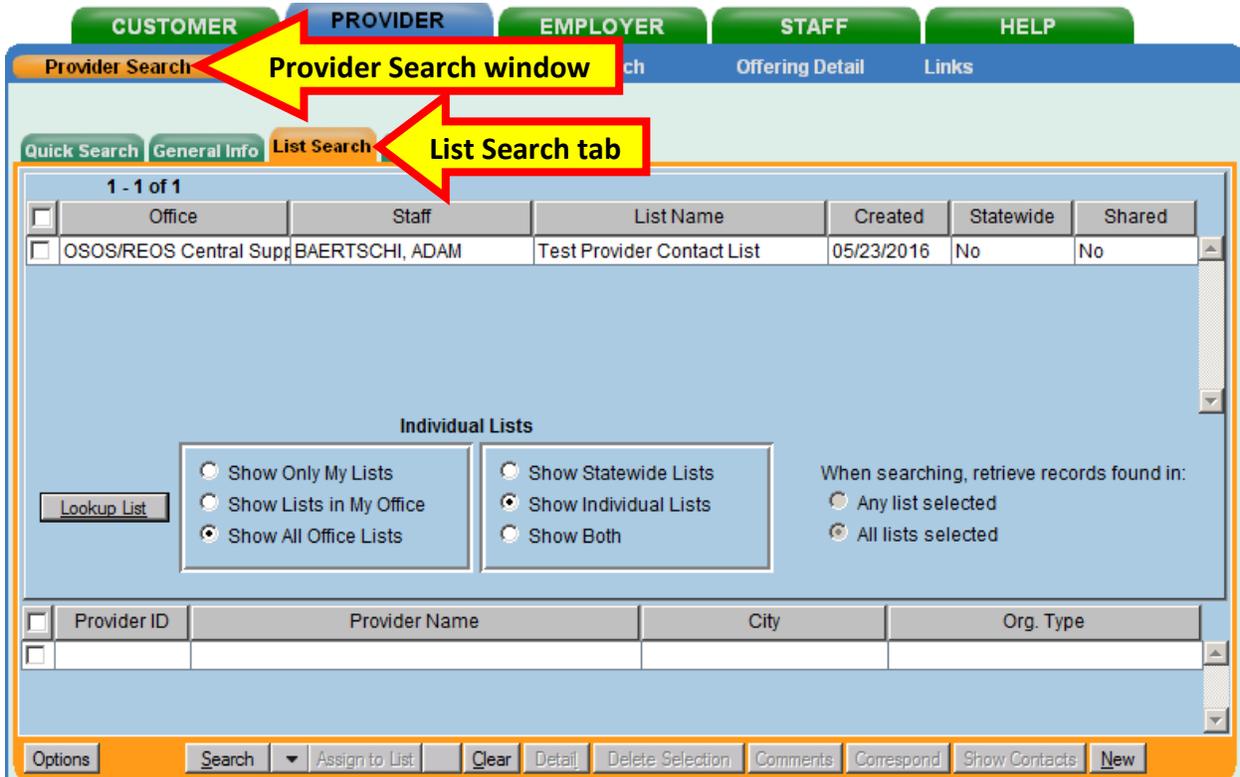


The screenshot shows the OSOS Staff module interface. At the top, there are tabs for CUSTOMER, PROVIDER, EMPLOYER, and STAFF. The STAFF tab is selected. Below the tabs, there are sub-tabs: Staff Detail, References, and Links. The Staff Detail window is open, showing a navigation bar with Inbox, Referrals In, Fund Approval, Messages, My Case Load, and Lists. The Lists tab is selected. Below the navigation bar, there is a table with columns: Office, Staff, List Name, Modified, Statewide, Shared, and Type. The table contains 15 rows of data. Below the table, there are several controls: a 'Lookup List' button, a 'Show Only My Lists' checkbox, a 'Show Statewide Lists' checkbox, a 'Show Individual Lists' checkbox, and a 'Show Both' checkbox. There are also radio buttons for 'When searching, retrieve records found in: Any list selected' and 'All lists selected'. At the bottom, there is a 'Type' dropdown menu set to 'Customer', and buttons for 'Modify List', 'Delete List', 'Reassign List', and 'Search'. At the very bottom, there are 'Save', 'Refresh', 'View', and 'Return to Supervisor Lists' buttons.

Office	Staff	List Name	Modified	Statewide	Shared	Type	
<input type="checkbox"/>	ALBANY	BRITTON, LISA (Inactive)	CA RR Plug Power	01/06/2009	No	Yes	Customer
<input type="checkbox"/>	ALBANY	BRITTON, LISA (Inactive)	CAP RR First Cardinal	02/25/2009	No	No	Customer
<input checked="" type="checkbox"/>	ALBANY	BRITTON, LISA (Inactive)	CAP RR Kmart #9597	02/09/2009	No	No	Customer
<input type="checkbox"/>	ALBANY	BUCCI, CATHY (Inactive)	BOSE 1	06/22/2005	No	No	Customer
<input type="checkbox"/>	ALBANY	BUCCI, CATHY (Inactive)	CAB Test1	01/09/2009	No	No	Customer
<input type="checkbox"/>	ALBANY	BUCCI, CATHY (Inactive)	CAP. RR. Hillman	02/12/2009	No	Yes	Customer
<input type="checkbox"/>	ALBANY	FREZZELL, JAMES (Inact)	Frezzell	01/23/2004	No	Yes	Customer
<input type="checkbox"/>	ALBANY	GAPP, MARGUERITE (Ina	St Peters Hlthcare	10/25/2004	No	No	Customer
<input type="checkbox"/>	ALBANY	HUERTAS, JACQUELINE	CA RR National Gypsuml	12/30/2008	No	Yes	Customer
<input checked="" type="checkbox"/>	ALBANY	HUERTAS, JACQUELINE	CA RR RPI	01/09/2009	No	Yes	Customer
<input type="checkbox"/>	ALBANY	HUERTAS, JACQUELINE	CA RR Super Steel	12/31/2008	No	Yes	Customer
<input type="checkbox"/>	ALBANY	HUERTAS, JACQUELINE	CAP RR IRS	03/04/2009	No	Yes	Customer
<input checked="" type="checkbox"/>	ALBANY	HUERTAS, JACQUELINE	Cap RR Circuit City	03/02/2009	No	Yes	Customer
<input type="checkbox"/>	ALBANY	HUERTAS, JACQUELINE	RR CAP Albany International	02/05/2009	No	Yes	Customer
<input type="checkbox"/>	ALBANY	JULIAN, FRANK (Inactive)	Albany 10-17	10/17/2011	No	No	Customer



The Provider and Offering modules now allow lists to be created, maintained and used in a search.



Provider Search window

List Search tab

Office	Staff	List Name	Created	Statewide	Shared
OSOS/REOS Central Supp	BAERTSCHI, ADAM	Test Provider Contact List	05/23/2016	No	No

Individual Lists

Show Only My Lists
 Show Lists in My Office
 Show All Office Lists

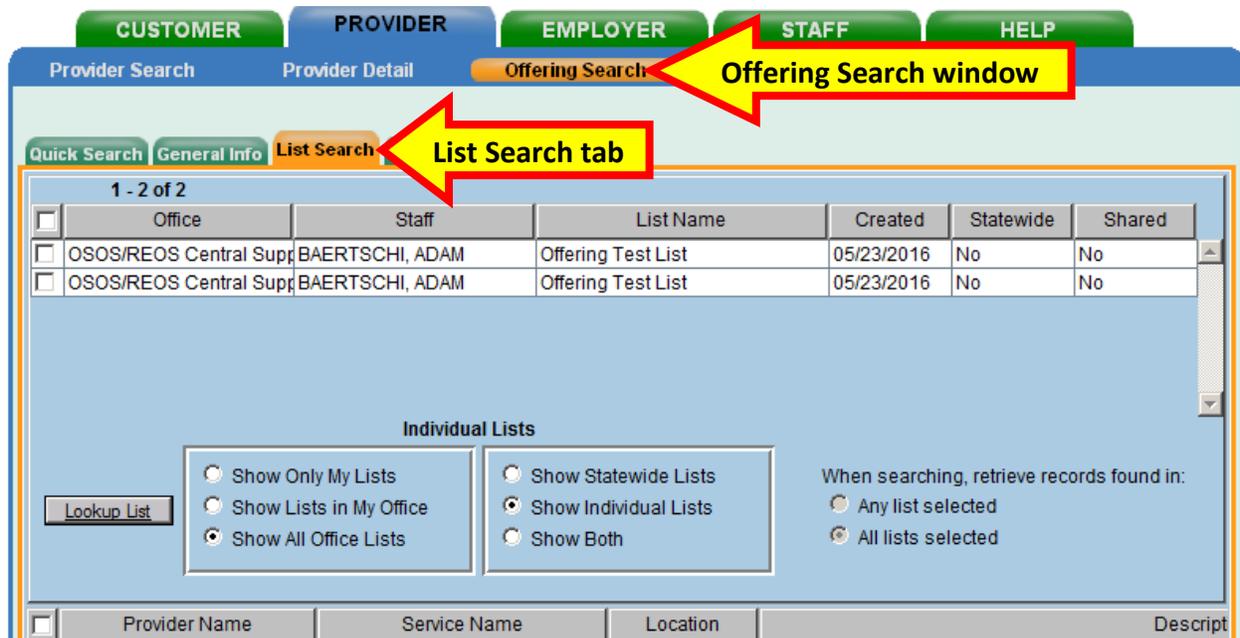
Show Statewide Lists
 Show Individual Lists
 Show Both

When searching, retrieve records found in:

Any list selected
 All lists selected

Lookup List

Options: Search, Assign to List, Clear, Detail, Delete Selection, Comments, Correspond, Show Contacts, New



Offering Search window

List Search tab

Office	Staff	List Name	Created	Statewide	Shared
OSOS/REOS Central Supp	BAERTSCHI, ADAM	Offering Test List	05/23/2016	No	No
OSOS/REOS Central Supp	BAERTSCHI, ADAM	Offering Test List	05/23/2016	No	No

Individual Lists

Show Only My Lists
 Show Lists in My Office
 Show All Office Lists

Show Statewide Lists
 Show Individual Lists
 Show Both

When searching, retrieve records found in:

Any list selected
 All lists selected

Lookup List

Options: Search, Assign to List, Clear, Detail, Delete Selection, Comments, Correspond, Show Contacts, New

ERROR MESSAGES MADE MORE DESCRIPTIVE

The previous error message:

“AF Interface Error Search server: Search request failed: Could not execute sql: Host: Port:” has been modified to include additional information to help describe the potential problem. The new message format is: "Your search request failed. If you are seeing this error, there could be an internal database problem or an issue with OSOS services. Please try your search again. If the problem persists, please contact your help desk and pass along as much information as possible to help determine the cause. For example: time of day, office, and search criteria.

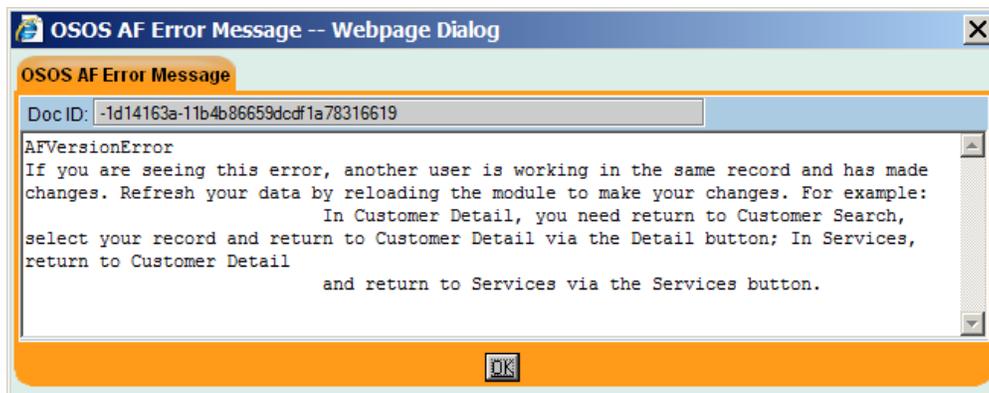
Could not execute sql:

Host:

Port:"

The previous error message “Unknown Response” has been modified to include additional information to help describe the potential problem. The new message reads "If you are seeing this error, there could be network problems. Please try your request again. If the problem persists, please contact your help desk and pass along as much information as possible to help determine the cause. For example: time of day, office, action that resulted in error”.

The previous error message "Version is invalid for this record OR ELSE you are trying to update a record that has been deleted from the database" has been modified to provide more information. The new message reads "If you are seeing this error, another user is working in the same record and has made changes. Refresh your data by reloading the module to make your changes. For example: In Customer Detail, you need return to Customer Search, select your record and return to Customer Detail via the Detail button; In Services, return to Customer Detail and return to Services via the Services button."



CHANGES TO CORRESPONDENCE

Previously, the lengthy names of some data fields changed the formatting of the form in the Word Template. New names have been added to allow more compact data column names that will not affect the Word Template's formatting for mail merges. The older data fields with the longer names remain available for current templates.

JOBZONE CHANGES

My Employability Score (MES) includes many enhancements. Highlights include:

- For logged in users creating a new MES, fields shall be pre-filled from information using account, resume and/or prior saved MES data
- Clicking the Employability Profile link on the JobZone home page will direct the user to the saved Employability Score



What's My Employability Score?

Introduction | Goal | Experience | Skills | Availability | Score

What's My Employability Score?

*How employable am I? What can I do to increase my chances of getting hired?
What is the likelihood I will find employment relative to others currently looking for work?*

Job seekers need help answering these questions. The factors associated with these questions can be complicated and confusing. However, you can simplify the problem by asking "**What's My Employability Score?**"

My Employability Score collects data related to employment prospects and weighs this data based on which factors contribute more heavily to employment. Much like a credit score, your Employability Score can be improved through a series of targeted actions. The higher your Employability Score, the greater your competitive advantage in the labor market.

The Employability Score is based on how well a job seeker's employment profile matches their target occupation and labor market demand. Complete a basic employment profile in the following screens to determine where you rank compared to the competition in the current labor market. Both positive and negative factors contributing to your Employability Score will be identified so that you can determine what factors to target.

To begin a new Employability Score, select the Start Now button below. Or if you'd like to review or edit an Employability Score taken previously, select it by clicking on the associated Occupation from the list below or click on the Results link to go directly to the score tab

Last Modified	Occupation	Score	Results	Delete
05/26/2016	Cashiers	765	Results	Delete

START NOW

Have a Question?



RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov