



UPDATE

“An information exchange for the Department for Workforce Investment”
Produced by the Office of Employment and Training

Volume 9, Issue 1

v4.1 Issue

March 13, 2007

New Version of EKOS (v4.1)

EKOS will be taken down on Friday, March 16, 2007 at noon in order to begin the load process for v4.1 into mediated production. EKOS will be back up by the start of business on Monday, March 19th.

If you encounter problems accessing the new version please contact the Cabinet Helpdesk toll free at 866-520-0002 or locally at 564-9216. You can also contact the EKOS Support Helpdesk staff at: ekos.project@ky.gov.

Instructions to Reinstall

You must reinstall EKOS on your computer to access the new version. You will be prompted to install the new version when you sign on and click on the update button.

EKOS Application Installer:

Start EKOS Installer Now ...

- 1) Click on the button.
- 2) Once this process is completed click on: **Start EKOSPRODV41P2 and perform daily update**
- 3) After successfully installing EKOS V4.1 on your computer, each time you sign on, you will click on: **Start EKOSPRODV41P2 and perform daily update**
- 4) Log in to EKOS by entering your username and password and clicking on the Login button. This will always log you into your Primary Office.

For Windows XP users only: To access the templates for the correspondence and mass email functions, install EKOS as explained in step 1).

After successfully installing EKOS V4.1 on your computer, each time you sign on, you will click on: **Load EKOSPRODV41P2 from Web Server**

Daily Update

Log out of EKOS at the close of each day in order to receive updates.

Adobe Acrobat Reader v7.0 Required

You must have Adobe Acrobat Reader version 7.0 or higher on your computer to display the HELP module in V4.1. Contact the Cabinet Helpdesk at 866-520-0002 or 502-564-9216 if you need to upgrade.

Mediated Enhancements

508 Compliance

EKOS has been modified to be more user friendly and accessible to employees with disabilities in compliance with Section 508 of the Rehabilitation Act of 1973.

- Users have another option to perform certain actions. Buttons remain active for selection with the click of your mouse for Search, Detail, Clear, New, Save, etc. **–or–** you may now use access keys which are special key combinations. Hold the “Alt” Key + the underlined letter in the command to perform the desired action.
- Examples: **S**ave = Alt + S, **S**earch = Alt+S, **D**etail = Alt+L, **C**lear = Alt+C, **N**ew = Alt+N and **R**eturn to Search = Alt+R. (Note that Alt+S is used for both Save and Search depending upon what action is available on the screen.)
- Checkboxes have been provided on the data table records and hierarchy records to indicate selections.
- Alternate tags are now available on all images.
- The next button has been replaced with navigational arrows in the upper right corner of the screen.

Mass E-mail

The system provides the capability to send mass e-mails via Microsoft’s mail merge option. The feature is available in the Customer, Provider and Employer modules.

Auto-Coder

AutoCoder has been integrated with EKOS to assign SOC-O*NET occupational codes and is available on the Employment Objective, Work History and Job Orders tabs. The tool will provide more accuracy and consistency in assigning occupational codes and **save staff time!**

Provider and Offering Search

The Provider Search and Offering Search modules allow searching based on the status field.

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Mediated Enhancements (cont.)

Common Measures

Miscellaneous cleanup from the Common Measures implementation included:

- o retirement was added as an exit reason;
- o values were removed from training related field; and
- o training determination methods were removed.

Federal Reports

Reporting changes for WIA and Labor Exchange report extracts include youth performance now being based on the date of first youth service and inclusion of average earnings. The WIA Follow-up now looks at all services. A NULL default value has been added to the Education Level field. It remains a required field for customers that have a status of "Active", "Deleted", or "Inactive".

Interagency Referrals

Interagency referrals now display the referring office and the name of the referring staff in the detail pop-up window.

Staff Inbox

The Referrals tab of the Staff Detail module now provides the ability to access the Customer Details of one or more selected referral records.

Customer Module / Customer Detail Tab

Ethnicity has been separated from the Race categories. The Ethnic Heritage selection "Other" is no longer available.

Resolved Issues

Customer Services Module / Enrollments Tab

- ◆ Closing a stand-alone Trade Act enrollment and a LEX enrollment at the same time no longer causes an error.
- ◆ Adding two services on the same date no longer results in the 2nd entered service being the enrolling service.

Customer Services Module / Outcomes Tab

The Outcomes Tab is now allowing a type of credential when the attained credential equals yes.

Customer Comprehensive Module

The current housing field value set in the Comp Assessment Module is no longer removed after saving any change in the customer detail.

Clarifications & Reminders

Federal Employer ID Number (FEIN)

The employer FEIN is now required by the State for every employer record even though the field is not programmed as required (green dotted) in EKOS.

New Tabs –Reports & Participants

The new Tabs, "Reports" and "Participants" are not used by Kentucky at this time.

CRON Job

You will notice that the status has been updated on some of your customer (employer and seeker) records. The CRON Job now runs at regular intervals to "clean-up" records and updates the status to inactive, archive and deleted.

Veterans' Priority

Federal Law requires that veterans receive priority for all job postings (this includes duplicate job postings). You must document that priority was given with the "Post-a-Note" feature.

Please report any EKOS related problems to ekos.project@ky.gov

ABOUT THIS PUBLICATION

Produced by the Office for Employment and Training, EmployKY UpDate is intended to be an information exchange for continuous training on EKOS for all users. Submit topics and tips you think may assist other users to Michele Belcher at 606-433-7721 or email to: michele.belcher@ky.gov or ekos.project@ky.gov. Previous issues of this newsletter can be viewed/printed on the Cabinet website at: http://my.edcabinet.ky.gov/EKOS%20Newsletters/employky_update_newsletters.htm.