

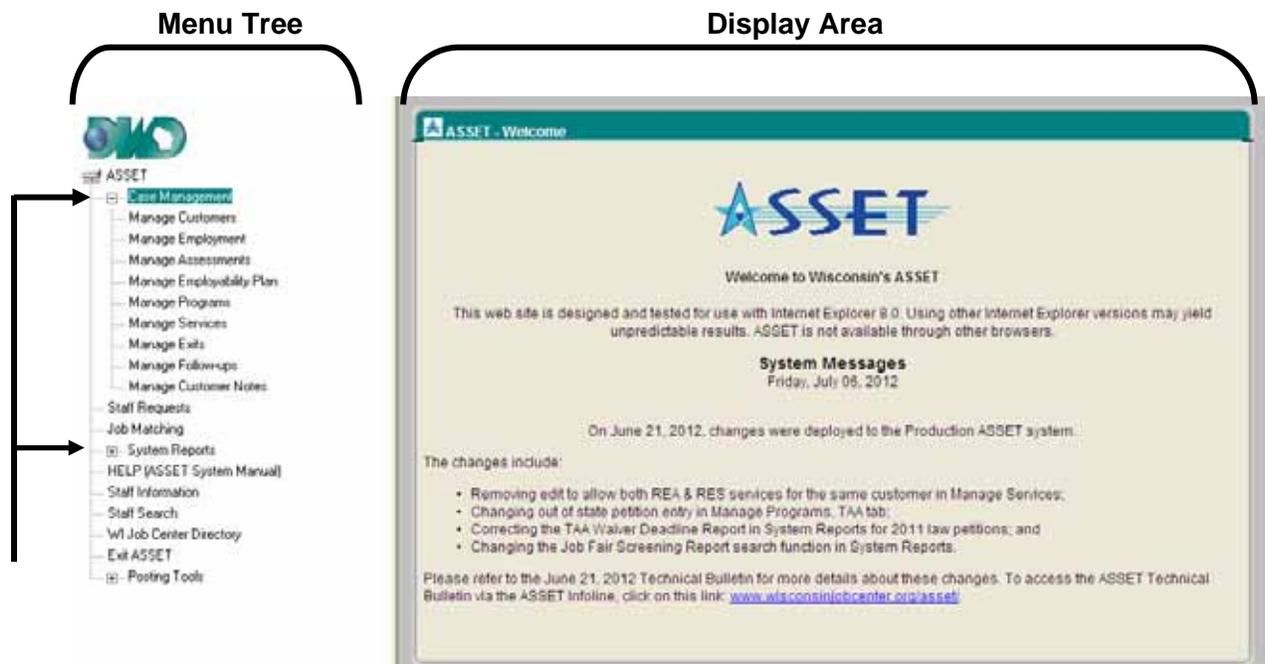
ASSET Users' Guide

ASSET INFORMATION

2-1 PRESENTATION OF ASSET INFORMATION

ASSET uses a split screen approach to presenting information. The Welcome screen below shows the split screen. There are two parts to the screen that remain fixed – the **Menu Tree** on the left and the **Display Area** on the right.

Menu Tree: The left side of ASSET screens always displays a Menu Tree that shows the high-level modules of the system. As new functionality is added to ASSET, the list on the menu tree will grow. This is an example of the current ASSET Welcome screen showing the Menu Tree.



Some of the system modules are further divided into **Functions**. In the above example, a plus sign (+) is located next to the Case Management and System Reports modules. A single CLICK on the plus sign will expand the menu to display the functions included in Case Management and a list of reports included in System Reports. When expanded, the + turns to a minus (-) sign.

In the future, new system modules may be added to the Menu Tree, or new functions under Case Management may be created. If the Menu Tree is expanded beyond the length of the screen, scroll bars appear to facilitate movement between menu items.

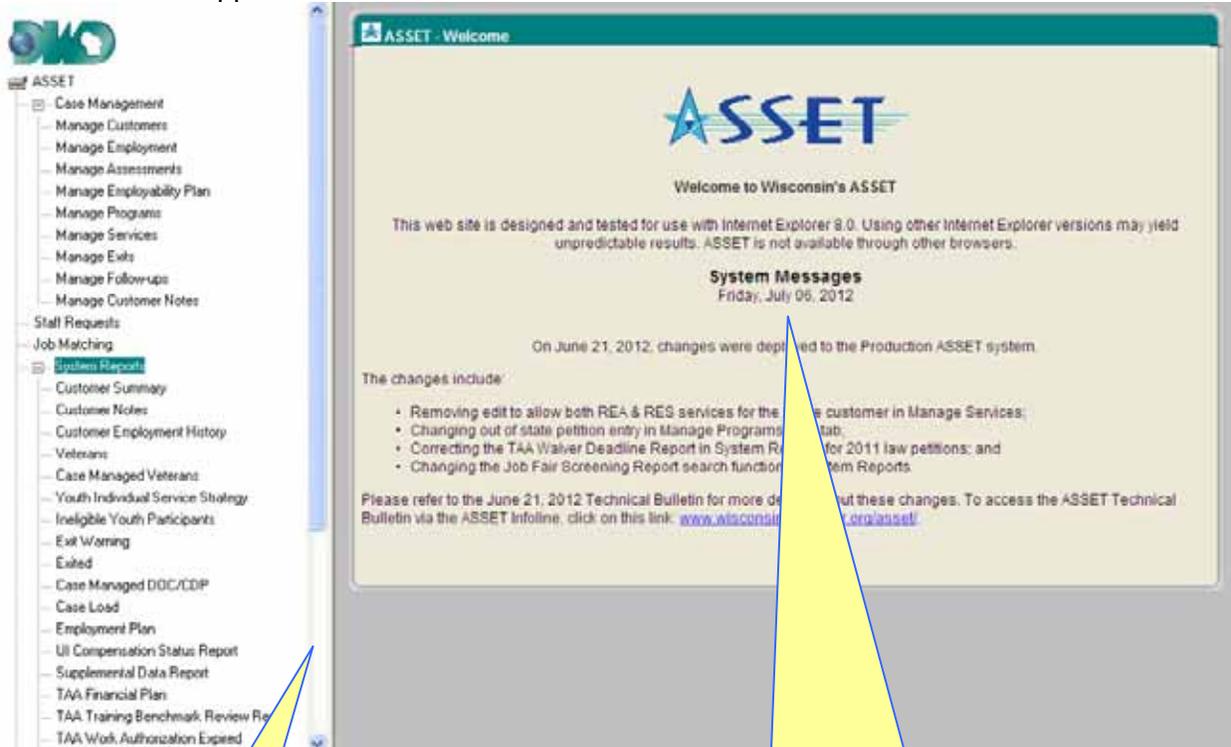


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Below is an example of the ASSET Welcome page with all the functions expanded. Notice that a scroll bar has appeared.



Menu Tree is expanded and a Scroll Bar appears.

System Messages

Read these system messages every time you sign on to ASSET. These messages give important information about new features that have been added to the system or advise of problems or special events that affect system use.

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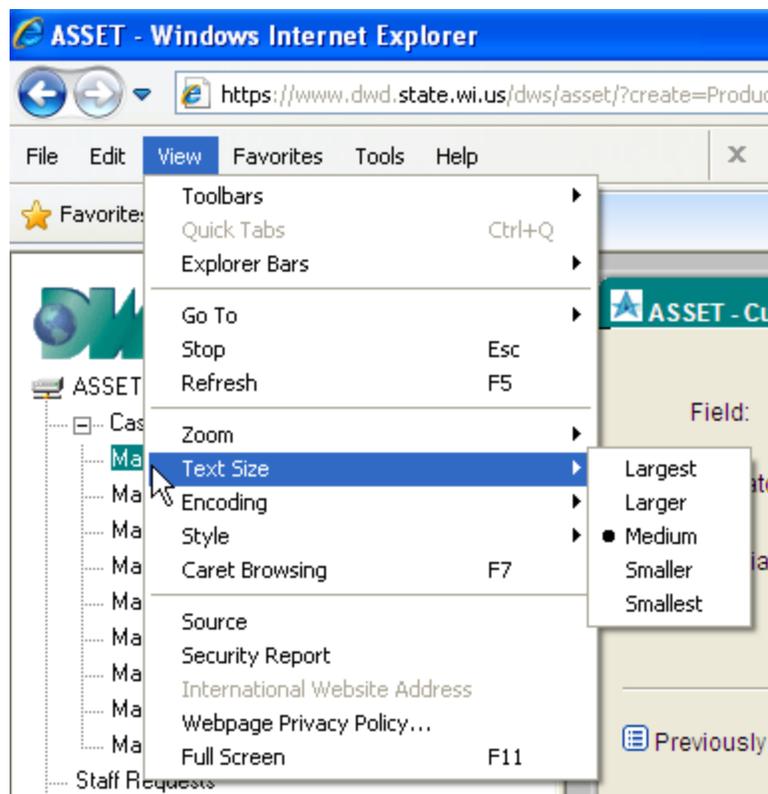
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Display Area

The right side of the screen is always reserved for the display of system screens. The action selected on the Menu Tree results in the appearance of a screen in the Display Area. The new screen in the Display Area will depend on the function selected.

Note: To adjust the width of the Menu Tree or Display Area, position the mouse pointer over the boundary line between the screens until a sideways arrow appears. ←→ Drag the line to the right or left. Moving the line to the left narrows the Menu area and widens the Display Area.

To adjust the font size, use the browser settings.



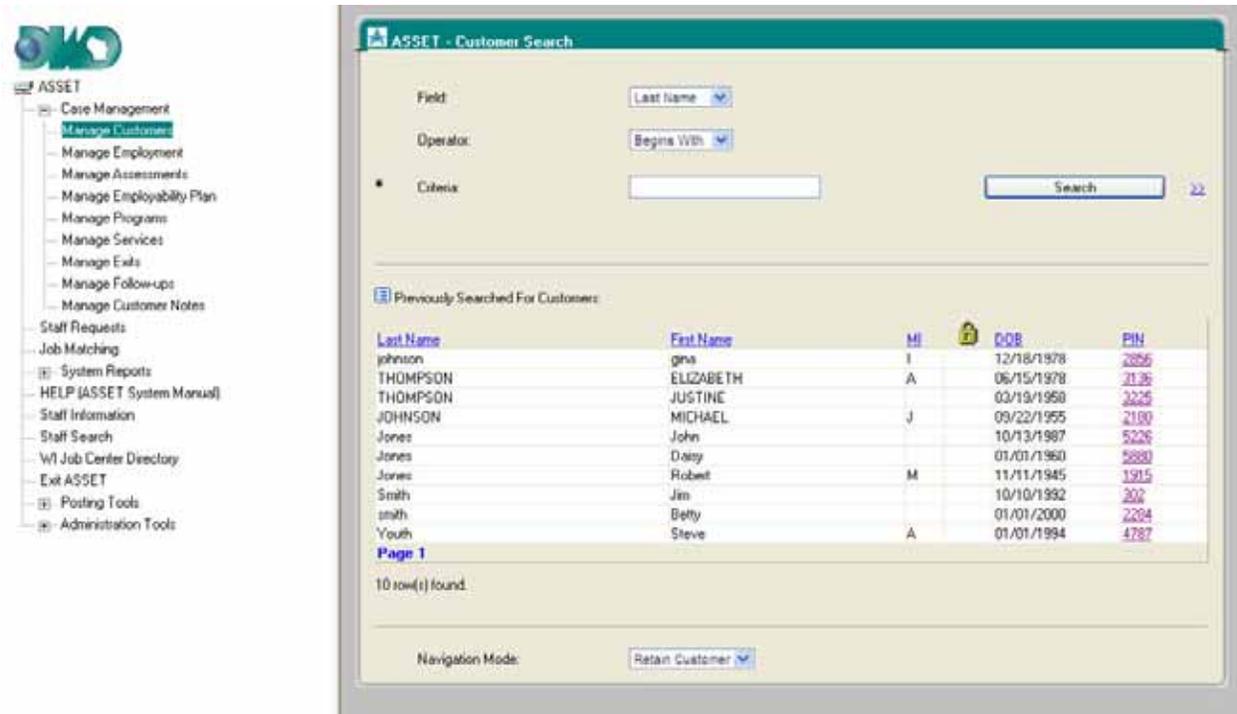
In the Case Management Module, the first screen level always is the **Search** level. (The example below is the Search Level screen within the Manage Customer function in Case Management.) It is a necessary step that gives the user an opportunity to retrieve or select the appropriate customer record for whom information is needed or being reported.

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Example: Clicking on Manage Customer on the Menu Tree opens the Search function in the Display Area.



In all of the Case Management functions, the search level screen looks the same. For convenience, there is a list for this user of the ten most recently searched for customers. This list is the way workers are able to move from function to function for the same customer, or to come back to the customer at a later time.

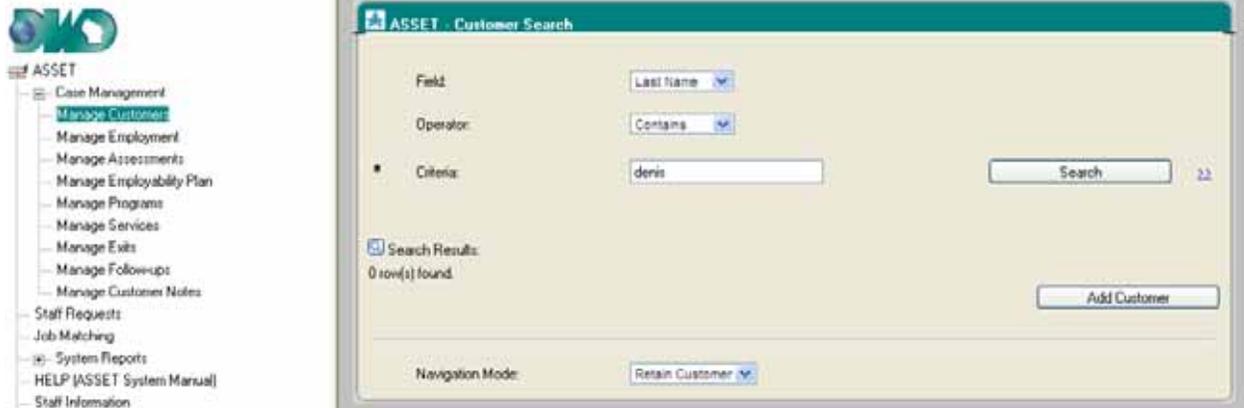
When the user finds the desired record, a single click on the link (which is underlined) for that record moves the user on to the next level of functionality. If it is a new record or not recently searched for record, the user needs to conduct a search of the database by entering the criteria for matching. See Chapter 3-1, "Customer Search Process", for complete instructions.

The search of the database for a requested record results in a Search Results screen being returned. If there is no match on the database for the criteria selected, a No Match message is displayed (0 rows found). If the criteria are matched, one or more rows of data will be returned and the number of matched rows is displayed. If more matches are found than can be displayed on a single screen, a Page indicator appears in the lower left corner of the page. The user may move to the additional pages by clicking on the page number.

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Scroll Bars

If the information displayed on the Menu Tree or on screens in the Display Area exceeds the length or width of the monitor, scroll bars appear for navigation purposes. To use a scroll bar, position the mouse pointer on an arrow and CLICK until the desired information appears, OR position the mouse pointer on the square box within the scroll bar, hold the mouse button down and move up or down, or right or left.

Information Fields on System Display Screens

Information fields in ASSET are displayed in five different formats:

1. **Text boxes** – to enter information, position the mouse pointer in the box and enter the information requested using the keyboard. The text box size is a good indication of the number of characters that may be entered.
2. **Expandable text boxes** – these are text boxes which have scroll bars (up and down arrows) on their right side. The scroll bars can be used to vertically navigate within the box. The general rule for a text box is "What you see is what you get." Use upper and lower case, use accurate spelling, format correctly and separate into paragraphs (applicable to expandable text boxes). In short, make it easy to read!

NOTE: A limited amount of text may be "cut and pasted" from another source. The font and point size from the original source will not be retained, but will be changed to conform to the default set for the information field.

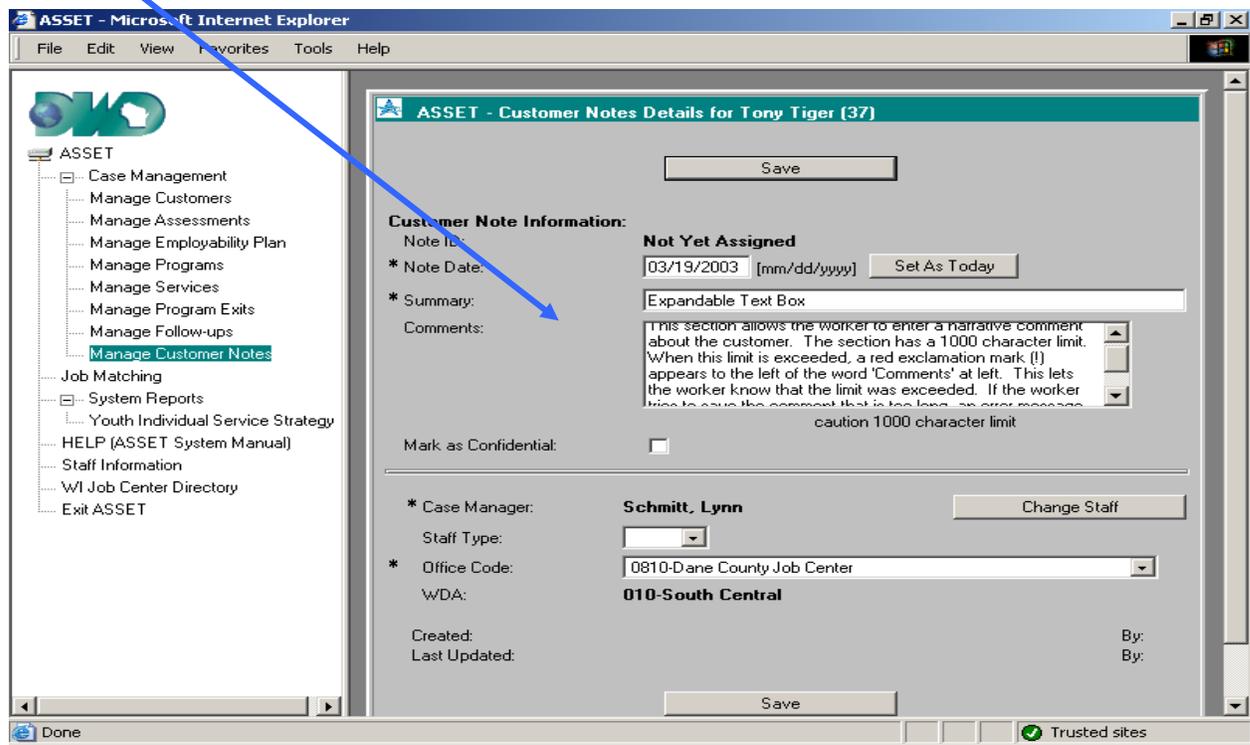
Expandable text boxes are limited in size, despite being expandable. For example, the Comments box below has a 1,000-character maximum. Most of the larger text boxes in ASSET will have a message below the box indicating the character limit for that box.

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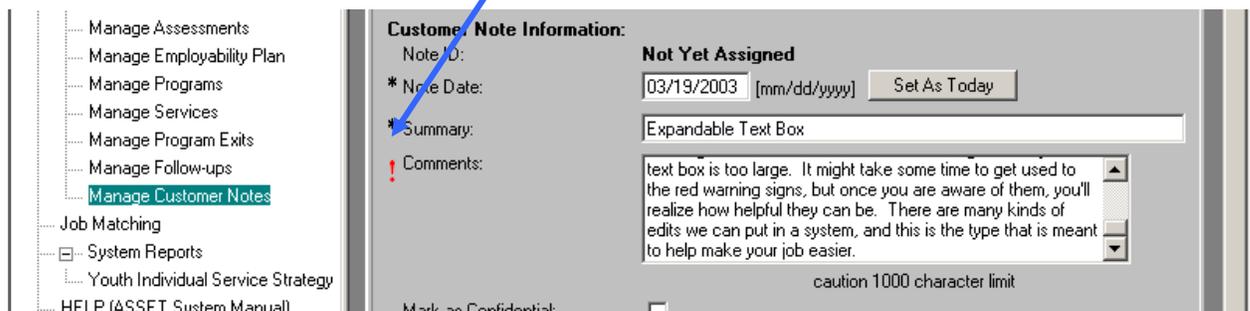
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Example:



When the worker is entering a narrative that exceeds the character limit for that expandable text box, a warning appears in the form of a red exclamation mark (!) next to the word "Comments". The worker must delete sufficient characters to reach the limit and the red exclamation mark (!) will disappear.

The example below shows the warning:

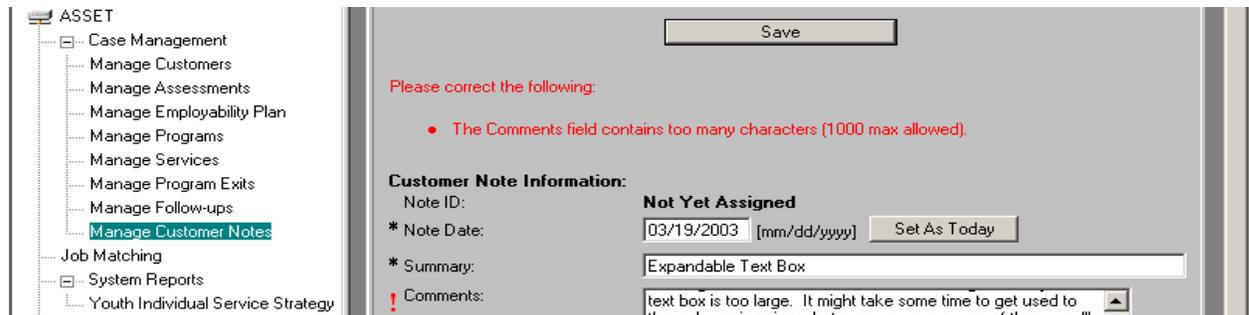


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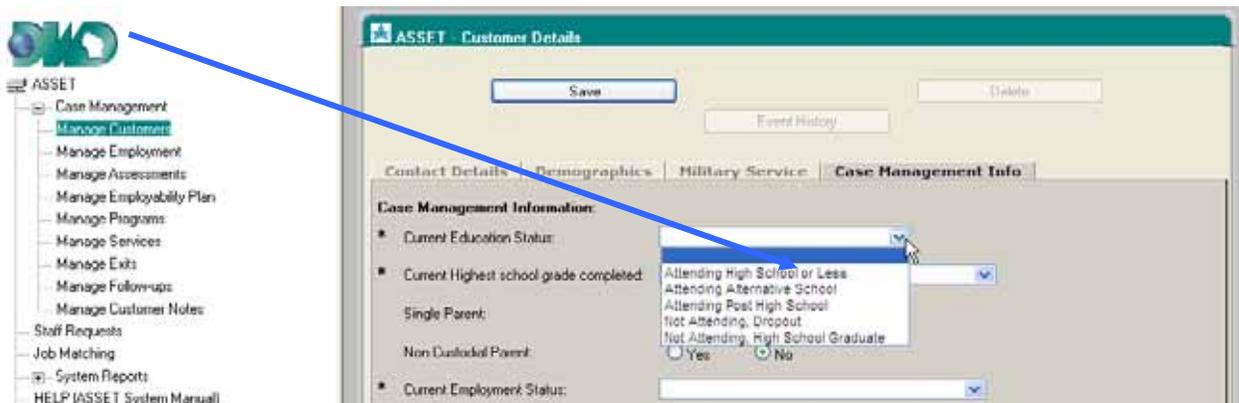
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If the worker tries to save, a system error message appears as shown below:



3. **Drop down boxes** – these have a down arrow at the right of the box. Position the mouse pointer over the arrow and CLICK once. To choose a selection in the box, position the mouse pointer over the desired selection and CLICK once.





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4. **Check boxes** – check boxes are used when one or more responses in a field may be selected. To respond affirmatively to a check box, position the mouse pointer over the desired selection and CLICK once.

5. **Radio Buttons** – radio buttons are used when only one response in a field may be selected (Yes/No, etc.). To select a radio button, position the mouse pointer over the desired circle and CLICK once. Often, one of the buttons will already be chosen. This is the default that has been assigned to the field.

ASSET user's who have the Windows XP version may experience problems discerning which radio button(s) were selected. Changing the properties of the Display rectifies this situation. To set this up, Right Click on the desktop and select Properties, Click on the "Appearance" tab, then change the "Windows and Buttons" from Windows XP style to Windows Classic Style.

Action Buttons

In addition to the above formats for information fields, **Action Buttons** are used on the display screens to initiate a variety of actions. (Save, Add Service, Add Program Exit, Event History, Update, etc.) These buttons tell the system what the user wants to do with the information entered or what to do next. Some edits are also associated with these buttons so users are prompted when information fields are incomplete or incorrect.



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The screenshot displays the ASSET web application interface. On the left is a navigation menu with options like 'Case Management', 'Manage Customers', 'Manage Employment', etc. The main content area has a 'Save' button and an 'Event History' button. Below these are four tabs: 'Contact Details', 'Demographics', 'Military Service', and 'Case Management Info'. The 'Contact Details' tab is active, showing a form for 'Contact Information'. Fields include: PIN (2678), Intake Date (01/31/2005), Social Security Number (111-13-2345), SSN Validation (Worker Verified), Title (Dr), First Name (Robert), Middle Initial (I), Last Name (Spock), Suffix (II), and Residence Address Line 1 (1212 Hummingbird Lane). A 'Trusted sites' indicator is visible at the bottom right.

Auto tabbing has been added in fields where it is possible (within Area Codes and Telephone Numbers, Dates, etc.). For example, if an Area Code is keyed, the cursor will jump (tab) to the field in which the Telephone Number is keyed.

The Event History tab identifies specific changes in ASSET (called the audit trail). To access the history of changes, click on the Event History button located on the page. A new page appears showing which fields were changed, who made the change(s), and the office number and the person who completed the change(s).

The following page appears when the user clicks on the Event History button:



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ASSET - Event History Summary for Kermit Frog (199)

Return To Form

Individual Counseling/Career Planning Service Event History

Create Date	Event Description	Office	By
04/15/2004	Actual Service Close Date changed from No Value to 04/15/2004	0810	Pionke, Steve
04/15/2004	Planned Service Close Date changed from 03/08/2004 to 04/15/2004	0810	Pionke, Steve
04/15/2004	Actual Service Open Date changed from 03/08/2004 to 04/15/2004	0810	Pionke, Steve
04/15/2004	Planned Service Open Date changed from 03/08/2004 to 04/15/2004	0810	Pionke, Steve

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4 row(s) found.

Clicking on the Return to Form button brings the user back to the previous page.

Printing ASSET Pages

Workers are able to print the screens in ASSET to have a paper record of the case. (Active Server Page or ASP is the correct name for the display screens.) Most ASSET pages are simple displays of information that can be printed using the print icon on the browser's tool bar or Control+P. However, several functions in Case Management use a tabular format. These complex pages cannot be printed in this simple fashion.

The tabular format structure in ASSET is a convenient strategy for keeping the span of a single page to a reasonable length. However, a "feature" of the software used to create the tabular pages also prevents the worker from printing each tab. (Feature, meaning the way it works, not the way we'd like it to work!)

To overcome this software inefficiency, the ASSET design includes a button on all tabular format pages that allows the worker to remove the tabs, print the complete record, and then return to the form.

CAUTION: The print button is disabled until data is entered and the Save button is clicked.

At the bottom of every tabbed page in ASSET is a button for a Printable Version (all tabs). This button opens a new window that removes all the tabs, putting the information in one long page that will print (portrait on 8 ½ X 11 paper).

The new view of the printable version lies on top of the tabbed ASSET view. The information on this view is not updateable, as can be seen by the fields being grayed out. This was done to prevent inadvertent changing of data on the printed version.



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CAUTION: Remember to save before clicking on the Printable Version!

- Staff Requests
- Job Matching
- System Reports
- HELP (ASSET System Manual)
- Staff Information
- Staff Search
- WI Job Center Directory
- Exit ASSET
- Posting Tools

E-Mail: [a@b.com]

Make all information about this customer confidential.

Staff Type: [v]

* Office Code: 0010-Dane County Job Center [v]

WDA: 010-South Central

Created: 4/2/2012 12:58:50 PM By: INTERNET/JCW

Last Updated: 4/2/2012 12:58:34 PM By: INTERNET/JCW

Save

Event History

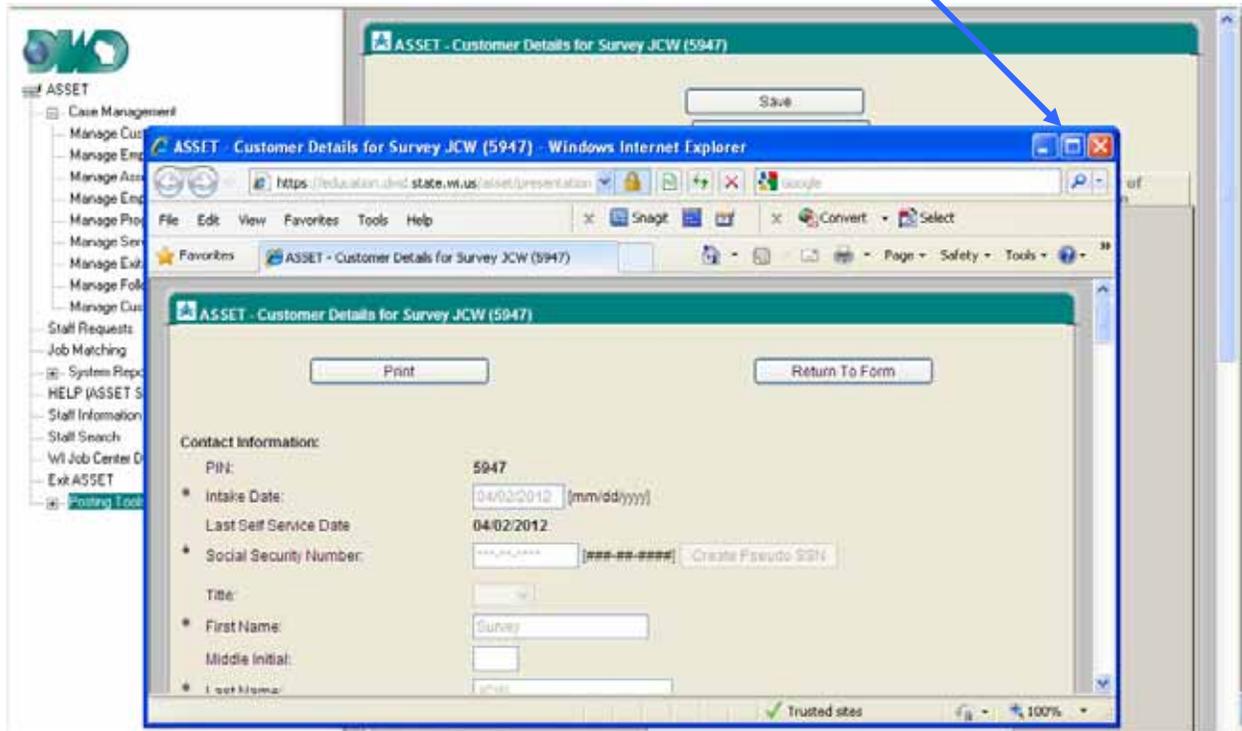
Printable Version (all tabs)

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This is the view the user sees when they click on the Printable Version button. Users may enlarge this view by clicking on the enlarge button allows the user to see more of the page.



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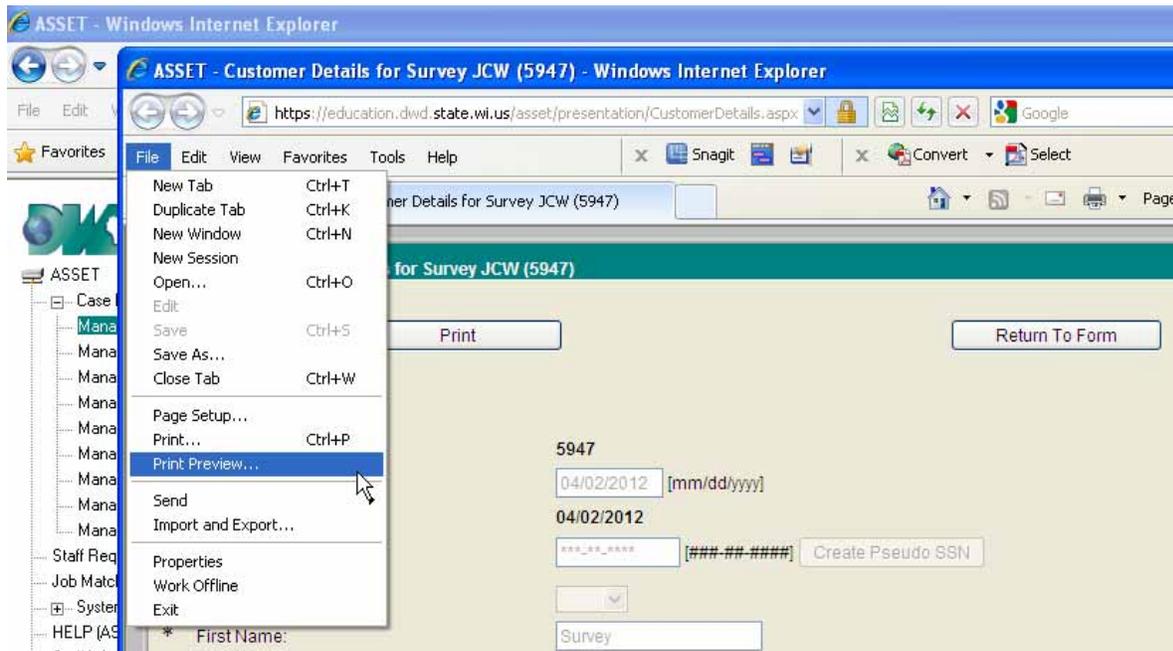
Click on the Print button. To close and return to the tabbed form, click on Return to Form.



Problems using the Printable Version (all tabs) button

There is a known print problem with using Internet Explorer 8 and Server 2008 or Windows XP. This problem involves several applications including ASSET. As a “work around” for this print issue, use the following steps:

1. Click on the Printable Version (all tabs) button,
2. From the File menu, select Print Preview,
3. From the Print Preview screen, click on the print icon.



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