

# 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?

Employer Detail records will no longer accept invalid NAICS codes.

OSOS will accept 2 digit NAICS codes, but staff should make every attempt to insert all six digits when possible. Codes that begin with (0) are invalid. OSOS will no longer accept 99, 999, 9999, 99999, 999999. All invalid NAICS codes will result in an error message. When a NAICS code is invalid the bar next to the NAICS code on the Job Order detail screen is blank. Enter the Employer Detail record and correct the NAICS code.

D.E.T.R. Research and Analysis assigns codes to employers with the correct six digit NAICS codes and are found on the Mainframe under Nat2 sys=NAICS. Enter in the "Choice" field, the letter "d" next enter the employer's SEIN number. This will give you the valid NAICS code.

Resort to the NAICS 2002 lookup only in the event you cannot find the NAICS code in the Nat2 sys= NAICS.

The NAICS 2002 Industry Search web address is:

[www.census.gov/epcd/naics02/](http://www.census.gov/epcd/naics02/)



## Questions and Answers

Q) Why do the amount of job orders differ when I search all open jobs by county and then search open jobs by county with O\*net titles?

A) America's Job Bank orders that are written by employers do not always require O\*Net titles.

Q) Why won't my back arrow button work in OSOS?

A) When OSOS is not loaded from the correct web address, the back arrow will not be available.

Load OSOS from: <https://nvos.state.nv.us/> and make sure that the OSOS confidentiality page appears first. Click "Start Here" to properly load the application. **Do not** use desktop icons. Save the website shown above in your Internet favorites.

## Helpful Hint

OSOS will load better if you use a home page that is an internet site. Example [www.ajb.org](http://www.ajb.org) or any other website will work better than the DETR Intranet website.

## Enhancements

### Activity/Referral Detail Buttons

A new button labeled **Detail** has been added to the bottom of the page of the **Activities Tab** in the Customer Detail record. Click the **Detail** button when a **Job Referral, Referral Result** or **Job Match** is highlighted to view the details of the Job Order. This function was also added to the Job Order Detail/ Referral tab when a referral is highlighted. Click the new button **Cust Detail** to view the referred Customer's detail record.

### Resulting Referrals

The referral result function on the Referral Tab of the Job Order Detail record has been modified.

- The button on the Referrals Tab of the Job Order Detail Module previously labeled **Edit Referral** is now labeled **Post Result**.
- The pop-up window displayed when you click on the **Post Result** button for a single referral now has a new field labeled **Referral Date**. This is the date the referral was originally made. This date will be display-only and cannot be changed.
- The field previously labeled **Date** has been changed to **Result Date**. The **Result Date** field will default to the current date. This date can be changed.
- On a single referral the **Result Date** field cannot be earlier than the date in the display-only **Referral Date** field.

## Reminder

The proper way to exit OSOS is to log out under **Staff Detail** and then use the back arrow (upper left hand corner of screen), which will return you to the OSOS confidentiality page. To exit, click on the X at the upper right hand corner.

This will help clear the Temporary Internet files so that the OSOS application will run much better.

**ABOUT THIS PUBLICATION** - the WISS Automated Collection, Tools and Reporting Team publish Nevada AOSOS Update. 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: [eiseely@nvdetr.org](mailto:eiseely@nvdetr.org), [sagiurlan@nvdetr.org](mailto:sagiurlan@nvdetr.org), [njstclair@nvdetr.org](mailto:njstclair@nvdetr.org) or [eewalton@nvdetr.org](mailto:eewalton@nvdetr.org)