



Users' Guide

ASSET SYSTEM REPORTS

5-14 _____ SUPPLEMENTAL DATA REPORT _____

The **Supplemental Data Report** is located under the System Reports section in ASSET. To access the report, open System Reports by clicking on the plus sign (+) on the ASSET Menu. Next, click on Supplemental Data Report. The page returned will look like this.

The screenshot displays the ASSET Supplemental Data Report interface. On the left is a navigation menu with the following items: ASSET, Case Management (Manage Customers, Manage Employment, Manage Assessments, Manage Employability Plan, Manage Programs, Manage Services, Manage Exits, Manage Follow-ups, Manage Customer Notes, Manage Alerts), Staff Requests, Job Matching, System Reports (Customer Summary, Customer Notes, Customer Employment History, Veterans, Case Managed Veterans, Youth Individual Service Strategy, Ineligible Youth Participants, Exit Warning, Exited, Case Managed DOC/CDP, Case Load, Employment Plan, UI Participant Report, Supplemental Data Report), and Supplemental Data Report. The main content area is titled 'ASSET - Supplemental Data Report' and contains the following search options: Sort By: Customer Name (Ascending), Search Field: Job Center, Job Center: 1530-Richland County Job Center, Program: WIA Title 1. There are Submit and Download buttons. Below the search options, it says 'Search Results: 0 row(s) found.'

This report has the usual search functionality. Staff can sort the report by Customer Name, PIN, Exit Date or After Exit quarter. The sort is available in either Ascending or Descending order. The Job Center that should be used in the search is the Job Center listed on the Manage Programs page. This report is available for WIA Title I, WIA Title 3, and TAA Programs.

When responses have been selected for all the fields, staff has two options to choose from. The Submit button creates a report of individuals who need to have supplemental employment data entered into the appropriate Follow-Up Status quarter screens in ASSET.

This report notifies staff when employment information has not been found through the UI Wage Record cross match. The report selects those individuals that have a value of "Necessary" in the Supplemental Data Status field and a value of "null" or "not verified" in the Supplemental Data Verification Status field on any of their Follow-Up Status quarter tabs.

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