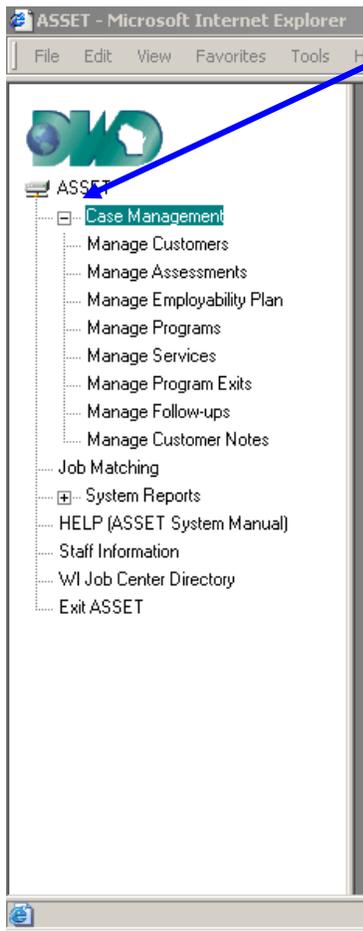


ASSET Users' Guide

ASSET NAVIGATION OVERVIEW

2-2 NAVIGATION WITHIN ASSET

Workers will always start from the Menu Tree on the left, selecting the module they wish to use by moving the cursor to that module. The module becomes highlighted and click the left mouse button once, and the module will open. If there is a plus (+) sign, functions within that module will be expanded, and selecting one of them in the same manner will open the function.



In this example, the Case Management module was expanded by clicking on the + sign (which turns to a – sign), and the cursor was moved over the Manage Customers function within that module. Clicking on this function opens a new screen in the Display Area, which is the starting point for Managing Customers.

Other ASSET modules do not have additional functions within them (no + sign). They move directly to the starting point for that module. However, two of these system modules - HELP and WI Job Center Directory, each open a new browser window, giving the worker an opportunity to get User Guide information or Job Center information without exiting ASSET. These secondary windows may be left open or closed after use.

Each of the high-level modules is described below.

Case Management

This is the part of the system where workers manage the day-to-day work that they do with our customers. Most of a worker's interaction with ASSET will occur within this part of the system. ASSET's primary purpose is to provide a case management system for workers to use as a tool to keep track of and report on the services and pertinent data regarding job seekers. To facilitate this activity for workers, the design of the ASSET screens supports the easy movement from one function to another. Additionally, design features are consistent throughout, making the system more user-friendly and easier to learn.

Staff Requests

This function allows workers to submit requests for data corrections directly in ASSET. In addition to the ability to request data fixes (called the Data Change Option), staff is able to direct e-mail like messages to each other regarding specific customer records by selecting the General option feature.

Job Matching

The job-matching module allows a worker to search JobNet Business for job openings for ASSET registrants.



Users' Guide

ASSET NAVIGATION OVERVIEW

2-2 _____ NAVIGATION WITHIN ASSET _____

System Reports

The System Reports, when opened, shows a listing of all available on-line reports. When the worker clicks on a specific report, the ASSET database is searched (is real-time) and the report is produced. The report may then be printed.

HELP (ASSET System Manual)

The **HELP** link connects the worker directly to this online ASSET Users' Guide by opening a second browser window to the DWD Manuals area. Workers will find this a convenient tool to check definitions, clarify system functionality, or learn how a feature of the system works. When the window is closed, the worker is still in ASSET and ready to proceed.

Staff Information

The purpose of this module is to allow users to update information about themselves or the offices in which they work. This is the part of the system that controls the administrative information about offices, users, and worker characteristics. It "sets the defaults" for all the actions taken by a worker in Case Management, so that User IDs, Office Numbers, WDAs etc. automatically fill when a worker reports information on a customer. It is important to keep your information up-to-date.

Staff Search

This option allows an ASSET user to locate a worker in another office or WDA. This information is reflective of information that staff have entered on the Staff Information screen.

WI Job Center Directory

This module is a link directly to the DWD Wisconsin Job Center Directory. It opens a second browser window that allows workers to get information about Job Centers without leaving ASSET. When this second window is closed, the worker is returned to the same screen in ASSET.

Exit ASSET

This is the Log Off function that closes ASSET.

Posting Tools

This module is available only to specified system users who have authority to post workshops and update workshop rosters. This option should not be active for the majority of ASSET users, and will not appear on their menu tree.

Administrative Tools

This module is available only to specified system users who have authority to perform administrative functions on the system. This option should not be active for the majority of ASSET users, and will not appear on their menu tree.

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