



# Users' Guide

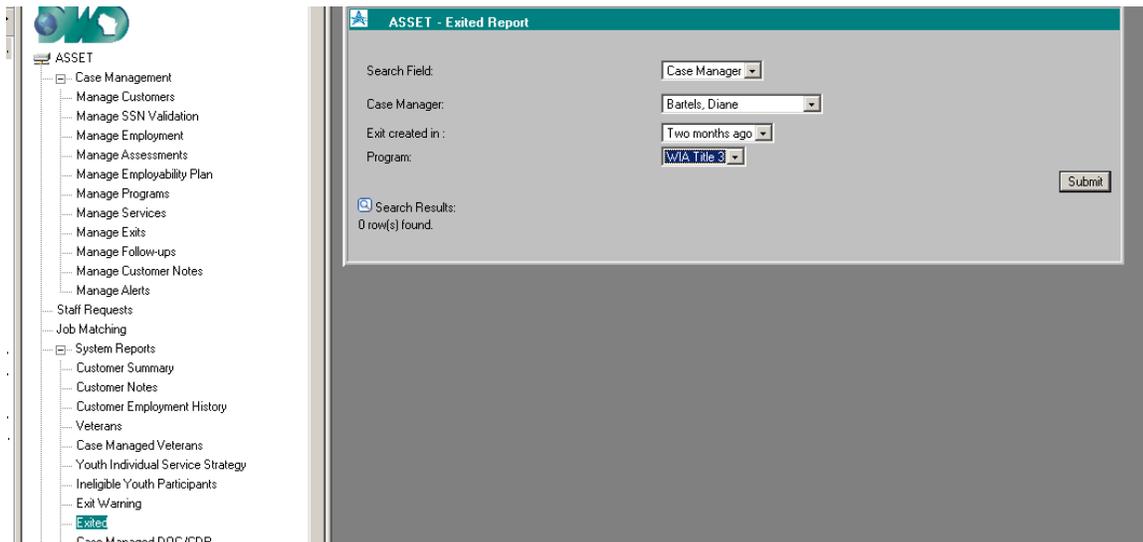
## ASSET SYSTEM REPORTS

### 5-9 \_\_\_\_\_ EXITED REPORT \_\_\_\_\_

This report provides WIA Title 1, TAA and Title 3 (includes DVOP and LVER for Veterans) staff a list of all customers that were Exited in the Current Month, Last Month, or Two Months ago.

The exits are system-generated after ASSET determines that a participant has not received a service funded by WIA or any partner programs for 90 consecutive calendar days.

The Exited Report is a "real time" report and is recreated with the most current participant information available each time the worker opens it. To access the report, open the Systems Reports by clicking on the plus sign (+) on the Menu Tree, then click on the Exited option.



This opens the selection box where the worker can choose to conduct their Search by Job Center or Case Manager, for the listing. The "Exit Created in" field is the duration to conduct the search for the Exit. The selection box looks like the one in the above example.

Clicking on the Submit button results in a list being returned that contains the customers that met the criteria selected by the Case Manager as shown on the next page.

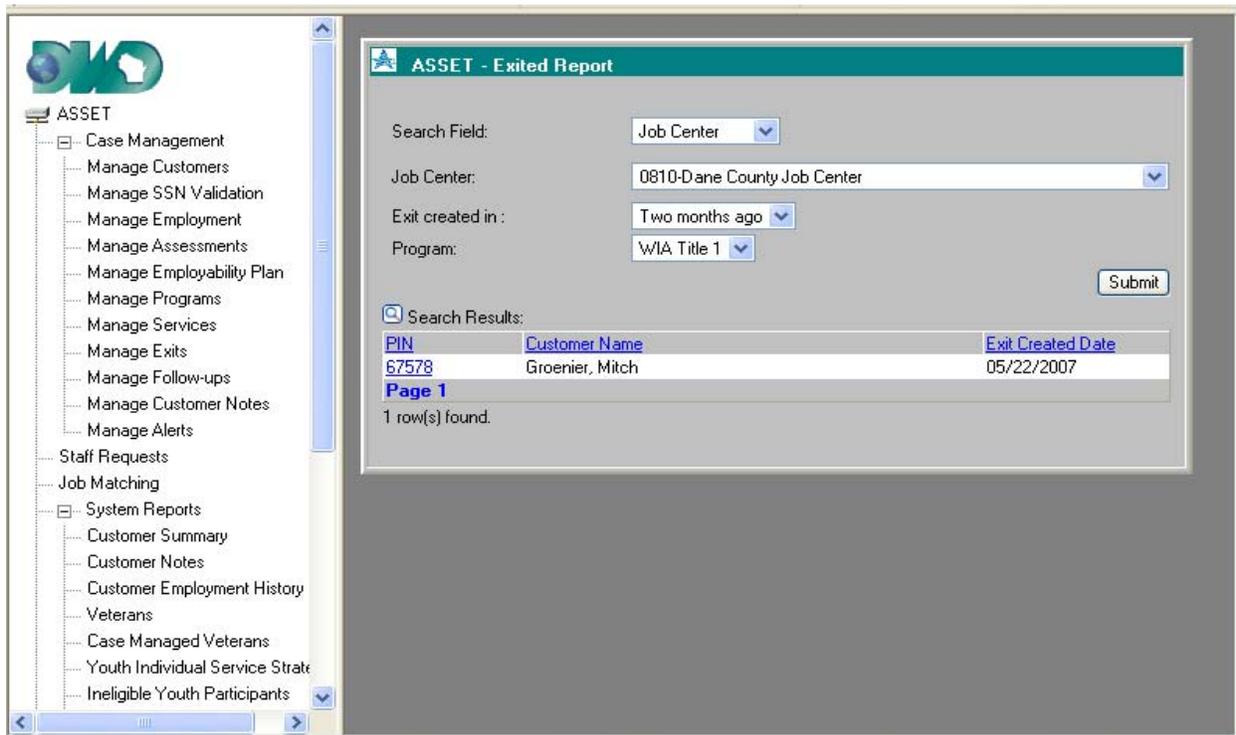
.A worker can click on the PIN (hyperlink) to access and view the Exit Details screen in ASSET.



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## ASSET SYSTEM REPORTS

### 5-9 EXITED REPORT



The Field Definitions are:

FIELD	DESCRIPTION
<ul style="list-style-type: none"> <li><b>Search Field</b></li> </ul>	Select from the dropdown the criteria to conduct the Search. Choose either Job Center or Case Manager.
<ul style="list-style-type: none"> <li><b>Case Manager or Job Center:</b></li> </ul>	Select from the dropdown the Case Manager name or Job Center Office number for which the listing is requested.



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### 5-9 \_\_\_\_\_ EXITED REPORT \_\_\_\_\_

FIELD	DESCRIPTION
<ul style="list-style-type: none"><li>• <b>Exit Created in</b></li> <li>• <b>Program:</b></li></ul>	<p>Select Current Month, Last Month, or Two Months Ago; each option gives the worker a <b>different</b> listing of exited participants.</p> <p>"Current month" produces a list of participants who exited one month ago.</p> <p>"Last Month" produces a list of participants who exited two months ago.</p> <p>"Two Months Ago" produces a list of participants who exited three months ago.</p> <p>Select the appropriate Program Area to you want to conduct the search by.</p>

Note: Going to File > Print (Ctrl + P) or clicking on the Print icon will print the listing.

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