

NEVADA AOSOS UPDATE

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

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Workforce Investment Support Services*

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Did you know?

Did you know that lists can be created to keep track of customers or employers in OSOS?

Some examples of current list are:

- List of clients who have obtained employment or entered employment.
- List of employers who hire limited English speaking applicants.
- List of clients who have special job skills.
- Lists for follow up and case management.
- Employer lists for mass recruitments.

Creating a List

- From a Customer, employer or Job Order record click on the **Assign to List** button;
- Click on the **New List** button and the Add/Modify List pop-up window will appear;
- Select the Statewide List if you want offices statewide to be able to view list. Check the "Allow Others to Add and delete from List" if you want a group of staff to be able to use list;
- Type in the name of the list and Click **SAVE** to complete the list creation.

For more information about List Management refer to section 8.1 in the online OSOS Help manual. To get to the online Help manual click on the HELP module and select System Help.

Reminder

"Confidentiality Agreements": Each time you log on to the **Nevada JobConnect One Stop Operating System (OSOS)** and click on **START OSOS HERE** you are agreeing to abide by the rules of the Confidentiality Agreement you signed.



Question and Answer

Q: We have an employer that lists the same job order periodically. Can we go in the system and just reopen the old job order and add new referrals to it?

A: No. Old job orders should not be reopened. It is a simple process to "duplicate" and create a new job order.

Q: What causes some resumes to have a name, address, etc. on the heading when others only have a name and phone number?

A: It depends on the method of contact that was chosen. Example: If only phone number is chosen as the method of contact, then only the persons name and phone number will be displayed on the resume.

Q: Why does spell check not work on my PC?

A: You may need to change the Internet setting requirements on your PC using the following steps:

- **Open Internet Explorer**
- **In the toolbar at the top, click on "Tools" Then from the dropdown click on "Internet Options".**
- **On the "Security Tab", click on the Custom level button.**
- **Under "Initialize and script ActiveX controls not marked as safe", click "Enable". This allows you to do spell checks.**
- **Click "OK" and then click "OK" again.**

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@nvdeetr.org, sagiurlan@nvdeetr.org or njstclair@nvdeetr.org