

ASSET Alerts Modernization Project – Technical Bulletin

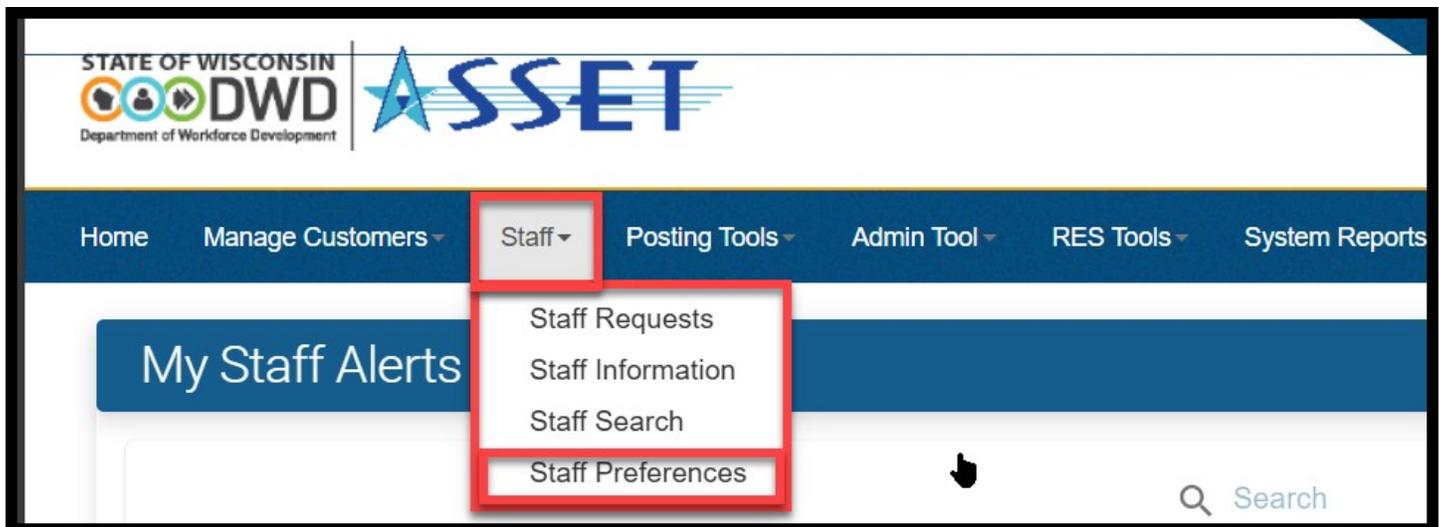
The Project Changes – Will be deployed on March 5th, 2025

Overview of general changes made in the ASSET Alerts Modernization Project:

- ❖ Alerts and Notifications page has been moved to the new technology.
- ❖ New Alerts are added for multiple different areas.
- ❖ Manual clearing feature is added for the Alerts section.
- ❖ Ability to "Snooze" alerts for 1, 3, or 5 days.

Alerts and Notification page moved to the new technology:

- The Alerts and Notification screen is replaced by new Mudblazer technology. This page can be accessed by clicking on the link under the Alerts and Notification bell at the top of the ASSET page.
- There are two tables on the screen. The first one is for Alerts and the bottom one is for Notifications.
- The tables will have all the filtering, search, and sort capabilities that come standard with the new Mudblazer screens.
- The Alerts and Notifications grids are now connected to the Staff Preferences, and staff can select their WDA, Job Center and Program on the "Staff Preferences" menu item under the Staff dropdown.



- For the Alerts table
 - My Staff Alerts, Snoozed Alert(s) and Cleared Alert(s) are 3 different grids that can be accessed by clicking on the 3 vertical dots at the top of the table.
 - The Snoozed Alert(s) table contains all the currently snoozed alerts.
 - Cleared Alert(s) table will contain all the alerts(for the past year) that were cleared using the clear icon or button.

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ASSET

Customer Search 86 Alert(s) 0 Notification(s) Logout

Home Manage Customers Staff Posting Tools Admin Tool RES Tools System Reports BI Reports Manage Financials Dashboard Referrals

My Staff Alerts

Search

<input type="checkbox"/> PIN/ID	Customer Name	Type	Date	Name	Description	Career Planner
<input type="checkbox"/> 36170	ssstestd resea	General	2/11/2025	Follow-up Status Due	Review and update follow-up status - Q2	Shetty, Sarvika
<input type="checkbox"/> 36170	ssstestd resea	General	2/11/2025	Follow-up Status Due	Review and update follow-up status - Q2	Shetty, Sarvika
<input type="checkbox"/> 32666	ssstestaus resea	General	2/11/2025	Training Documentation	Verify if any credential or MSG is available to enter in ASSET.	Shetty, Sarvika
<input type="checkbox"/> 34157	ssstestcam resea	General	2/11/2025	Training Documentation	Verify if any credential or MSG is available to enter in ASSET.	Shetty, Sarvika
<input type="checkbox"/> 34161	ssstestjul resea	General	2/11/2025	Follow-up Status Due	Review and update follow-up status - Q3	Shetty, Sarvika

Follow-up Status for "32686" deleted to

- For the Notifications table
 - All WDA(s) and My WDA(s) are 2 different grids that can be accessed by clicking on the 3 vertical dots at the top of the table.
 - The My WDA(s) table contains notifications for the WDA's that were selected on the Staff Preference page.
 - All WDA(s) table will contain notifications for all the WDA's

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ASSET

Customer Search 86 Alert(s) 0 Notification(s) Logout

Home Manage Customers Staff Posting Tools Admin Tool RES Tools System Reports BI Reports Manage Financials Dashboard Referrals

Customer Notifications - My WDA(s)

Search

PIN	Customer Name	Type	Date	Message	Career Planner
No data found					

Rows per page: 10 1-0 of 0

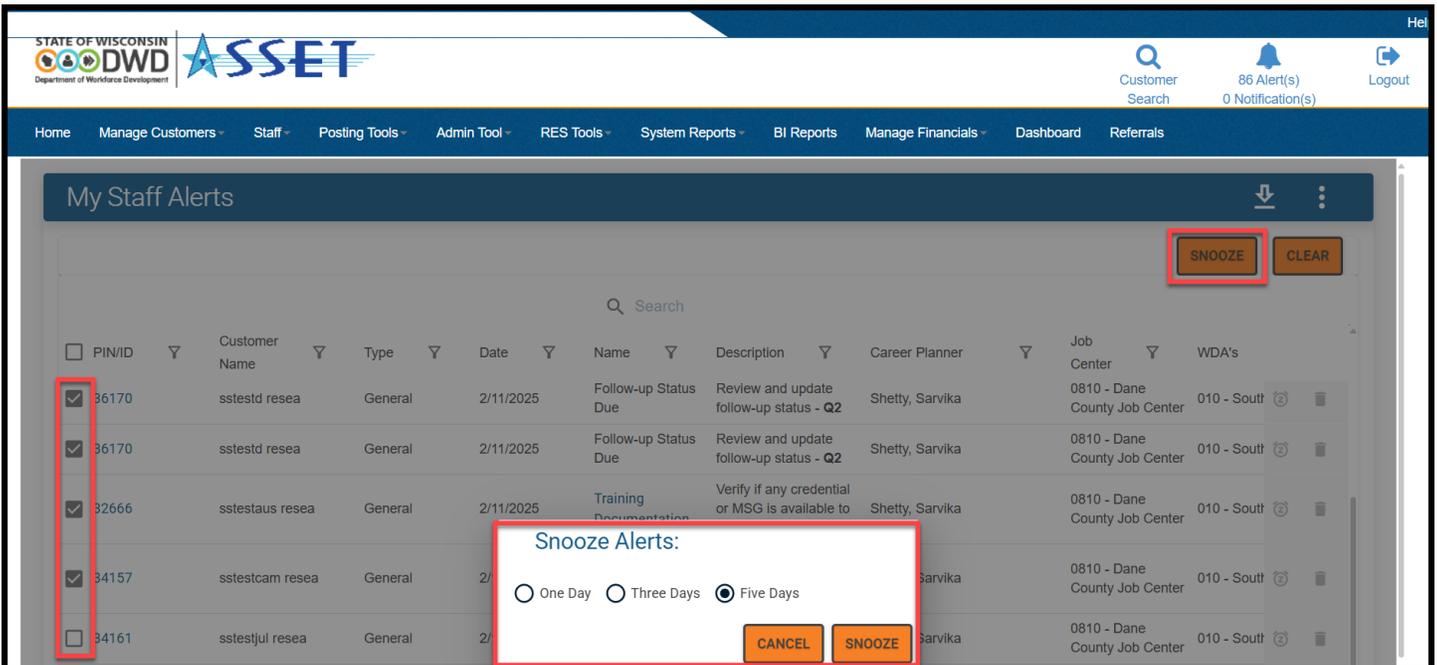
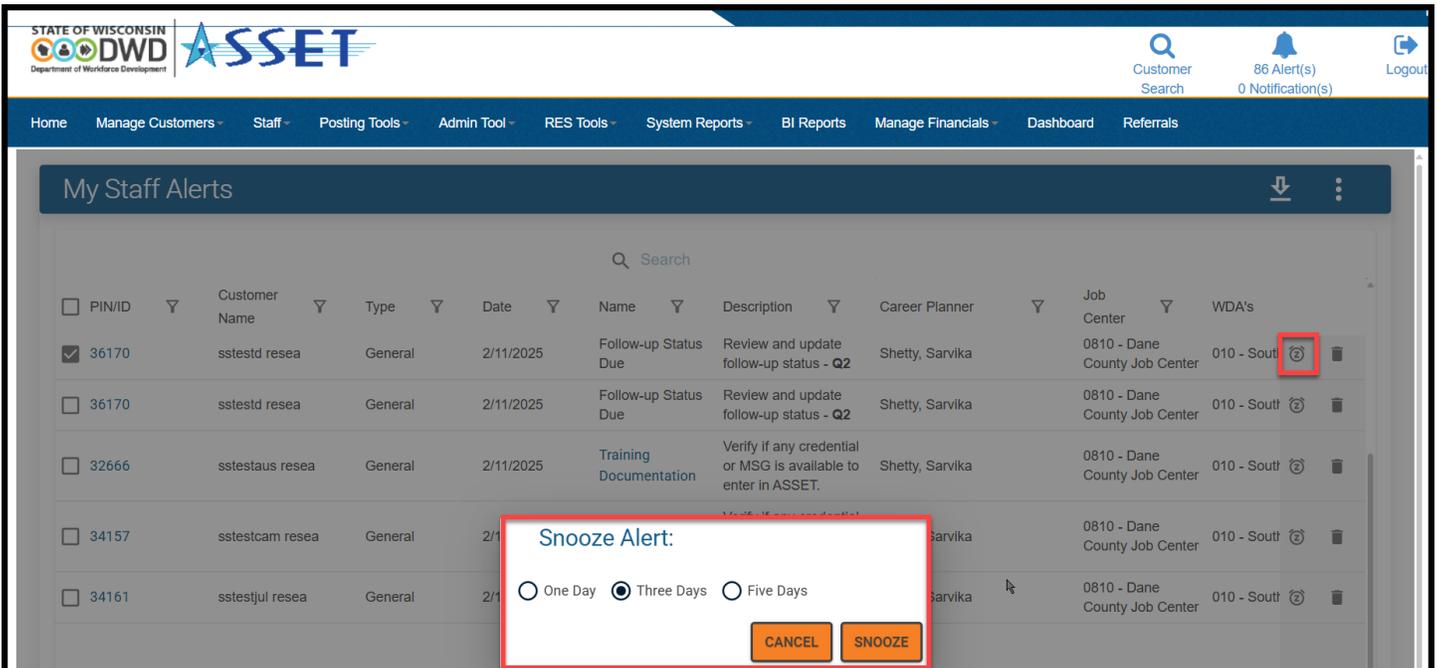
Snoozing functionality:

- The Snoozing functionality was introduced in this project; using this option, users will be able to snooze their alerts for 1, 3 or 5 days.

ASSET Technical Bulletin –

Find this document at: https://dwd.wisconsin.gov/DETAPPS/detapps_info/secure/asset/tech-bulletins.htm

- There are two ways to Snooze the alerts.
 - On the "My Staff Alerts" table, single alerts can be snoozed using the  icon found at the right-side end of the table.
 - Multiple alerts can be snoozed at once by selecting the checkboxes and clicking on the "Snooze" button. The snooze button will only be visible once the checkboxes are clicked.
- Once snoozed, the alert will be hidden from the "My Staff Alerts" table and can be viewed under the "Snoozed Alert(s)" grid.
- This alert will only be hidden for the staff that uses the snooze option.
- When the Snooze time is completed, the snoozed alert will be readded to the top of the "My Staff Alerts" table.

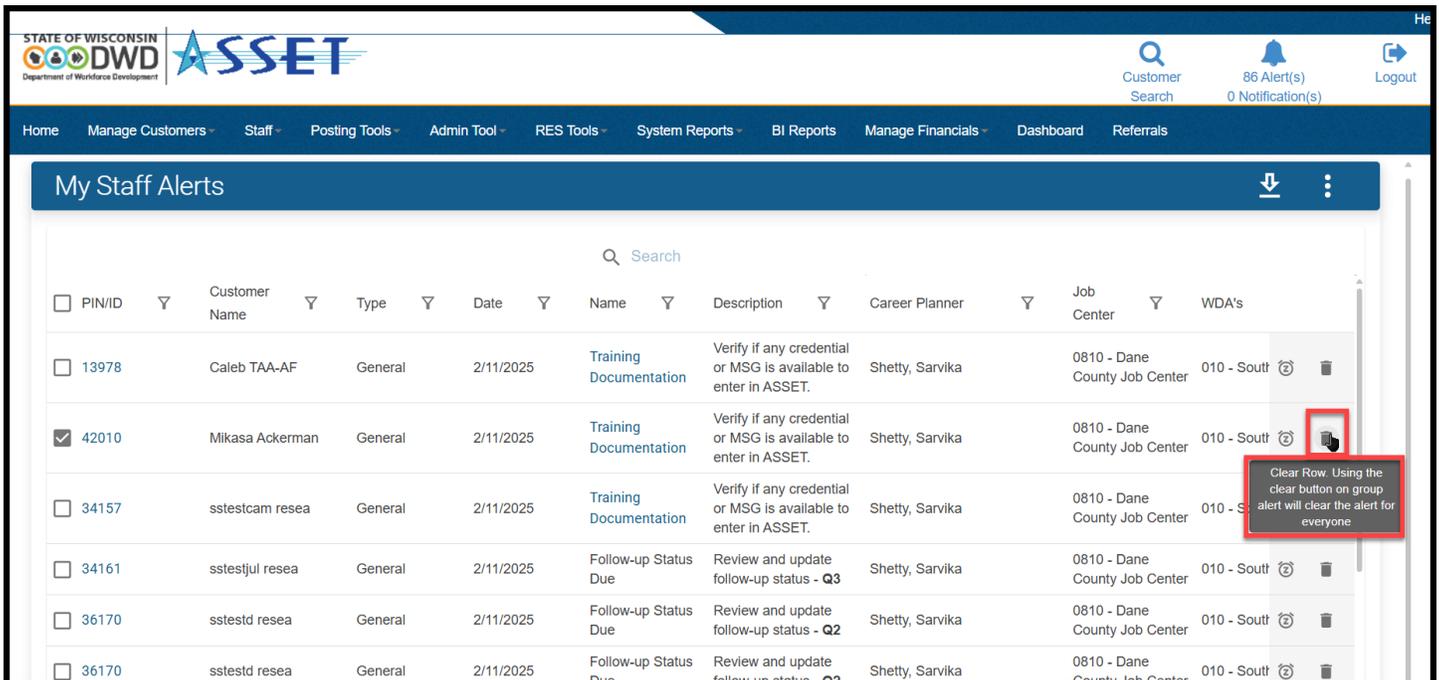


Clearing functionality:

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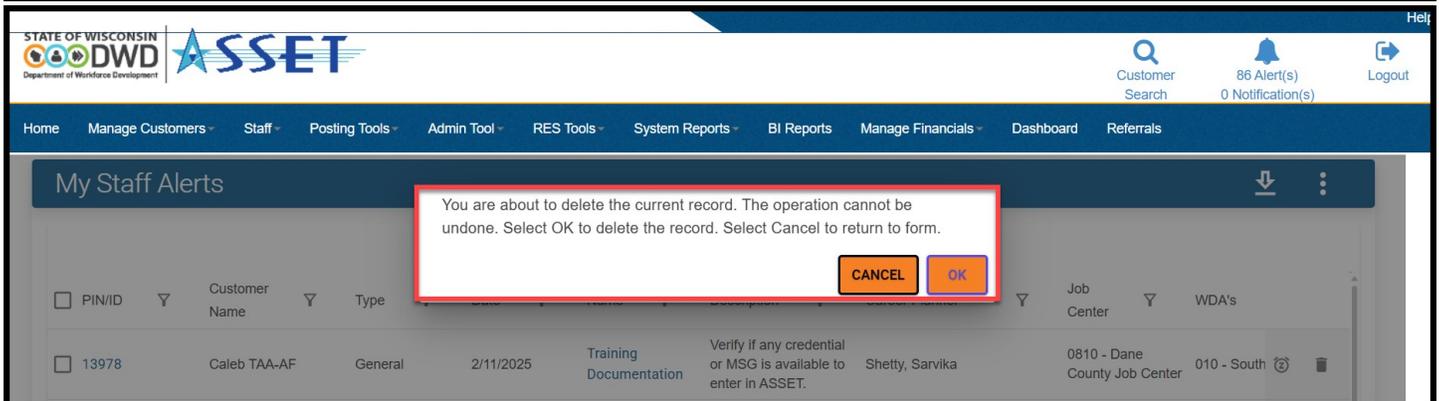
Find this document at: https://dwd.wisconsin.gov/DETAPPS/detapps_info/secure/asset/tech-bulletins.htm

- The Clearing functionality is similar to the Snooze function, but it will permanently remove the alert from the "My Staff Alerts" table for everyone who has received that particular alert.
- There are two ways to clear the alerts.
 - On the "My Staff Alerts" table, single alerts can be cleared using the  icon found at the right-side end of the table.
 - Multiple alerts can be cleared at once by selecting the checkboxes and clicking on the "Clear" button. The clear button will only be visible once the checkboxes are clicked.
- Once cleared, the alert will be removed from the "My Staff Alerts" table and can be viewed under the "Cleared Alert(s)" table.



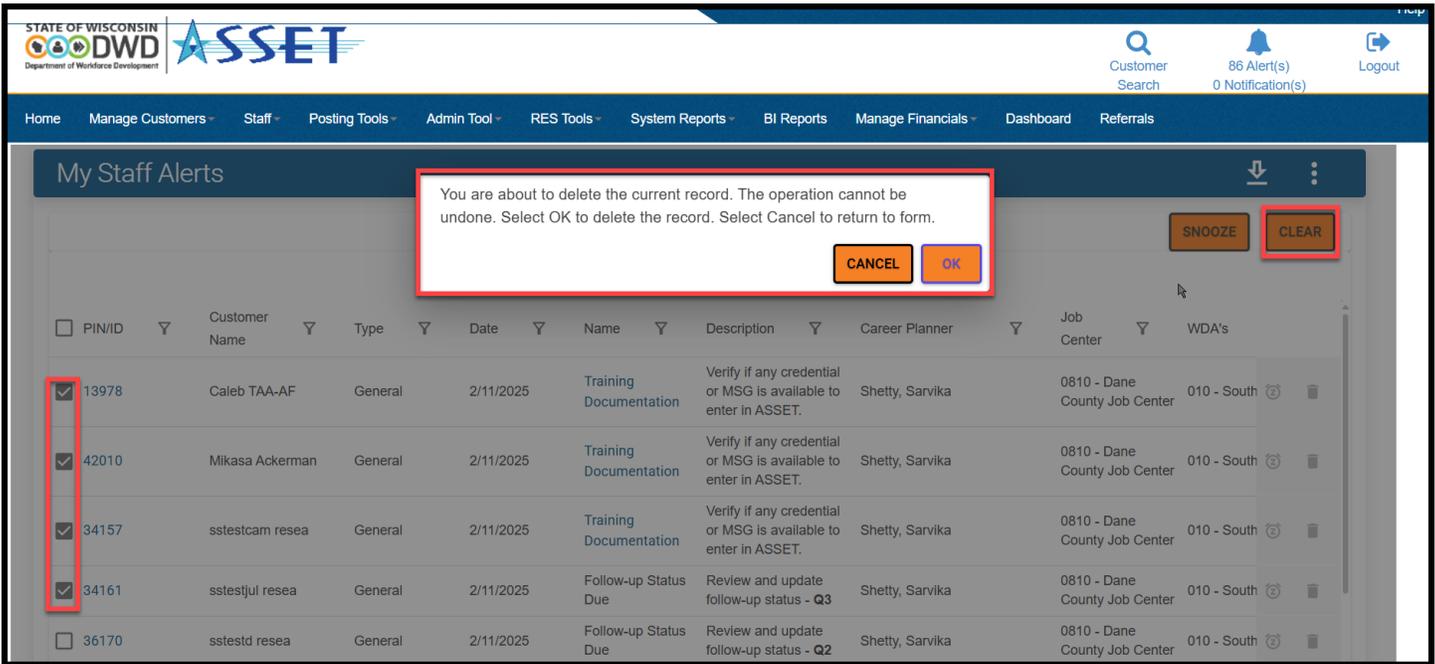
The screenshot shows the ASSET interface with the 'My Staff Alerts' table. A tooltip is visible over the trash icon of the third row, stating: 'Clear Row: Using the clear button on group alert will clear the alert for everyone'. The table has the following data:

PIN/ID	Customer Name	Type	Date	Name	Description	Career Planner	Job Center	WDA's
<input type="checkbox"/> 13978	Caleb TAA-AF	General	2/11/2025	Training Documentation	Verify if any credential or MSG is available to enter in ASSET.	Shetty, Sarvika	0810 - Dane County Job Center	010 - South
<input checked="" type="checkbox"/> 42010	Mikasa Ackerman	General	2/11/2025	Training Documentation	Verify if any credential or MSG is available to enter in ASSET.	Shetty, Sarvika	0810 - Dane County Job Center	010 - South
<input type="checkbox"/> 34157	ssstestcam rese	General	2/11/2025	Training Documentation	Verify if any credential or MSG is available to enter in ASSET.	Shetty, Sarvika	0810 - Dane County Job Center	010 - South
<input type="checkbox"/> 34161	ssstestjul rese	General	2/11/2025	Follow-up Status Due	Review and update follow-up status - Q3	Shetty, Sarvika	0810 - Dane County Job Center	010 - South
<input type="checkbox"/> 36170	ssstestd rese	General	2/11/2025	Follow-up Status Due	Review and update follow-up status - Q2	Shetty, Sarvika	0810 - Dane County Job Center	010 - South
<input type="checkbox"/> 36170	ssstestd rese	General	2/11/2025	Follow-up Status Due	Review and update follow-up status - Q2	Shetty, Sarvika	0810 - Dane County Job Center	010 - South



The screenshot shows the ASSET interface with the 'My Staff Alerts' table. A confirmation dialog box is displayed over the table, stating: 'You are about to delete the current record. The operation cannot be undone. Select OK to delete the record. Select Cancel to return to form.' The dialog has 'CANCEL' and 'OK' buttons. The table data is partially visible behind the dialog:

PIN/ID	Customer Name	Type	Date	Name	Description	Career Planner	Job Center	WDA's
<input type="checkbox"/> 13978	Caleb TAA-AF	General	2/11/2025	Training Documentation	Verify if any credential or MSG is available to enter in ASSET.	Shetty, Sarvika	0810 - Dane County Job Center	010 - South



New Alerts added:

- The new Alerts added during the Project are listed below; the table contains the Alert name, who the alert will go to, the trigger for the alert and action steps that clear the alert.
- All the alerts can be cleared using the new Clear functionality in addition to the clearing action items.
- The screenshots of the Trigger screens are below the table for reference.

Alert Name	Alert received by	What triggers the alert	Action steps that clear the Alert	Additional Comments
RESEA Session Cancellation	Staff member for whom the session is registered under	The session is canceled or rescheduled 30 minutes or less before the session start time. This action can occur on either JCW or ASSET to trigger the alert.	The alert will automatically be cleared once the session end time passes.	
Training Documentation	Title 1 Career Planner	When the participant has any training services where the question -"Postsecondary training that leads to a credential or degree" is set to "YES" & the completion code for the service is set as "Completed Segment" or "Completed this Service."	When a Measurable Skill is added on the Assessment tab or a Credential is entered on the Follow-up screen, the alert will automatically clear.	If the Alert name is clicked, you will be navigated to the Training Service screen.
Follow-up Status Due	Title 1 Career Planner and their direct Supervisor	An alert will be sent 45 days prior to the end of the current quarter on the Follow-up status screens.	Information added and saved for the quarter that the alert was sent for should clear the alert.	

ASSET Technical Bulletin –

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Selective Service registration required	Title 1 Youth Career Planner and their Direct supervisor. (Information found on the Staff Information area)	Alert gets generated when "Date of Birth" on Customer Details screen is 30 days prior to turning 18 and the Title I Program tab's Selective Service Indicator shows "No",	Alert is removed when the indicator for Selective Services is changed to "Yes" on the ASSET Programs Title I screen.	
Service Date Change Needed	Staff member who created the service	An alert is sent 5 days prior to the Planned Service close date for any WIOA services.	The alert will clear once the service has an actual end date OR if the Planned end date is modified to a future date.	
JCW Document Upload	Career Planner for any active Programs on the PIN	A checkbox will be available when uploading a document on JCW when a CP is assigned to a program for the customer. When the checkbox is selected and a document is uploaded, an alert will generate.	This alert can be cleared using the manual clear button or icon on the Alerts and Notification page in ASSET.	When the Alert name is clicked, we will be navigated to the document details page on ASSET.
Episode re-opened by Administrator	Career planner who was assigned to the Common exit Program which was re-opened by the admins	A checkbox will be available to admins when the status is assigned to " Needs Additional CP work " on the Staff request. If this check box is checked, an alert will be generated.	This alert can be cleared using the manual clear button or icon on the Alerts and Notification page in ASSET.	
Follow-up Status deleted by Administrator	Career Planner attached to the Program of the Follow-up status	An alert will be generated when the follow-up status is deleted for the CP's program.	This alert can be cleared using the manual clear button or icon on the Alerts and Notification page in ASSET.	When the Alert name is clicked, we will be navigated to the Deleted follow-up area.

Figure 1: RESEA Session Cancellation Alert

The screenshot displays the Job Center website interface. At the top, the logo for the Job Center of Wisconsin is visible, along with navigation links for MyLMI, Resources, Help, and English. The user is logged in as 'Hi, sstestheicho' with links for My account, Notifications, and Logout. The main content area is titled 'Re-employment Services (RES) Session Scheduling' and includes instructions on attending sessions within 21 days, consequences of non-attendance, and a requirement to arrive on time. It provides a 'View the presentation' link and lists three videos: 'Unemployment Insurance (UI) Information', 'General Information', and 'Work Search Information'. A table shows a session on 02/20/2025 at 11:30 AM at the Dane County Job Center, which was attended. Below this, 'Subsequent Re-employment Services (RES) Session Scheduling' information is provided, including a table for a session on 02/24/2025 at 12:30 PM at the Dane County Job Center. Two buttons, 'Cancel Session Enrollment' and 'Reschedule Session Enrollment', are highlighted with a red box. The footer includes the State of Wisconsin DWD logo and the Job Center network logo.

Re-employment Services (RES) Session Scheduling

Attendance at a Re-employment Services (RES) session is mandatory as part of your continued eligibility for Unemployment Insurance benefits. **You must watch the videos linked below and attend a session within 21 days from the date you completed your RES Assessment.**

If you fail to watch the videos, fail to schedule into a session, fail to attend a scheduled session, or fail to complete any follow-up requirements, your Unemployment Insurance benefits may be denied until you comply with all requirements.

You must arrive on time. You may be scheduled for additional requirements during your session.

If you need assistance with enrolling in a session, contact one of our customer service representatives at **1-888-258-9966**.

These videos will provide you with general information about Unemployment Insurance, services provided at your location Job center, and job search tips. A copy of the presentation is also available to download at this link.

Select Language: English

Re-employment Services

- Video 1: Unemployment Insurance (UI) Information
- Video 2: General Information
- Video 3: Work Search Information

Video Acknowledgement Date: 2/11/2025 12:20:08 PM

Date and Time	Location	Attendance	Details
02/20/2025 11:30 AM	Dane County Job Center	Attended	View

Subsequent Re-employment Services (RES) Session Scheduling

Attendance at a Subsequent Re-employment Services (RES) session is mandatory as part of your continued eligibility for Unemployment Insurance benefits. **You must attend a session within 21 days from the date you completed your Re-employment Services (RES) session.**

If you fail to schedule, fail to attend a scheduled session or fail to complete any follow-up requirements, your Unemployment Insurance benefits may be denied until you comply with all requirements.

If you need assistance with enrolling in a session, contact one of our customer service representatives at **1-888-258-9966**.

Subsequent Session Information

Date and Time	Location	Attendance	Details
02/24/2025 12:30 PM	Dane County Job Center		View

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- Customer
- Case Team
- Documents
- Job Seeker**
- Employment
- Assessments
- Employability Plan
- Programs
- Services (Old)
- Services
- Exits
- Follow-ups
- Customer Notes
- Job Matching
- Customer Reports - Financials
- CEPT - Staff Requests
- Referrals
- RES Re-Employment Plan

ASSET

Online Workshops

RESEA - Online Workshops not required

Online Workshops	Required	Started	Completed
Interviewing			
Job Searching with Technology			
Networking			
Résumé and Job Application			
Your Workplace Skills			

Re-employment Services Initial Session

RESEA - Initial Session required

Extension: Yes No

Current Activity

Status	Date	Time	Location	Contact
Attended	1/14/2025	10:00 AM - 10:30 AM	0810 - Dane County Job Center	Shetty, Sarvika

Subsequent Session Activity

Figure 2: Training Documentation Alert

The screenshot displays the 'Service Details' page in the ASSET system. The left sidebar contains a navigation menu with categories like Customer, Case Team, Documents, Job Seeker, Employment, Assessments, etc. The main content area is titled 'Service Details' and contains the following form sections:

- Program Information:** Program Name (Title 1), Program Area (Adult).
- Service Information:** Service Name, Service Category (Training Services), Participation Causing (No).
- Open Dates:** Planned Service Date and Actual Service Date (02/19/2025), each with a 'Set As Today' button.
- Close Dates:** Planned Service Date and Actual Service Date (02/19/2025), each with a 'Set As Today' button.
- Funding Source:** WIOA Set-Aside Other.
- Contract ID:** 10-0007, with a 'Select Contract ID' button.
- Job Title:** space.
- Occupational Category:** Atmospheric and Space Scientists.
- O*Net Code:** 19-2021.00, with a 'Select NAICS' button and a 'Link to NAICS' link.
- NAICS Code:** 111110 Soybean Farming.
- Training Schedule Type:** Radio buttons for Full Time, Part Time, and Both.
- Training from Program Operated by Private Sector:** Radio buttons for Yes, No, and No Response.
- Training Provided Virtual/Online:** Radio buttons for Virtual/Online, Mix of In-Person and Virtual/Online, In-Person Only, and No Response.
- Postsecondary Training:** A red box highlights the question: "Is this postsecondary training that leads to a credential or degree?". The selected option is "Yes, this is postsecondary training that leads to a credential or degree from an accredited postsecondary education institution."
- Pay-For-Performance:** Radio buttons for Yes, No, and No Response.
- Provider Information:** Provider Name and Provider Text fields.
- Weekly Training Participation Hours:** Input field.
- Location of Training:** Input field.
- Comments:** Text area with a 500-character limit.
- Create Customer Note:** Check box for Yes.
- Completion Code:** Dropdown menu with "Completed this Service" or "Completed Segment" selected.
- ITA Established:** Radio buttons for Yes, No, and No Response.
- Career Planner:** Shetty, Sarvika, with a 'Change Staff' button and an 'Email' link.
- Staff Type:** Dropdown menu.
- Office Code:** 0810-Dane County Job Center.
- WDA:** 010-South Central.
- Created/Updated:** Fields for Created and Last Updated.
- By:** Fields for By (Created and Updated).

Figure 3: Follow-up Status Due Alert

Home Manage Customers Staff Posting Tools Admin Tool RES Tools System Reports BI Reports Manage Financials Dashboard Referrals

Customer Search / Customer Details / Followup Summary

Followup Summary

Follow-up Credentials
0 row(s) found. [Add Follow-up Credential](#)

Follow-up Status

Program(s) Within Episode	Exit Date
Title 1 Title 3	06/04/2024

Page 1
1 row(s) found. [Add Follow-up Status](#)

Follow-up Status

[Save](#) [Delete](#) [Event History](#)

Follow-up Status Overview [First Quarter](#) [Second Quarter](#) [Third Quarter](#) [Fourth Quarter](#)

Follow Up Status
Fourth Quarter After Exit Quarter: 04/01/2025 - 06/30/2025
Exit Date: 06/04/2024
[Add Quarter 4 Data](#)

[Save](#) [Delete](#) [Event History](#) [Printable Version \(all tabs\)](#)

Figure 4: Selective Service Registration Required Alert

The screenshot displays the ASSET web application interface. The top navigation bar includes the State of Wisconsin DWD logo, user profile, Staff Request, Customer Search, 93 Alerts, and Logout. The main navigation menu lists various tools like Home, Manage Customers, Staff, Posting Tools, Admin Tool, RES Tools, System Reports, BI Reports, Manage Financials, Dashboard, and Referrals. The left sidebar contains a list of menu items, with 'Programs' highlighted in red. The main content area shows the 'Program Details' page for 'Title 1'. It features buttons for 'Save', 'Delete', and 'Event History'. A 'General Program Summary' section is visible, containing a 'Title 1 Summary' with various fields. The 'Selective Service Indicator' dropdown menu is highlighted in red and shows 'No' selected. Other fields include 'Selective Service Number' and 'U.S. Citizenship' with radio buttons for 'Yes', 'No', and 'No Response'. A note indicates 'DOB is 30 days prior to turning 18' and another note says '(Need SSN, Name and DOB)'. A 'Link to SSS' is also present.

Figure 5: Service Date Change Needed Alert

The screenshot shows the ASSET system interface. At the top, there is a navigation bar with the ASSET logo, user information (Mikasa Ackerman, 42010), and notification counts (93 Alerts, 0 Notifications). Below the navigation bar is a breadcrumb trail: Home / Manage Customers / Staff / Posting Tools / Admin Tool / RES Tools / System Reports / BI Reports / Manage Financials / Dashboard / Referrals. The main content area is titled 'Service Details' and contains several sections:

- Program Name:** Program Area
- Service Information:** Service Name, Service Category, Participation Causing.
- * Open: (One of the following is required)**
 - Planned Service Date: 02/20/2025 [mm/dd/yyyy] **Set As Today**
 - Actual Service Date: [mm/dd/yyyy] **Set As Today**
- * Close: (One of the following is required)**
 - Planned Service Date: 02/20/2025 [mm/dd/yyyy] **Set As Today** (highlighted with a red box)
 - Actual Service Date: [mm/dd/yyyy] **Set As Today**
- * Funding Source:** WIOA Title 1B Adult
- * Contract ID:** 10-0007 **Select Contract ID**
- Old Contract ID:**
- If the service was provided outside the job center, please complete:**
 - Provider Name: [text input]
 - Location of Service Provision: [text input]
 - Comments: [text area] (Caution: 500 character limit)
 - Completion Code: [dropdown menu]
- * Career Planner:** Shetty, Sarvika **Change Staff** Email:
- Staff Type:** [dropdown menu]
- * Office Code:** 0810-Dane County Job Center
- WDA:** 010-South Central
- Created:** [text input] **By:** [text input]
- Last Updated:** [text input] **By:** [text input]

Buttons for 'Save', 'Delete', and 'Event History' are present at the top and bottom of the form.

Figure 6: JCW Document Upload Alert

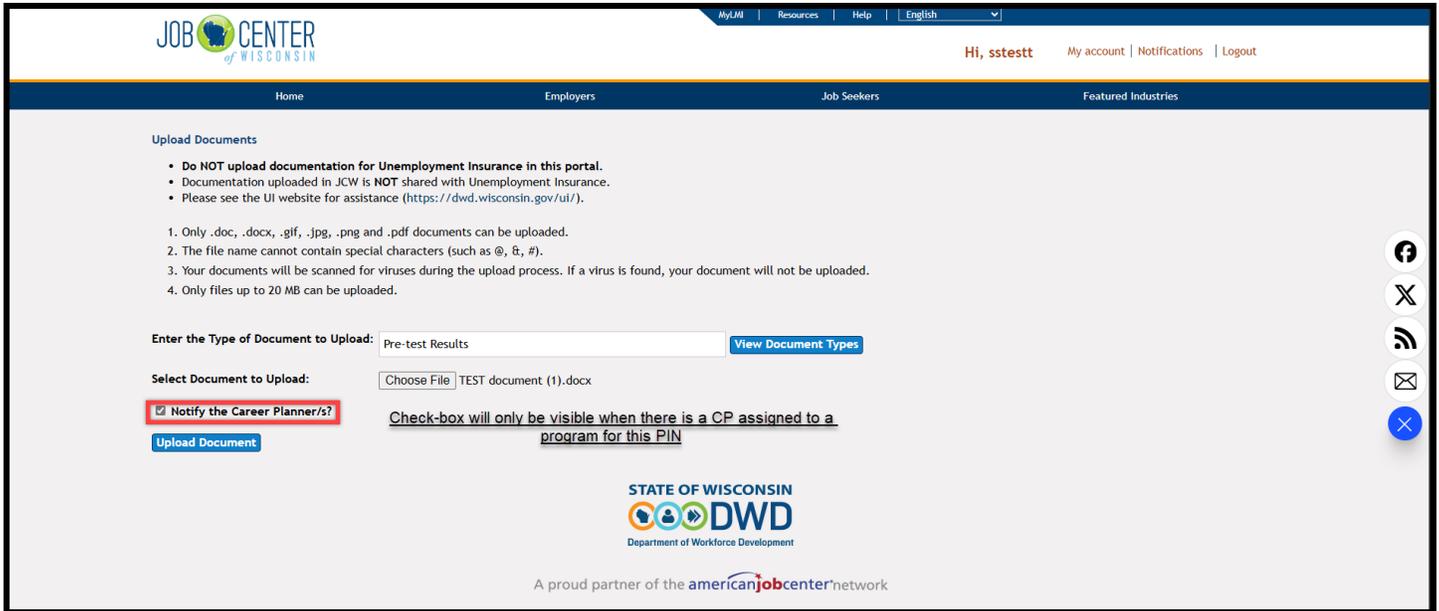


Figure 7: Episode Reopened by Administrator Alert

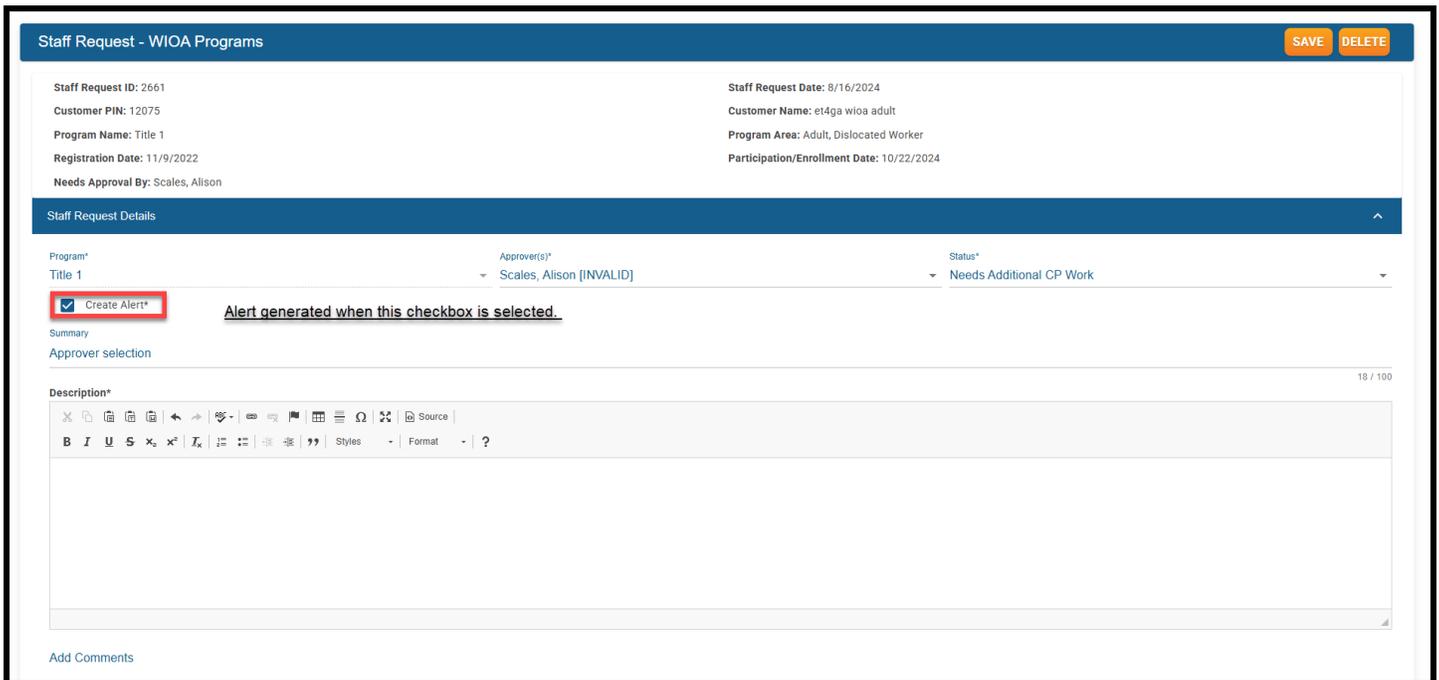


Figure 8: Follow-up Status Deleted by Administrator Alert

The screenshot displays a web interface for a 'Followup Summary'. The left sidebar contains a navigation menu with 'Follow-ups' highlighted. The main content area is divided into three sections:

- Follow-up Credentials:** Shows '0 row(s) found.' and an 'Add Follow-up Credential' button.
- Follow-up Status:** Shows a table with one row: 'Support to Communities, TAA, Title 1, Title 3' with an 'Exit Date' of '06/29/2024'. Below the table is a 'Page 1' link and an 'Add Follow-up Status' button.
- Deleted Follow-up Status:** This section is highlighted with a red border and shows a table with three rows of deleted entries:

Program(s) Within Episode	Exit Date
Support to Communities, TAA, Title 1, Title 3	06/29/2024
Incumbent worker	04/02/2024
Support to Communities, TAA, Title 1, Title 3	06/29/2024