



Users' Guide

ASSET SYSTEMS REPORTS

5-4 _____ VETERANS REPORT _____

This **Veteran's Report** gives the Veteran's staff an opportunity to create a listing of all customers who are veterans, based on the criteria selected at a specified point in time. There are several options for the worker to choose to limit their search of the database.

To access the Veterans Report, open the Systems Reports by clicking on the plus sign (+) on the Menu Tree, then click on the Veterans Report option. This opens a selection box where the worker chooses how the report is to be created.

The Field Descriptions Are:

FIELD	DESCRIPTION
<ul style="list-style-type: none"> • Sort By: 	<p>This is used to select the sort order when displaying. The options are to list in either Descending or Ascending order by:</p> <ul style="list-style-type: none"> • Title 3 Registration Date • Customer Name • PIN • O*NET Code <p>For example, if an alpha list of customers is desired, select Customer Name and Ascending.</p>



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FIELD	DESCRIPTION
<ul style="list-style-type: none"> • Number of Days Since Registration: 	<p>Each customer has an Intake Date. This allows workers to choose the number of days (up to 365) back to include in the listing. For example, to get all new intakes in the last five days, put 5 in the field</p>
<ul style="list-style-type: none"> • Job Center: 	<p>Select from the dropdown the Job Center for which the listing is requested.</p>
<ul style="list-style-type: none"> • Veteran Status: 	<p>Select from the dropdown the status of Veteran desired.</p> <ul style="list-style-type: none"> • Yes – less than 180 days active service • Yes – more than 180 days active service • Yes – All (combines both of the above) <p>Selecting a response grays out the Transitional Service Member category in the Veteran Category field.</p>
<ul style="list-style-type: none"> • Veteran Category: 	<p>Select from the category of veteran for the listing. The options are:</p> <ul style="list-style-type: none"> • Campaign • Transitional Service Member • Disabled • Special Disabled
<ul style="list-style-type: none"> • Military End Date Within Past 3 Years 	<p>Click on this field if the Veteran military end date was within the past 3 years.</p>
<ul style="list-style-type: none"> • Registration Status 	<p>Select the Registration Status for the listing. The options are:</p> <ul style="list-style-type: none"> ▪ New Registrants Only ▪ Re-Registrations Only ▪ Any



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Click on the Submit button to obtain a list of the veterans that meet the criteria selected by the worker. Going to File > Print (Ctrl + P) or clicking on the Print icon will print the listing.

The screenshot shows a web browser window titled "ASSET - Microsoft Internet Explorer". The main content area displays the "ASSET - Veterans Report" form. The form includes the following fields and options:

- Sort By: Intake Date (dropdown), Ascending (dropdown)
- * Number of Days Since Intake: 14 (text input, with a note "(enter a value up to 365 days)")
- * Job Center: 0410-Fox Cities Workforce Development Center (dropdown)
- Veteran Status: All-Yes (dropdown)
- Veteran Category: Any (dropdown)
- Submit button

Below the form, there is a "Search Results:" section with a table of results:

Pin	Customer Name	Intake Date	Telephone	D*Net
138	Smith, John	03/25/2003	(920) 997-3273	17-3023.01
182	James, Rick	03/25/2003	(920) 997-3272	51-9199.99
237	Meyers, Signa	03/26/2003	(608) 438-5782	
268	Langan, John	03/27/2003	(920) 555-5555	29-9011.00

Worker's also have the option of clicking on the PIN for any individual shown on the list to go directly to that person's Customer Record.

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