

# Users' Guide

## 1-1 OVERVIEW

ASSET supports the Workforce Investment Act (WIA) programs - encompassing the Adult, Dislocated Worker, and Youth programs under WIA Title 1 and the Wagner-Peyser funded labor exchange services (WIA Title 3) including case-managed services to Veterans, Migrant Seasonal Farm Workers (MSFWs), Unemployment Insurance (UI) Claimants, and Older Workers. ASSET also supports reporting for specialized Dislocated Worker programs such as Trade Adjustment Assistance (TAA) and NAFTA (North American Free Trade Assistance program) TAA, Special Rapid Response (SRR) and National Emergency Grants (NEG).

ASSET provides statewide, comprehensive data collection for job seeker registration, case management, and eligibility screening for program and provider services. It is web-based and can be accessed wherever an Internet connection is available, although a high-speed line (DSL or T1 connection) is advisable. This web site is designed and tested for use with Internet Explorer 6.0. Using other Internet Explorer versions may yield unpredictable results. ASSET is not available through other browsers. It can be accessed 24 hours a day, except for a few hours on Saturday afternoon for weekly maintenance on hardware and software.

It is important to track Job Center customer services in ASSET for the following reasons:

- **Federal Reporting for WIA:** ASSET is the sole source of information about our Title 1B and Wagner-Peyser program customers. The registrations and services reported in ASSET are used to create the mandatory federal reports, which in turn, provide Wisconsin with continued federal funding for these programs.
- **State Program Management:** ASSET information is the sole source of data about individuals eligible for WIA and other programs. DWD uses this information for resource planning, monitoring and evaluation, and general program management.
- **Local Program Management:** Data from ASSET can be used for making decisions on resource allocation, program management, or service options by Workforce Development Boards and Job Service districts. Additionally, local agency case managers can use ASSET to better serve their customers by giving them a statewide system that tracks customers wherever services are provided.

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# Users' Guide

## ASSET ACCESS

### 1-2 \_\_\_\_\_ DET SECURITY PROCEDURES for ASSET ACCESS \_\_\_\_\_

Access to ASSET is granted by the Department of Workforce Development. The Division of Employment and Training, IT Coordination Section Security Unit is responsible for processing access requests and monitoring access to DET automated systems.

The first step for getting access to any of the DWD systems is obtain an Active Directory ID, also called a Domain ID. There are two types of domain IDs. DWD employees are assigned an Active Directory ID that is defined as an internal DWD Domain ID. Partner Agencies such as County, Tribal, W-2 or WIA employees are defined as external users and will be assigned a WIEXT Domain ID. DWD employees are automatically set up with a domain ID because the same one is used for access to the DWD Workweb for time reporting, e-mail, etc.. DWD employees must request additional access to ASSET.

**DWD Partner staff must create a DWD Wisconsin Logon ID as well as requesting access to ASSET. If a staff member does not have a DWD/Wisconsin Login ID, follow the instructions for creating a Login ID on this site.**

<https://www.dwd.state.wi.us/accountmanagement>

### ASSET ACCESS

A worker also must have approved access to ASSET. The supervisor can assist in completing a Computer Access Request form (DETS\_10\_E) that is needed to request access to ASSET. The DETS\_10\_E is available from the DWD Workweb.

#### *Note to DWD Partner Staff:*

On this form, users need to provide their DWD Wisconsin Login ID that they created. Record the Login ID on line 15 on the DETS\_10\_E in the space provided.

The process for requesting access to ASSET, or any DET systems, is found in the DET Security Manual on the DWD Workweb at the following link:

(DWD – PARTNERS)

<https://workweb.dwd.state.wi.us/det/manuals/securitymanual.pdf>

(DWD – STATE STAFF)

<http://dwdworkweb/det/manuals/securitymanual.pdf>

It is important to note that access to ASSET should be carefully scrutinized to ensure that only individuals who need to use the system for business purposes are granted access. All information in ASSET must be considered confidential and any breach of confidentiality is a DWD work rule violation.



# Users' Guide

## ASSET ACCESS

### 1-2 \_\_\_\_\_ DET SECURITY PROCEDURES for ASSET ACCESS \_\_\_\_\_

DWD policy provides that: (a.) all passwords related to the legitimate access to data are personal to the operator authorized to access data and must be kept **CONFIDENTIAL**; (b.) permitting another to use such password to gain access to data is expressly prohibited, and (c.) an operator should never leave a workstation unattended without first terminating or locking their session.

A breach of DWD policy constitutes a security violation and may subject the operator to disciplinary action when circumstances warrant it. Any operator who knows of actual or attempted violations should notify their supervisor.

1. DWD policy provides that:
  - (a) All passwords related to the legitimate access to data are personal to the operator authorized to access data and must be kept CONFIDENTIAL;
  - (b) Permitting another to use such password to gain access to data is expressly prohibited, and
  - (c) An operator should never leave a workstation unattended without first terminating or locking their session.
2. A breach of DWD policy constitutes a security violation and may subject the operator to disciplinary action when circumstances warrant it. Any operator who knows of actual or attempted violations should notify their supervisor.

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# ASSET Users' Guide

## ASSET SIGN ON PROCEDURES

### 1-3 \_\_\_\_\_ ASSET SIGN ON \_\_\_\_\_

Because ASSET is a secured system, users must abide by DWD work rules regarding security and confidentiality. Once access has been approved, a worker may begin using ASSET.

To access the ASSET application, a user must go to the DWD Workweb Home Page at <http://dwdworkweb/default.htm> and click on the "Applications" menu item at the top of the screen. This takes the user to the DWD Applications page, where ASSET is the first application listed.

The screenshot shows the DWD WorkWeb Applications page. The browser address bar displays <http://dwdworkweb/dwd/applications.htm>. The page header features the DWD logo and the text "DWD WorkWeb Dept. of Workforce Development". A search bar is located in the top right corner. A navigation menu at the top includes "Applications", "Bulletin", "Campus", "Divisions", "Documents", "HRS Info", "IAM", "PTA", "PAL", "Staff Directory", "Service Desk", and "Site Map". Below this is a red navigation bar with buttons for "HOME", "SEC OFFICE", "ASD", "DCF", "DET", "DVR", "ER", "UI", "WC", "LIRC", and "DWD INTERNET". The main content area is titled "DWD Applications" and lists various applications in two columns. The first column includes "ASSET", "BASIS", "BRS", "BudgetWEB", "CATS (goes to secure site)", "CAL (DWD WorkWeb Only)", "Campus", "CELS for Extranet Users (Cares Electronic Library System)", "CELS for Intranet Users (Cares Electronic Library System)", "Correspondence Tracking System (CTS)", "CTS Training Info", "DCF Applications", "Enterprise Outlook Web Access", "Financial Data Warehouse", "GS Project Portfolio", "Host on Demand (HOD)", "HRS Information Update", "IRIS - available on intranet (dwdworkweb) only", "IT Project Portfolio", and "InhNet Business". The second column includes "Outlook Web Access (Enterprise)", "PAL", "PTA", "Select Survey", "Security Awareness Training - DWD (for DWD Staff) - internal link", "Security Awareness Training- Public (for Public use) - external link", "SUITES", "TEd", "Thin Client System", "UIBNET", "WDMI - UI BTA Document Management", "WDMI - UI BTA Workflow", "Web Intelligence", "WISARD", and "WITS". A "Back to Top" link is at the bottom of the list. A green circle highlights the "Applications" menu item in the top navigation bar, and a green arrow points from it to the "ASSET" link in the application list.

Clicking on ASSET brings the user to the ASSET Home page, where the user can select to login to the production ASSET system. Note that staff must enter a Logon ID and password in order to access the system.

# ASSET Users' Guide

## ASSET SIGN ON PROCEDURES

### 1-3 \_\_\_\_\_ ASSET SIGN ON \_\_\_\_\_

The screenshot shows the ASSET Home page. At the top, there is a navigation bar with 'wisconsin.gov', 'Employment Numbers: State | Local', and a search box for 'Search DWD:'. Below this is a blue header with the 'DWD Wisconsin Department of Workforce Development' logo. A red navigation menu contains links for HOME, WORKERS, EMPLOYERS, YOUTH, PARTNERS & STAFF, and MEDIA. The main content area starts with a breadcrumb 'Home > ASSET Login Page', followed by 'Welcome to ASSET!' and 'Automated System Support for Employment and Training'. A 'Production Login' button is visible. A 'Need assistance with ASSET?' section provides contact information for the DET Call Center and DET Security. A sidebar menu on the right lists links for ASSET, Users' Guide, Training Login, Infoline, and 2009 WIA LLSIL Guidelines.

The ASSET Home page includes links to the following:

- **Production ASSET System** – login to the system used for case management and Job Center Wisconsin customers.
- **Users' Guide** – detailed documentation of the ASSET system and its functionality, including screenshots and field definitions.
- **Training Login** – login to the ASSET training system used by workers to learn about how the ASSET system works.
- **Infoline** – Informational E-flyer notifying ASSET system users of upcoming events, changes and policies related to WI Job Center automated systems.
- **2009 WIA LLSIL Guidelines** – WIA Policy Update regarding Lower Living Standard Income Level for 2009.

# ASSET Users' Guide

## ASSET SIGN ON PROCEDURES

### 1-3 \_\_\_\_\_ ASSET SIGN ON \_\_\_\_\_

#### Production ASSET System (Production Environment)

The production ASSET environment is used for case management and for Job Center customers and tracks the services customers are receiving through the WIA Title 1, Dislocated Work and Title 3 Wagner-Peyser programs. The data entered to this environment is used for federal, state and local agency reports.

Clicking on Production Login brings up a window in which the user must enter his/her user name and password to sign into the system.



When prompted to login, staff must do the following:

- Key in the logon ID in the User Name field, e.g. **mastijo**. DWD Partner Agency staff must use **WIEXT/** before entering their user name, e.g. **wiext/mastijo**.
- Type in the password associated with the logon ID in the Password field.
- Click on OK (or press <ENTER>).

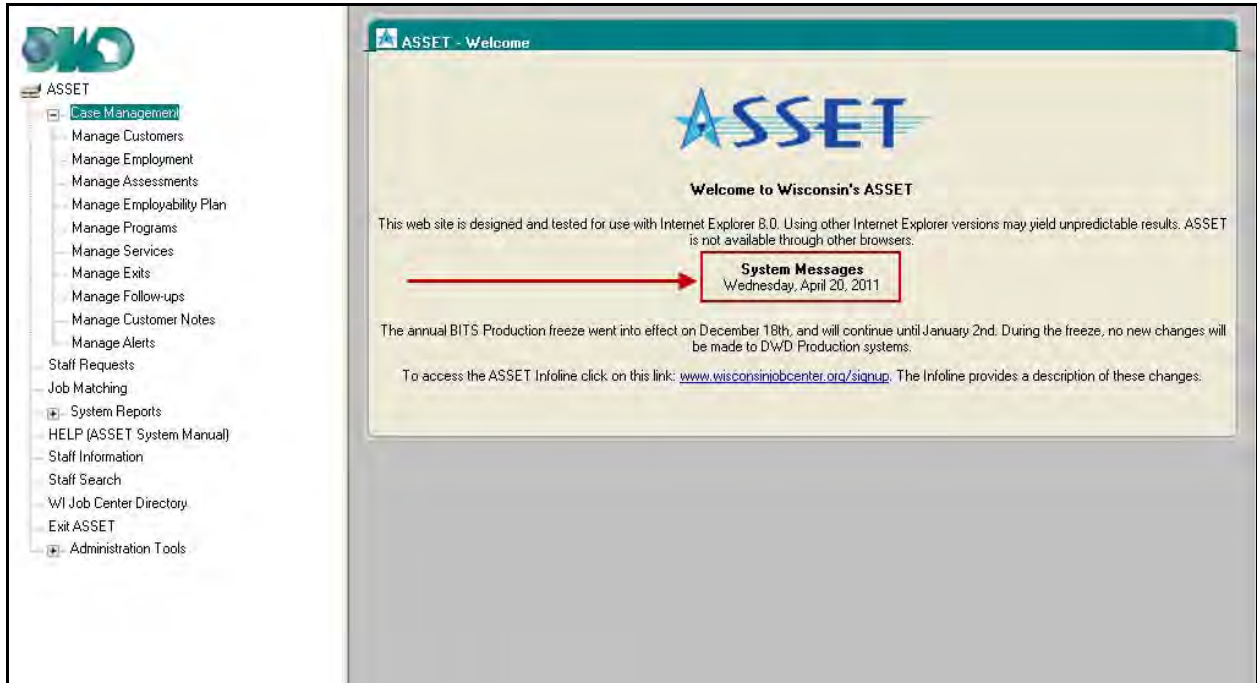
The Welcome to Wisconsin's ASSET screen appears. An area of the ASSET welcome screen includes a section for System Messages.

# ASSET Users' Guide

## ASSET SIGN ON PROCEDURES

### 1-3 \_\_\_\_\_ ASSET SIGN ON \_\_\_\_\_

**Users should remember to check these System Messages each time they log into ASSET, as this is where DET will let users know about new functionality or system problems.**



**ASSET has been designed to work with Internet Explorer 8.0.** Earlier versions of Internet Explorer, as well as Mozilla Firefox, may yield unpredictable results. Please call the DWD Service Desk if you do not have Internet Explorer 8.0 installed and need information about how it may be obtained.

ASSET also uses JAVA script extensively. This feature must be turned on for ASSET to work correctly.

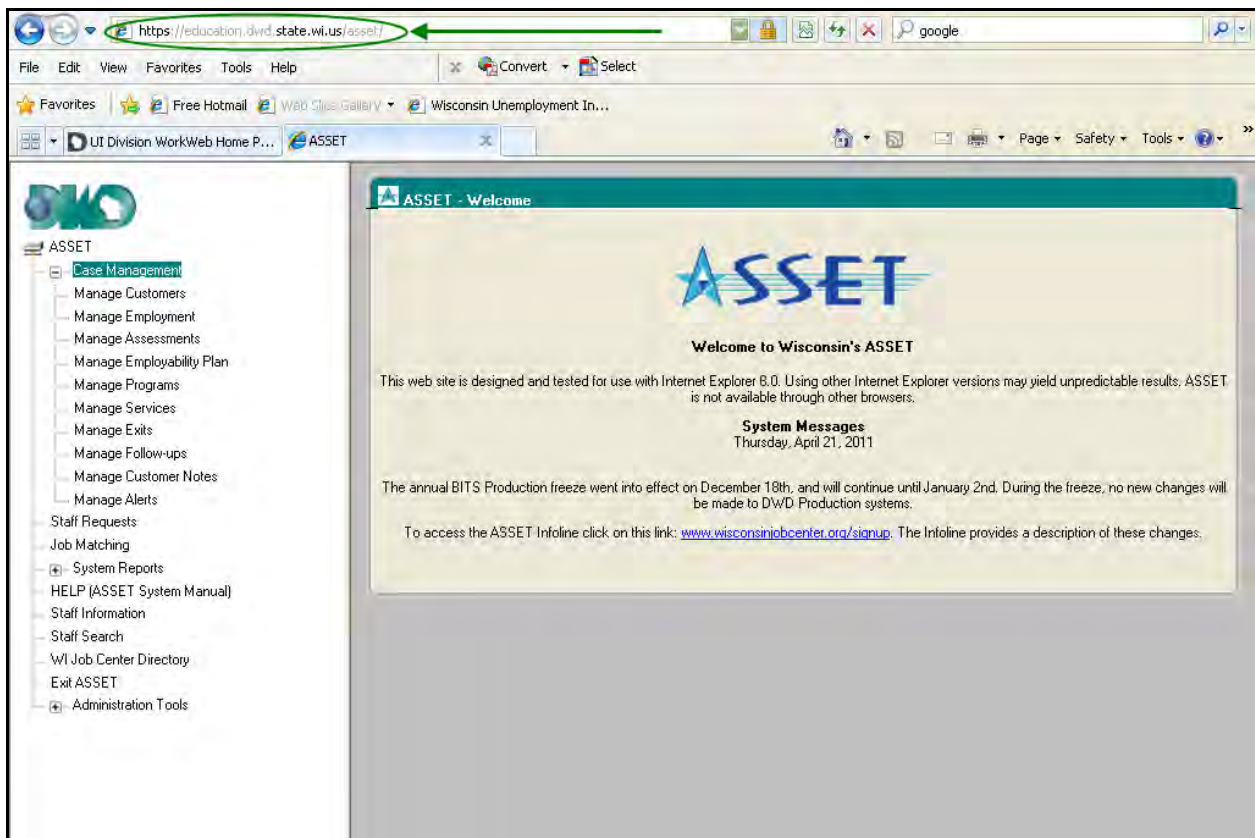
# ASSET Users' Guide

## ASSET SIGN ON PROCEDURES

### 1-3 ASSET SIGN ON

#### ASSET Training Environment

There is also an ASSET training environment that is used for workers to learn about how the system works without fear of creating or altering information that is used for federal reporting and performance standards. Real customer information should never be used in the training environment. The training environment mirrors the production environment. Users must logon in the same manner they do in the production environment and the functionality is the same; therefore, staff should pay special attention to which environment they are using to avoid making erroneous changes in the production environment.



Choosing the ASSET Training Environment opens the security sign-on for the Training Environment.

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# ASSET Users' Guide

## ASSET PASSWORD REQUIREMENTS

### 1-4 \_\_\_\_\_ CHANGING YOUR PASSWORD \_\_\_\_\_

It is a good security practice to change passwords on a regular basis. It is recommended that users create a tickler as a reminder to change the password regularly. Use MS Outlook or another scheduler to create a task every three months as a reminder to change passwords. The new password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the '@' sign). The password cannot contain the Logon ID. Passwords are case sensitive. Example: FLOWER12 is different from flower12.

#### Changing Your Password

**DWD Staff not connected to the DWD Wide Area Network and Partner Staff who know their password and want to change it should refer to the following instructions for changing your password:**

Go to the DWD Home page at <http://dwd.wisconsin.gov> and access the DWD Site Map by clicking the link for Site Map on the bottom of the screen. In the Workers section, click on **DWD/Wisconsin Logon Account Information** to access the DWD Wisconsin Logon Management System page. Clicking the **Password Management** link will bring up a "Connect to www.dwd.state.wi.us" window in which you type in your current user name and password.

**Note: Partner Agency staff should remember to include the WIEXT/ prefix when entering the user name (e.g. wiext/schmidt).**



You are then directed to the DWD Wisconsin Logon ID page to change passwords.

# ASSET Users' Guide

## ASSET PASSWORD REQUIREMENTS

### 1-4 CHANGING YOUR PASSWORD

The screenshot shows the 'Password Management' page. At the top, there is a navigation bar with links for 'wisconsin.gov home', 'state agencies', and 'subject directory'. Below this is a banner for the 'Wisconsin Department of Workforce Development' with a 'DWD' logo and links for 'Site Map', 'News', 'Search', and 'About DWD'. A secondary navigation bar contains links for 'Main Menu', 'Help', and 'FAQ'. The main content area is titled 'Password Management' and includes a legend: '\* Indicates Required Field'. Under 'Account Information', a text box explains password requirements: 'Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ sign). Passwords are case sensitive. Your Password cannot contain the Logon ID.' A link for 'Password Tips' is provided. Below this is a form with three input fields: 'Old Password', 'New Password', and 'Re-enter New Password'. Each field has a red asterisk to its right. At the bottom of the form are 'Submit' and 'Reset' buttons.

After entering the required information (old current password, new password and confirmation of new password), click on the Submit button. Once the new password has been submitted and accepted, a confirmation message will display.

The screenshot shows the 'Password Management' page after a successful password update. The navigation and banner elements are the same as in the previous screenshot. The main content area displays a confirmation message: 'DWD/Wisconsin Logon password was successfully updated for Logon ID schmittl.' Below the message is a list of three links: 'make changes to your password', 'return to DWD/Wisconsin Logon Menu', and 'DWD Homepage'. At the bottom of the page, there is a footer with links for 'Wisconsin.gov', 'Site Map', 'Search', 'Accessibility', 'Legal', 'Feedback', and 'DWD Home'.

# ASSET Users' Guide

## ASSET PASSWORD REQUIREMENTS

### 1-4 CHANGING YOUR PASSWORD

#### Forgot Your Password?

If you do not remember your password, the DWD Wisconsin Logon Management System screen has "User Name/Password Recovery" options.

Wisconsin.gov banner

Wisconsin Department of Workforce Development

Site Map | News | Search | About DWD

Main Menu | Help | FAQ

### DWD/Wisconsin Logon Management System

The DWD/Wisconsin Logon Management System allows authorized individuals to access many DWD Internet applications using a single user name and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DWD/Wisconsin user name and password. Your DWD/Wisconsin user name and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

**User Acceptance Agreement**

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

**Sign Up for your DWD/Wisconsin User Name**

[Self Registration](#) (Create a DWD/Wisconsin User Name and Password)

Self Registration allows you to create **your personal** DWD/Wisconsin User Name. This is your key to doing secure business with DWD over the Internet. **NOTE:** An account not accessed within the past 26 months will be considered dormant and may be deleted without warning, following security best practices. If you need an account after the original is deleted, you will need to register for a new account and request the required access authorization.

**Change / Update Your Information**

[Profile Management](#) allows you to change your account information, e-mail address and other information.

**Change Your Password**

[Password Management](#) allows you to change your password.

**Forgot Your User Name or Password?**

[User Name/Password Recovery](#) allows you to recover a forgotten DWD/Wisconsin User Name and/or Password.

Updated February 11, 2010  
[Administrative Services Division](#)  
Content Contact: [DWD Webmasters](#)

Wisconsin.gov | Site Map | Search | Accessibility | Legal | Feedback | DWD Home

**Customer Logon Menu**

- :: [Self Registration](#)
- :: [Profile Management](#)
- :: [Password Management](#)
- :: [Forgot your account information?](#)
- :: [User Acceptance Agreement](#)

# ASSET Users' Guide

## ASSET PASSWORD REQUIREMENTS

### 1-4 \_\_\_\_\_ CHANGING YOUR PASSWORD \_\_\_\_\_

By selecting one of the links to recover a user name or password, you can access the **DWD/Wisconsin Logon ID/Password Recovery Process** screen on which you can enter your e-mail address and click Submit in order to receive an immediate e-mail response with instructions for recovering your password.

The screenshot shows a web browser window with the URL [Wisconsin.gov](http://Wisconsin.gov). The page header includes "Wisconsin Department of Workforce Development" and "DWD" logo. Navigation links include "Site Map | News | Search | About DWD" and "Main Menu | Help | FAQ". The main content area is titled "DWD/Wisconsin User Name/Password Recovery Process" and contains the following text: "Please enter the E-Mail address you entered when you created your DWD/Wisconsin User Name. We will send a message to this address with instructions on how to recover your DWD/Wisconsin User Name and Password." Below this is a text input field labeled "Please enter your E-Mail Address:". There are two buttons: "Submit" and "Reset". At the bottom, it says "If you did not provide an E-Mail address or do not remember the E-Mail address you provided please contact the [DWD Service Desk](#)." The footer contains links: "Wisconsin.gov | Site Map | Search | Accessibility | Legal | Feedback | DWD Home".

Call the DWD Service Desk at 608-266-7252 for assistance if you are unable to reset the password using the process described above.

**For DWD Staff Connected to the DWD Wide Area Network:** The same domain Logon ID and password are used for all DETS Systems, ASSET, JobNET Business, etc... including your screensaver in Windows.

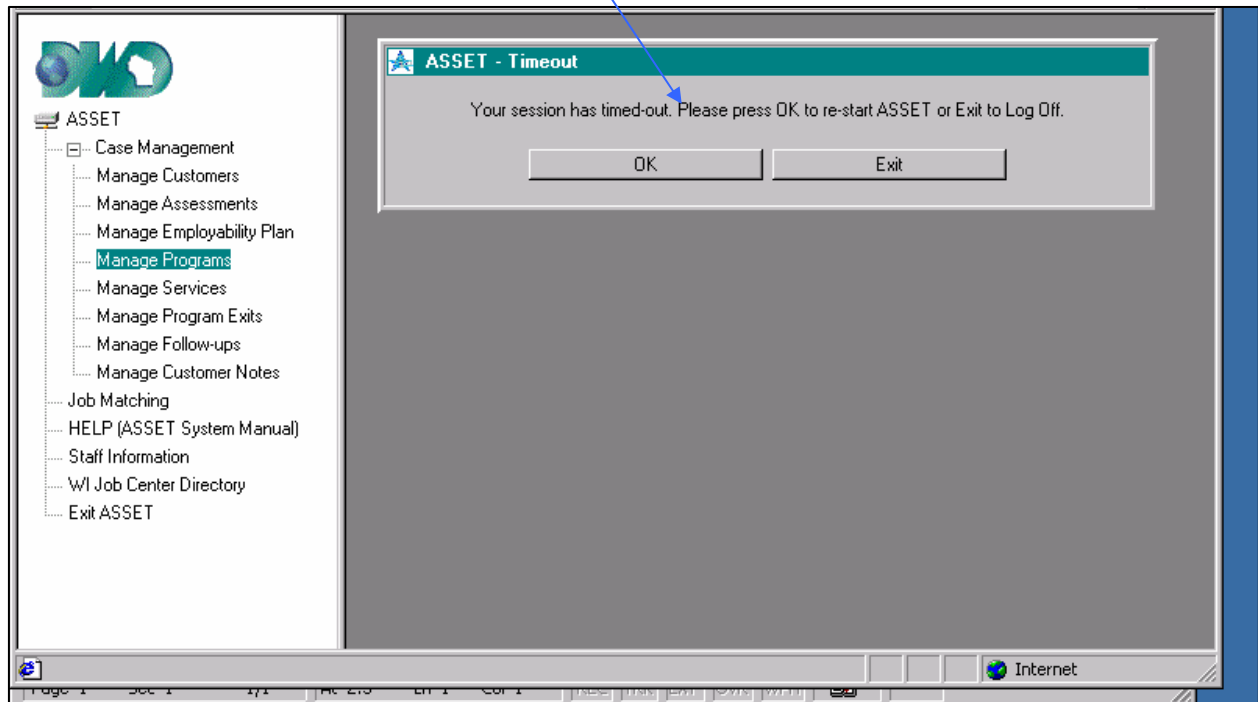
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# ASSET Users' Guide

## ASSET TIME-OUT FUNCTIONALITY

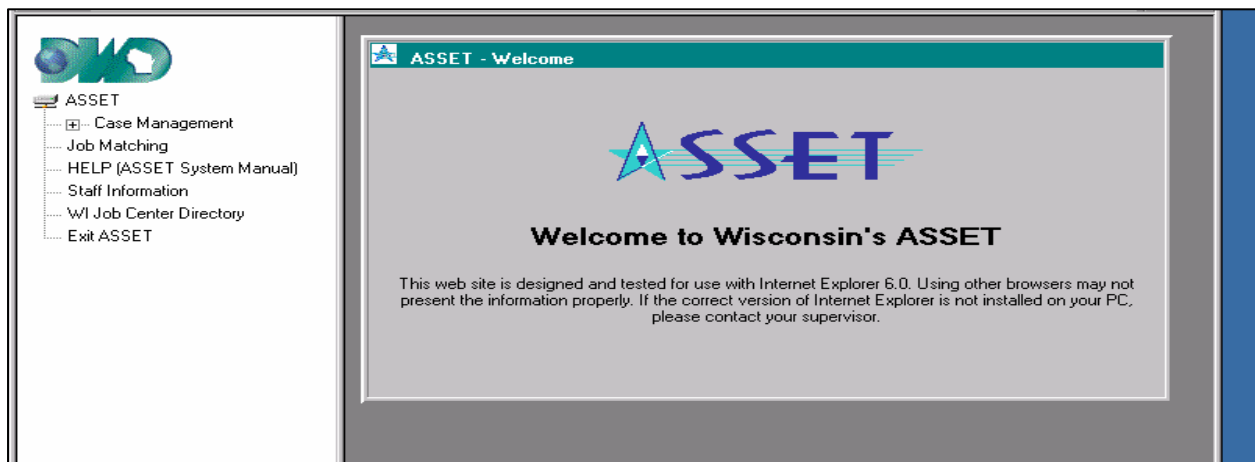
### 1-5 \_\_\_\_\_SYSTEM TIME OUT\_\_\_\_\_

After 45 minutes of no activity (retrieving a screen, a CLICK on the Save or other buttons, etc.) ASSET will time out. The following message box will appear when the system user selects a system function after 45 minutes of inactivity:



#### Restarting ASSET:

To restart ASSET, position the mouse pointer over the **OK button** and **CLICK once**. The response will be the ASSET Welcome screen as shown previously.



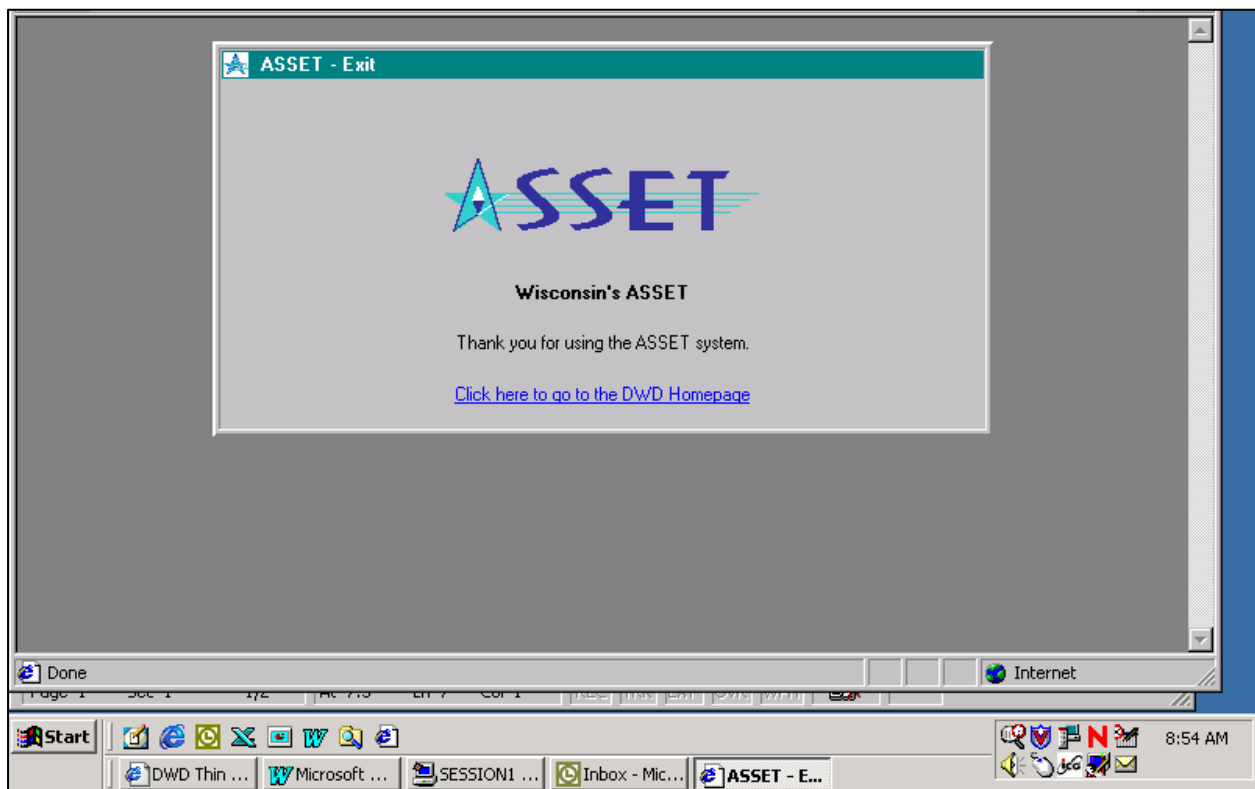
# ASSET Users' Guide

## ASSET TIME-OUT FUNCTIONALITY

### 1-5 \_\_\_\_\_SYSTEM TIME OUT\_\_\_\_\_

#### Exiting ASSET:

To exit ASSET, position the mouse pointer over the **Exit button** on the Menu Tree and **CLICK once**. The following message box will appear:



System sign off has now taken place. The above message box contains a hyperlink to the Department of Workforce Development (DWD) home page.

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# Users' Guide

## STAFF INFORMATION FUNCTION

### 1-6 ASSET STAFF INFORMATION

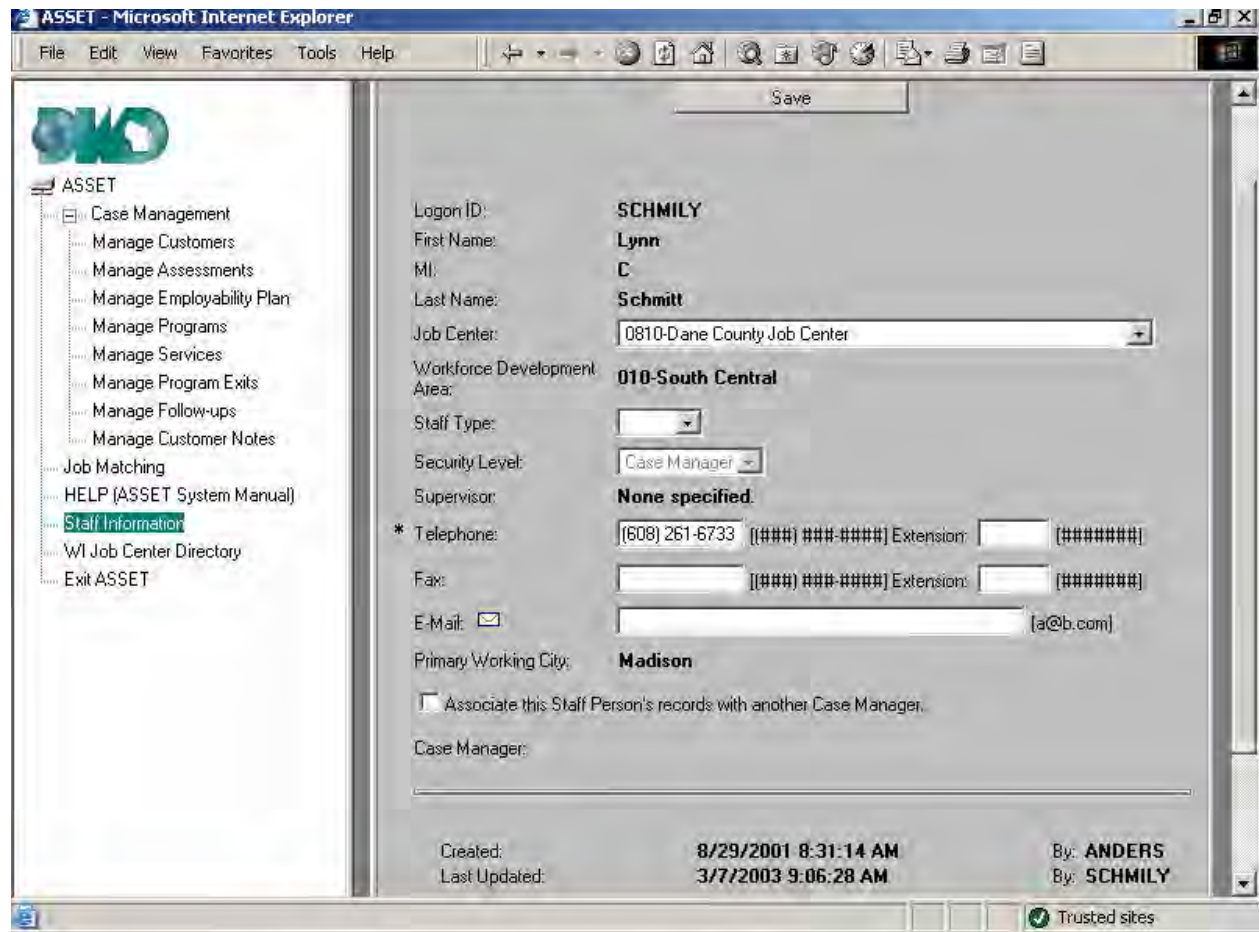
The ASSET Staff Information function is designed to give every staff person who is authorized to use the system access to his/her Staff Information record upon logon to the system.

**This is the page workers must go to the first time they log on to ASSET in order to set the default information about their work site (office number) and other staff information.**

**IMPORTANT NOTE: Workers who work out of more than one office:**

If the worker has more than one work site, each time they change offices they will need to come to the Staff Information record and change the Office with which they are associated. This will then change the default information that is recorded each time anything is reported for a customer in any of the Case Management functions.

The Staff Information record is accessed from the ASSET menu tree and appears as follows:





# Users' Guide

## STAFF INFORMATION FUNCTION

### 1-6 ASSET STAFF INFORMATION

This page has a number of fields that are pre-filled by the ASSET Security Unit at DET. Based on the information provided, the following fields are display only and may not be changed by the worker. Changes to any of these fields require contact with the DET Security Unit (their telephone number is **608-261-6317**).

FIELD	DESCRIPTION
• <b>Domain Logon ID</b>	This is the log on ID assigned by DWD to all users of the ASSET and other DWD systems granting them access to applications resident on the DWD servers. It is generally seven characters.
• <b>First Name</b>	The first name of the user with this Domain Logon ID.
• <b>MI</b>	Middle initial of the user.
• <b>Last Name</b>	The surname of the user.
• <b>Workforce Development Area</b>	The number and name of the WDA associated with the office number selected by the user. The WDA default will change once the user saves the form with the selected office number.
• <b>Security Level</b>	This number indicates the level of access granted to this user. 20 – Receptionist is a query-only level, 40 – Case Manager is query and update level, 60 – Supervisor is query and update.
• <b>Supervisor</b>	The name of the user's supervisor.
• <b>Primary Working City</b>	The user's primary work location.
• <b>Created By</b>	The information about the user who created the initial record.
• <b>Updated By</b>	The information about the user who last updated the record.



# Users' Guide

## STAFF INFORMATION FUNCTION

### 1-6 ASSET STAFF INFORMATION

The staff person who is logged on may update the following fields:

FIELD	DESCRIPTION
<ul style="list-style-type: none"><li>• <b>Job Center</b></li></ul>	The user must select the Office Number and Name from the drop down list. Workers who work from more than one office must change this field as appropriate in order for the reporting in the Case Management functions to reflect the correct office for the customer's record.
<ul style="list-style-type: none"><li>• <b>Staff Type</b></li></ul>	Currently used for Veterans Services only. Select either LVER or DVOP if applicable. This will mark customer records served by either of these groups. All other users should leave this field blank.
<ul style="list-style-type: none"><li>• <b>Telephone Number/Extension</b></li></ul>	The user's telephone number. Key the 3-digit Area Code and 7-digit Number and any extension number. This should be the primary number where the worker can be reached.
<ul style="list-style-type: none"><li>• <b>Fax/Extension</b></li></ul>	Key the 3-digit Area Code and 7-digit Number of the Fax number, if available.
<ul style="list-style-type: none"><li>• <b>Email Address</b></li></ul>	Workers may enter their work email address.

Click once on the Save button to process all changes to the record. If any of the other information is incorrect, the DET Security Officer should be notified so that the fields may be updated.



# Users' Guide

## STAFF INFORMATION FUNCTION

### 1-6 ASSET STAFF INFORMATION

#### Entering ASSET information on behalf of another Case Manager

ASSET is designed with the assumption that case managers report their own information. There may be circumstances where one worker needs to complete information for another case manager.

Set ASSET to default another worker as case manager by checking this box. It opens another field to name that worker.

- Exit ASSET
- Administration Tools
- ITA Administration Tools

\* Telephone: [(334) 423-4233] [(###) ###-####] Extension: [#####]  
Fax: [ ] [(###) ###-####] Extension: [#####]  
E-Mail: [ ] [a@b.com]  
Primary Working City: **Madison**  
 Associate this Staff Person's records with another Case Manager.  
Case Manager: [Schmitt, Lynn]  
Created: 9/19/2003 1:32:52 PM By: LIENWI  
Last Updated: 5/21/2004 11:03:20 AM By: WIEXT\SCHMITTL  
Save

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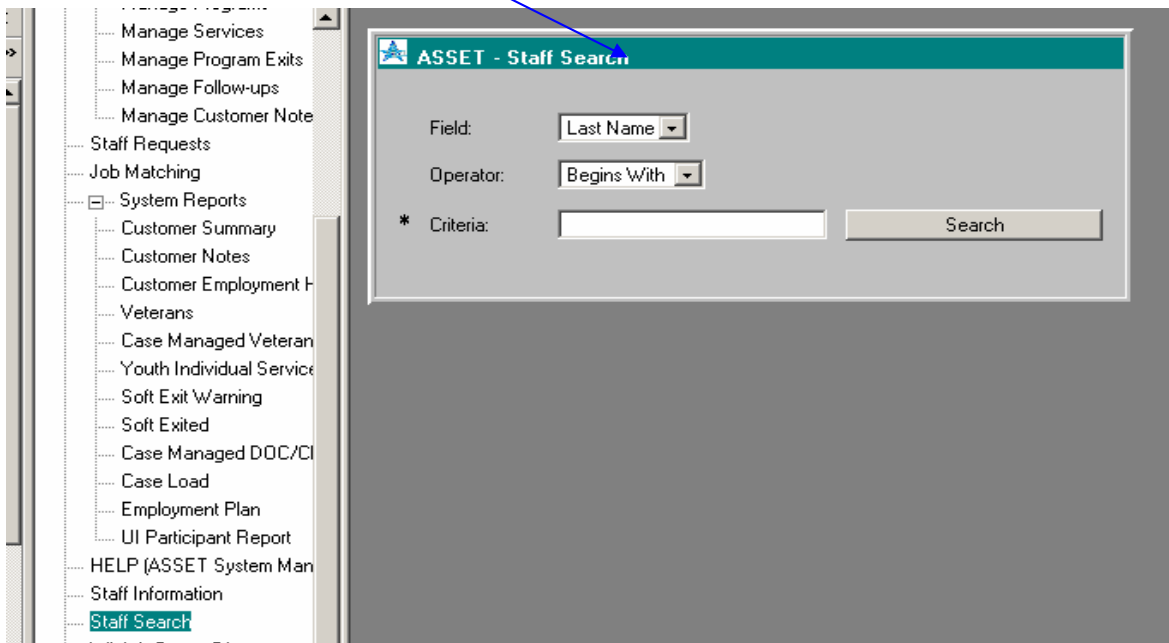


# Users' Guide

## STAFF SEARCH RECORD

### 1-7 ASSET STAFF SEARCH FUNCTION

The Staff Search function allows an ASSET user to find information about other ASSET users. The Staff Search function is accessed from the ASSET Menu Tree. To access the Staff Search click the Staff Search function located under the HELP (ASSET System Manual) section. The page displayed will look like this:



To perform a search, a response is required in the Criteria section. If left blank, an error message will appear that states: **Please correct the following. Criteria is required for a search.**

The Field Descriptions are:

FIELD	REQUIRED FIELD	FIELD DEFINITION
<ul style="list-style-type: none"> <li>Field</li> </ul>	DEFAULT	Drop-down field with 3 selections to search by: <ul style="list-style-type: none"> <li>Last Name</li> <li>Logon ID</li> <li>First Name</li> </ul>



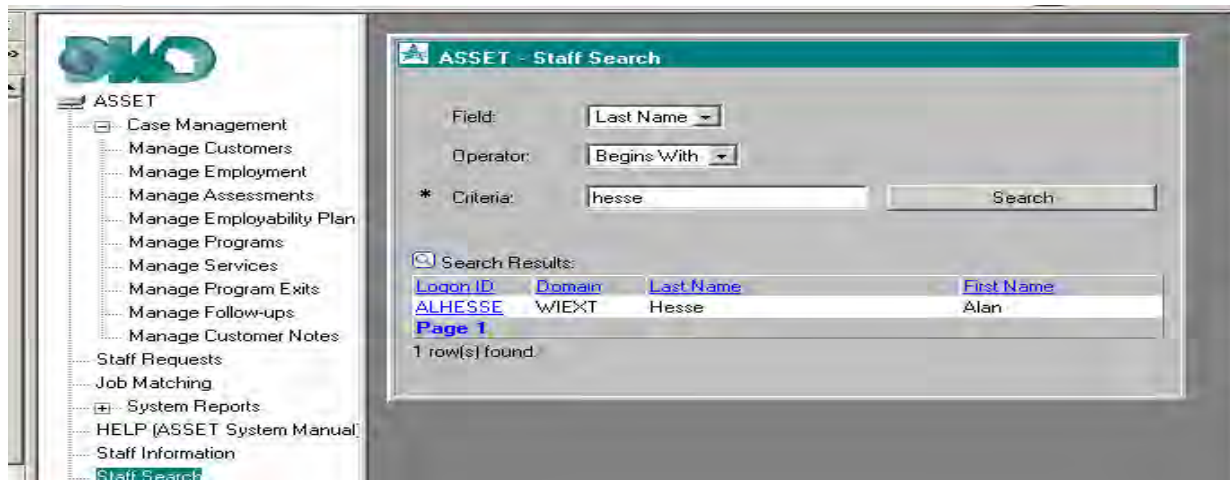
# Users' Guide

## STAFF SEARCH RECORD

### 1-7 ASSET STAFF SEARCH FUNCTION

FIELD	REQUIRED FIELD	FIELD DEFINITION
<ul style="list-style-type: none"> <li>Operator</li> </ul>	DEFAULT	Drop-down field with 4 selections to search by: <ul style="list-style-type: none"> <li>Begins With</li> <li>Contains</li> <li>Exact Match</li> <li>Sounds Like</li> </ul>
<ul style="list-style-type: none"> <li>Criteria</li> </ul>	YES	A worker will enter the information they selected for the Field and Operator responses.

Click on the Search button and the page will look like this:



When a worker clicks on the Logon ID (highlighted and underlined in blue) the following page displays:



# Users' Guide

## STAFF SEARCH RECORD

### 1-7 ASSET STAFF SEARCH FUNCTION

**ASSET - Staff Information**

Logon ID: **ALHESSE**  
Domain: **WIEXT**  
First Name: **Alan**  
MI: **D**  
Last Name: **Hesse**  
\* Job Center: 0410-Fox Cities Workforce Development Center  
Workforce Development Area: **004-Fox Valley**  
Staff Type:   
Security Level: Approver  
Supervisor: **Welch, Cheryl**  
\* Telephone: (920) 720-5600 [(###) ###-####] Extension: [#####]  
Fax: [(###) ###-####] Extension: [#####]  
E-Mail:  ahesse@new.rr.com [a@b.com]  
Primary Working City: **Neenah**  
 Associate this Staff Person's records with another Case Manager.  
Case Manager:

The information on this page reflects the most recent information provided to DWD. At the bottom of the page is a Check Mark box that a worker may use to designate that the staff person's record be associated with another Case Manager.

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