



Users' Guide

INDEX

ASSET GUIDE UPDATES LOG

Each time a new release of the ASSET Users' Guide is made, this link will provide you with a summary of the changes: [Updates to the Users' Guide](#)

INTRODUCTION

This section of the Guide covers all the information about becoming an ASSET user and other details about the system.

- [1-1 Overview](#)
- [1-2 DET Security Procedures for ASSET Access](#)
- [1-3 ASSET Sign On](#)
- [1-4 Changing Your Password](#)
- [1-5 System Time Out](#)
- [1-6 ASSET Staff Information](#)
- [1-7 ASSET Staff Search Function](#)

OVERVIEW

The purpose of this section is to familiarize the ASSET user with the structure of ASSET and how to move through the system

- [2-1 Presentation of ASSET Information](#)
- [2-2 Navigation within ASSET](#)
- [2-3 Organization of Program Information](#)

CASE MANAGEMENT FUNCTIONS

The purpose of this section is to provide the ASSET user with the detailed description of each function in Case Management, including how the worker uses ASSET to document the services and customer information necessary for program management and federal reporting.

- | | |
|---------------------------------------------------|--------------------------------------------|
| 3-1 Structure of System Functions | 3-6 Manage Programs |
| 3-2 Manage Customer | 3-7 Manage Services |
| 3-3 Manage Employment | 3-8 Manage Exits |
| 3-4 Manage Assessments | 3-9 Manage Follow-Ups |
| 3-5 Manage Employability Plans | 3-11 Manage Customer Notes |
| 3-12 Manage Alerts | |



Users' Guide

[4-1 Staff Requests](#)

This section explains the policy and process to be used when submitting data change requests to ASSET.

[4-2 ASSET Job Matching Function](#)

This section explains the process for matching an ASSET customer to job orders listed on JobNet.

SYSTEM REPORTS

This section contains all of the online reports available in ASSET. These reports are created from a real-time read of the database at the instant that the specific report is requested. The list of reports can be seen by clicking on the plus (+) sign.

[5-1 Customer Summary Report](#)

[5-2 Customer Notes](#)

[5-3 Customer Employment History](#)

[5-4 Veterans Report](#)

[5-5 Case Managed Veterans](#)

[5-6 Youth Individual Service Strategy](#)

[5-7 Ineligible Youth Participants](#)

[5-8 Exit Warning Report](#)

[5-9 Exited Report](#)

[5-10 Case Managed DOC/CDP](#)

[5-11 Case Load Report](#)

[5-12 Employment Plan](#)

[5-13 UI Participant Report](#)

[5-14 Supplemental Data Report](#)

[5-15 TAA Financial Plan](#)

[5-16 Workshop Roster](#)

[5-17 TAA Waiver Deadline](#)

[5-18 Literacy/Numeracy Warning Report](#)

APPENDICES

[Appendix 01 – Frequently Asked Policy Questions about ASSET Fields and Reporting Requirements](#)

EXIT ASSET

When you have completed using ASSET, click on “Exit ASSET”. This closes the ASSET application and returns a page with a link to the DWD homepage. You may either click on this link or close the browser from this page. As a good security practice, closing the browser is the preferred way to ensure that you have completely left the ASSET system.



Users' Guide

POSTING TOOLS

6-1 WORKSHOP POSTING

6-2 WORKSHOP ROSTER UPDATE

ADMINISTRATION TOOLS