

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*

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Did you know?

- Did you know that when conducting any type of search that "less can be more"? In other words sometimes it is easier to find a job order by entering a partial name, i.e. 'Tom' or 'Tom B' instead of entering the entire name of 'Tom Browne & Associates'. This ensures that you locate the job order even if the company name was spelled incorrectly.
- Did you know that all information entered on the Job Order Detail / Job Description Tab will be seen by the public? If you have comments about the job that you do not want the public to see you should place those on the Comments Tab. All Referral instructions should be posted on the comments tab unless the order is Unsuppressed.
- Did you know that the Job Order Detail/Audit tab will allow staff to view updates to the job order status, number of openings/referrals and identifies the staff member who initiated the update?
- Did you know that you can find all the Job Orders you have written? On the Job Order Search Tab click on the Staff Assigned 'Change' Button. From the drop-down list click on your name and then click 'OK', and then click on the 'Search' button. The search results will display all the job orders you have written based on the other criteria you may have selected in your search, (Example: By Date Range).

Reminders

Have you changed your password lately? Although your password never expires it is a good habit to change your OSOS password for security purposes. When you were given access to OSOS you were given a temporary password of detrdetr. If you are still using detrdetr you should change it immediately. To change your password go to the Staff Module and select CHANGE PASSWORD.



Question and Answer

(Q) Why is the email address halls6ataol.com on my customer's record appearing in red?

(A) Usually any field that is displaying in red means that the field is not complete or has an error in it. In the case of this email address, the field has been completed incorrectly. Halls6ataol.com is not an acceptable email address. It should read as halls6@aol.com. When dealing with email addresses if the customer says their email is 'halls 6 at aol.com' staff should enter the @ symbol, which stands for **at** in an email address.

(Q) I had a customer ask me to provide proof that OSOS Mediated is a secure site. How can I tell if OSOS is a secured site?

(A) If a website is a secured site you should see the image of a lock in the status toolbar displayed at the bottom of the page. If you do not see the lock on the status bar you may need to press your F11 key.

OSOS Confidentiality

Each time you log on to the Nevada JobConnect One Stop Operating System (OSOS) and click "Start OSOS Here" you are agreeing to abide by the rules of the confidentiality agreement signed by you.

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, Nancy St. Clair or Ed Walton at (775) 684-0301 or email to: ejseely@nvdetr.org, sagiurlan@nvdetr.org, njstclair@nvdetr.org or ewalton@nvdetr.org.

