16.) OhioRED Data Entry

The OhioRED database is the central location for all information regarding dislocation events. From Notification through the Transition to Other Program Services, anything that has been done for a worker or group of workers should be tracked through the OhioRED database. The data from the OhioRED database will be what the State uses to determine funding distribution, as well as assist with information for Federal requests for funds. What makes this system unique is that we document all known dislocation events, including non-WARNs.

THINGS YOU WILL NEED FOR THIS CHAPTER
1.) Windows-based PC with Internet Explorer 6, 7, or 8
2.) A SCOTI login with a Rapid Response office
3.) OhioRED Access (For information on how to obtain Access, please see **Appendix 22**.

Beginning with PY10, the Rapid Response unit made an effort to upgrade the OhioRED database to make it more user-friendly and do a better job of capturing data in order to tell the Rapid Response story of how we are serving the dislocated worker as they progress through the process. Please note that this is a living document, and that as OhioRED continues to evolve and change, parts of this chapter may no longer be applicable until updated by the Central Office. As of this revision, OhioRED Phases 1, 2, and 3 have been implemented.

According to Rapid Response data from PY10, 61% of job losses reported were in non-WARN situations.

When is it necessary to enter an event in OhioRED?
The answer to this is very simple: any time you or your team hears about a layoff, and verify with the employer that a layoff is occurring or has occurred, you need to go into OhioRED and search for an entry for that event in the system. The next section will better outline how to do this most effectively. This includes cases where a layoff occurred in the past, and the local area just found out about it. OhioRED entries should include all layoff events, even if only one or two individuals are affected; in the end, 10 layoffs of two people each has the same effect as one layoff for 20 people; making it critical that this data be captured. According to OhioRED data from PY010, 61% of job losses reported were in non-WARN situations. For a further in-depth matrix covering whether or not to put an event in OhioRED, please see **Appendix 24**.

What timeframe constitutes separate OhioRED entries? When a layoff date is first determined, any additional dislocations from that facility location within the next 30 days should be captured under the same event. Anything that happens more than 30 days from the first layoff date will need to be entered in OhioRED as a separate event. As of Phase 3 of the OhioRED upgrades, multiple layoff dates are supported in one entry, as long as they are within 30 days of the original layoff start date. Any details regarding how many workers will be laid off on each date should be documented in the Notes section, by using the button at the top of the event that looks like a piece of paper with writing on it. You should use the subject, "Layoff Notes."

> ***A new OhioRED entry must be made for a facility when another layoff is taking place more than 30 days from the original layoff date. Additional layoffs within the first 30 days should be added to the original event.***

A new OhioRED entry must be made for a facility when another layoff is taking place more than 30 days from the original layoff date. Additional layoffs within the first 30 days should be added to the original event. **Example: Company XYZ is planning to do layoffs July 10, 15, August 2, and 17. The first OhioRED entry would encompass the July 10 & 15 layoffs as well as the August 2 layoff. The August 17 layoff would be captured as a second OhioRED entry for the same employer.**

OhioRED Data Entry throughout the Rapid Response Process

OhioRED should not just be filled out during Notification, and then forgotten. It is an ongoing process to be updated as an event progresses. However we understand that throughout the process there will be certain fields that the employer may not be able to provide the information for. In this case during data entry, the "Unknown" field should be checked. By checking the Unknown field, this indicates that the field was not accidentally missed during data entry, so that the most complete and accurate data entry possible is occurring.

Company Search (Figures 1 - 3)

After receiving Notification of a layoff event, and verifying the event, the first step to entering a new event into OhioRED involves doing a search for the company in question. The user is required to do a search for the company before creating a new event. This is to lower the amount of duplicate entries in the system, which affects reporting numbers when analyzing the overall impact to the workforce across the State. A search for an event can be done using the company's name, county, event status, layoff start date, or the four digit sequence number from the end of their Rapid Response ID (RRID) (**Figure 1**). **An event's Rapid Response ID (RRID) can be found in the upper right corner of most screens in OhioRED, and is referred to as the "Rapid Response Event Number."** It is recommended that the user attempt searches using both the company's official name as well as any nickname, if a company has one. This will maximize the chances of finding an entry for the employer that is already in the system, and reduce the odds of duplication.

Once the event is saved, take note of the system-generated Rapid Response Event Number in the upper right corner. This number consists of the two digit county code, four-digit year, two digit month, two digit day, and a four digit sequence code that starts over at 0001 every July 1 (**Figure 2**). This number is important when entering a dislocated worker into SCOTI Mini-Registration to connect each dislocated worker back to a specific dislocation event.

Figure 1

When doing a search for a company name, add wildcards! Using % as a wildcard will help when trying to find a company in OhioRED. **Example: For "Federal Mogul (Champion Spark Plugs)", searching for "Champion" or "Champion%" will not find it, but searching for %Champ% will, by using wildcards both before and after the word.**

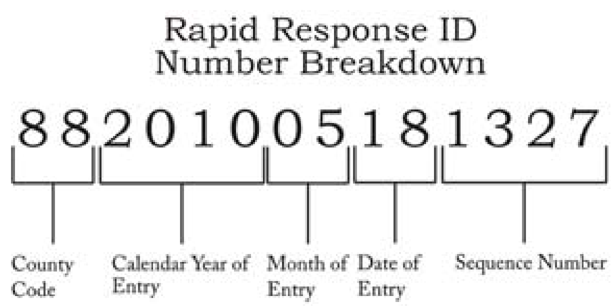

Figure 2

Once the user has done a search, the search results screen will show (**Figure 3**) and the user should check the date fields to see if there is an entry date close to the one they want to enter. The user will be able to select from any of the fields to sort from by clicking on the headers. Once the user finds the employer they want, they click the box left of the employer's name to enter the record. If the user wants to copy an employer's record to a new record for a new dislocation event, they click in any of the fields from the search results screen, then click "New Rapid Response", and then indicate that they want to copy the information from that event to a new record. A new record will be created that is pre-populated with the employer and corporate company's information from the previous record.

If a company has multiple layoff dates entered in their record, that record will appear in the search results multiple times.

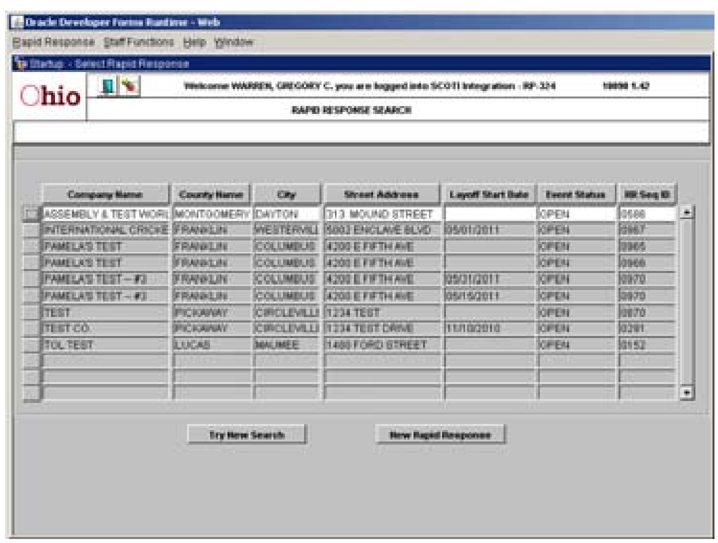

Figure 3

Initial Contact Section (Figures 4 - 13)

The Initial Contact Form (**Appendix 9**) should be used as a general guideline when the team's chosen Primary Contact makes the Initial Employer Contact. It is also good to keep a copy of the Employer Characteristics worksheet handy when making this contact, because the employer may offer information regarding some of these fields. Keep in mind, the Primary Contact should be respectful and not keep the employer on the phone for a long time. The primary goal of the Initial Employer Contact should be to get the Initial Meeting scheduled, and establish credibility and good rapport with the employer.

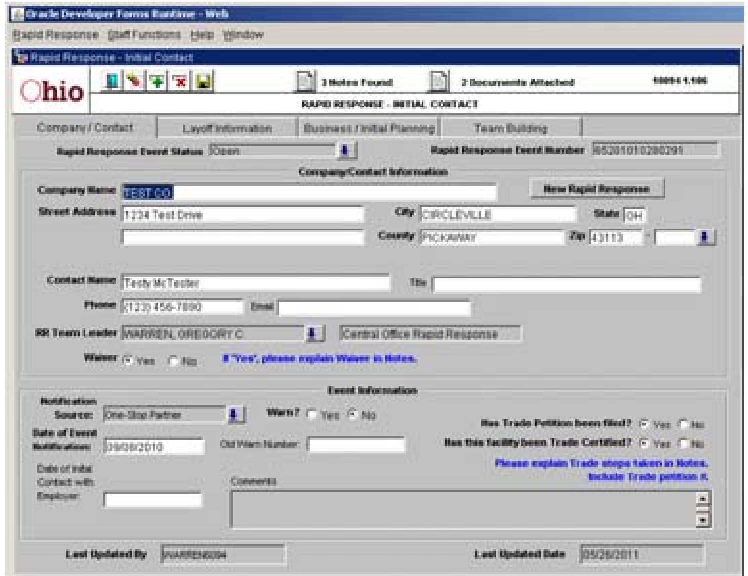

Figure 4

Since a majority of searches done in OhioRED are based on the employer's name, **it is imperative that careful consideration be taken when entering an employer's name**. This is critical for future searches of companies, ensuring the ability to locate events, and avoiding event duplication. See **Figure 4** for a sample of the Company/Contact tab.

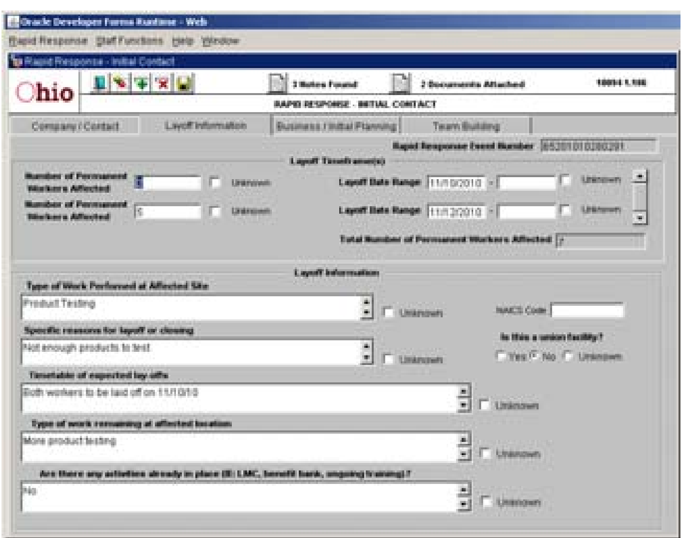

Figure 5

It is critical that the "Number of Permanent Workers Affected" and "Layoff Date Range" fields are filled in, and updated whenever they change. These two fields are used for reporting purposes when gauging the impact of dislocation events across the State. See **Figure 5** for the Layoff Information tab where these two fields are located.

Out of State Employers

Since many Ohioans work out of state, and we need to capture the impact of their potential dislocation events as well, OhioRED now supports adding out-of-state employers to the database.

Once the user has entered the address information for an out-of-state employer, completed the rest of the record, and clicks the "Save" button, a box will pop up prompting the user to select which Ohio County is affected (**Figure 6**). After the user selects the Ohio county, they must click the "Save" button again.

It is CRITICAL to select and save the correct Ohio County the first time, because it will be used when generating the RRID. Once a record is saved, the Ohio County cannot be changed.

Once the affected Ohio County has been identified and the record is saved, it will look like **Figure 7**.

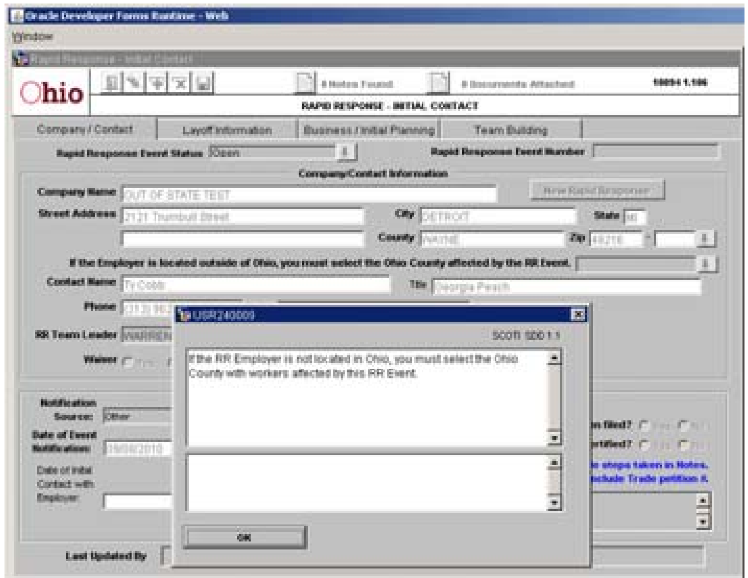

Figure 6

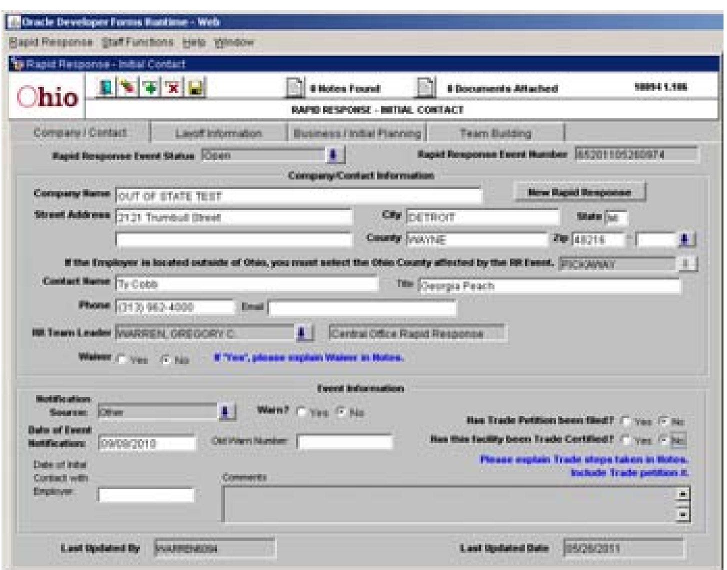

Figure 7

Since some companies are commonly referred to by their corporate title or nickname, rather than the name they are locally known as, **the current recommended format is to put the local company's name in first, and then the corporate title and/or nickname, if known, in parentheses. An example would be Mills Pride (Masco)**. This way when someone does an OhioRED search for %MASCO%, they will still see the result. An update from OhioRED Phase 3 was to allow searches by company name to also query the Corporate name from the Event Characteristics worksheet to maximize the chance of finding an existing record when doing a search.

Team Building

In order to help teams be notified of changes to Rapid Response events that they are involved in, we have built in a feature called Team Building (**Figure 8**). Team building allows the person designated as the RR Team Leader on the Company/Contact tab to add members of their local team for each event. Any day that an event is updated in OhioRED, an email will be generated by the system over night that will be sent to everyone who is listed as a member of that event's team. The email will contain event RRID, Update date, who did the update, and company name. The email will look like **Figure 9**.

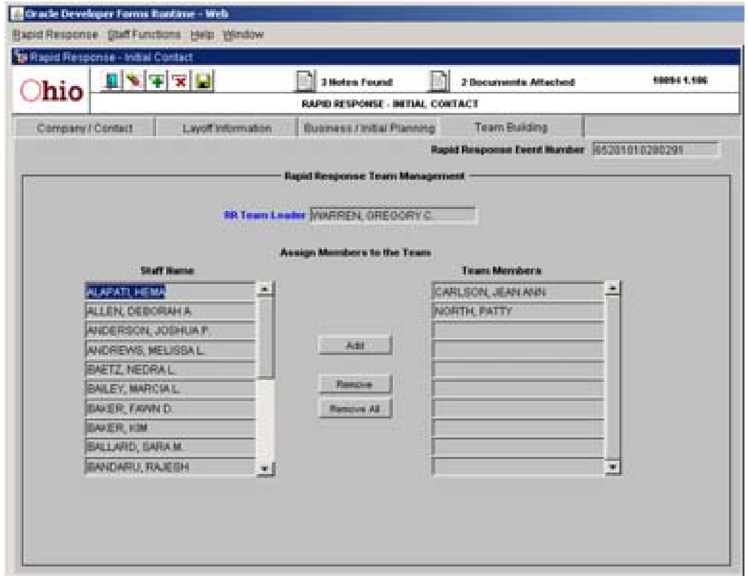

Figure 8

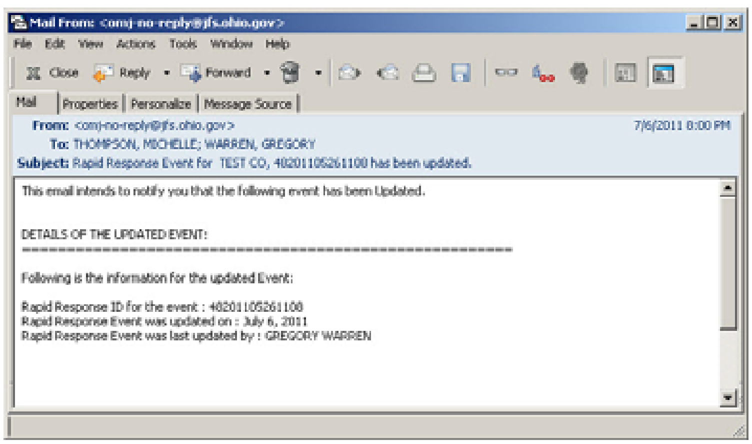

Figure 9

This system will only allow a user to add individuals who have access to OhioRED, either read or write. If there are any team members that need to be added, who do not have OhioRED access, they can obtain this by filling out form JFS 07078 and scanning/emailing a copy to RAPDRESP@JFS.OHIO.GOV with the last four digits of their SSN in the upper right corner, and their supervisor's signature at the bottom.

Notes

Previously there had been free form comment fields all throughout OhioRED for users to add any notes and comments pertaining to a dislocation event. In Phase 2 a centralized location for all of this information was added. The Notes feature is accessed by clicking on an icon that looks like a sheet of paper, located at the top-middle of each of the different OhioRED tabs. There is text next to the icon to indicate how many notes exist for the current record (**Figure 10**).

Fields in the Notes section are "Note Date", which is automatically populated based on when a note is initially saved, "Subject", which can be chosen from a drop down list by clicking on the blue arrow; Staff, which indicates the user who entered the note; "Source", which is the form of OhioRED where the user was when they went into the Notes feature. The final two fields, "Send Email Date" and "Agent Email", work together to provide the user with an automated follow-up email upon request. In order to receive a follow-up email, the user should type in what date they wish to receive the email, check the box, and verify their email address in the "Agent Email" field. If the email address is incorrect, the user can update it right in the box. Once the user has done all of these things, they must save the note, and then they will be scheduled to receive the automated email to remind them to follow up on their note.

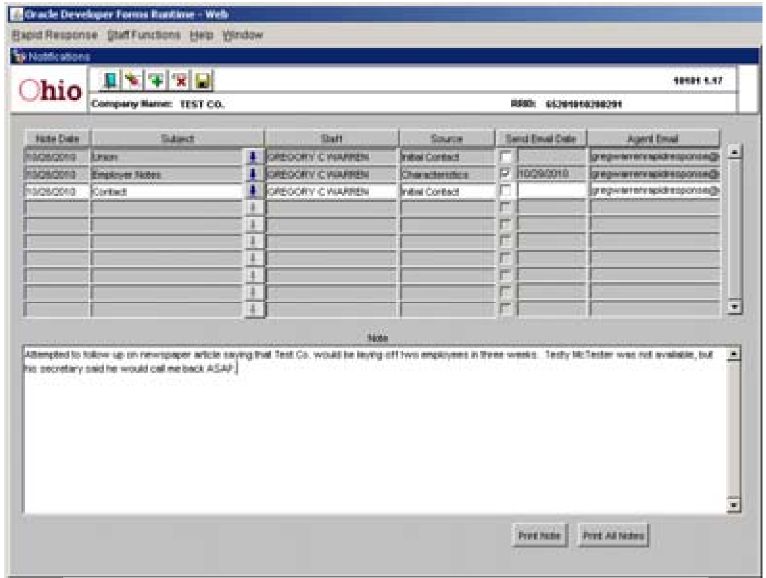

Figure 10

Document Attachment

In order to easily share documents between team members, and keep records of documents regarding layoff events, we have added the ability to add documents directly to OhioRED records. The problem with linking to an article with the web address is that over time those web addresses can change, expire, or be taken down. If a screenshot is taken or PDF is made of the article, we have record of it for good. That record can be found easily by anyone in OhioRED who accesses the event.

Document attachment is accessed by clicking on an icon that looks like a sheet of paper, located at the top-right of each of the different OhioRED tabs. There is text next to the icon to indicate how many documents are attached to each event. Clicking this button will take the user to the Rapid Response Documents screen (**Figures 11 & 12**) which shows a list of all documents attached to the event. Microsoft Word, Excel, PDF, JPG, GIF, and PNG files are supported, up to a maximum of 1000 KB in size per file, with a maximum storage of 5000 KB per RR event. The list of uploaded documents will provide a count of the total size of the files taken up, and when each file was uploaded.

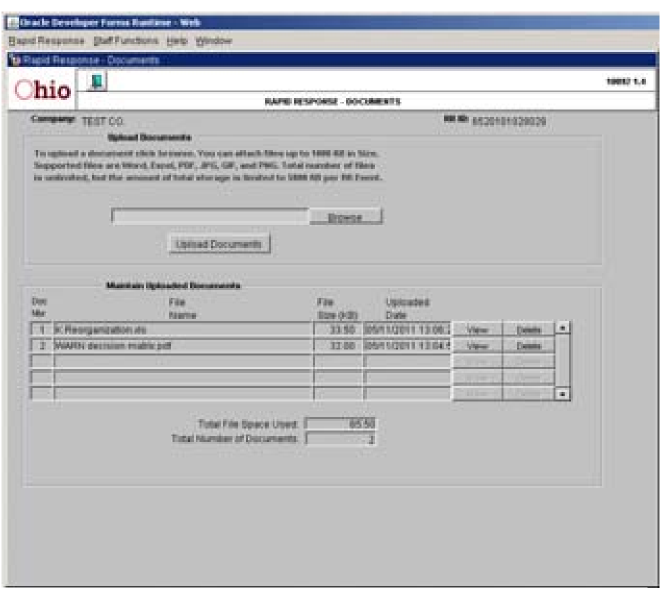

Figure 11

Documents can be viewed by any user with read or write access, but only users with write access have the ability to upload or delete a document.

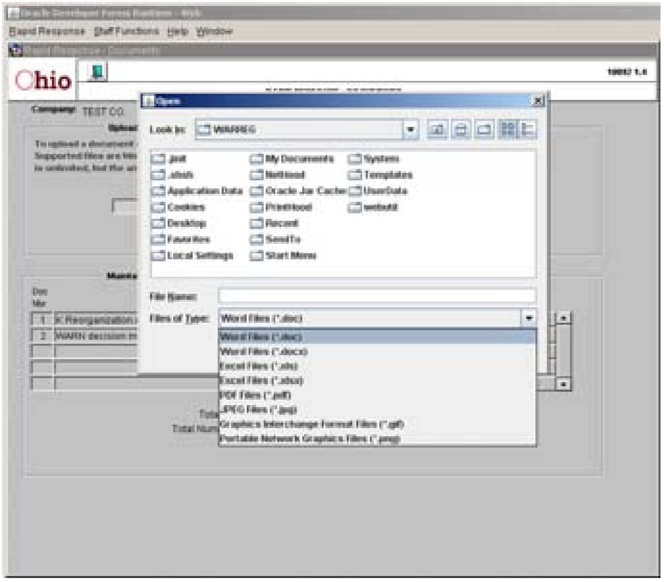

Figure 12

The first time you use document attachment on a computer, you may see a dialog box pop up like in **Figure 13**. You should check "Always trust content from this publisher," in order to avoid this popup every time you attempt to attach a document.

Figure 13

Event Characteristics Section (Figures 14 - 17

The Event Characteristics Form (**Appendix 10**) of OhioRED is where the bulk of worker demographic information is captured, which will be used to customize the Plan of Services and determine local funding needs. This information will also be used for development of Rapid Response Funding requests and National Emergency Grant applications and/or other Federal opportunities for funds. The Event Characteristics worksheet should be used during the whole Rapid Response process, and its corresponding OhioRED section should be updated constantly as new and more recent or accurate data is obtained. This data can be gathered in conjunction with the Rapid Response Dislocated Worker Survey (**Appendix 16**).

The company's information is automatically populated into the beginning of this form (**Figure 14**), based on what was input on the Initial Contact form. It is important that the corporate information (if applicable) is captured here for future data searching purposes.

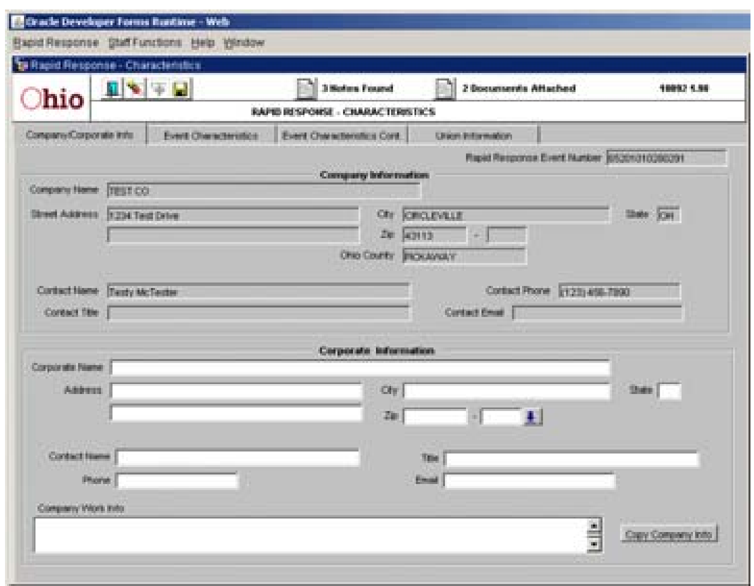

Figure 14

In the Event Characteristics tab shown in **Figure 15**, two additional questions of this section, “Total Number of Permanent Workers Affected” and “Layoff Start Date” are auto-populated from the Initial Contact form. Additional worker characteristics can be seen in **Figure 16**.

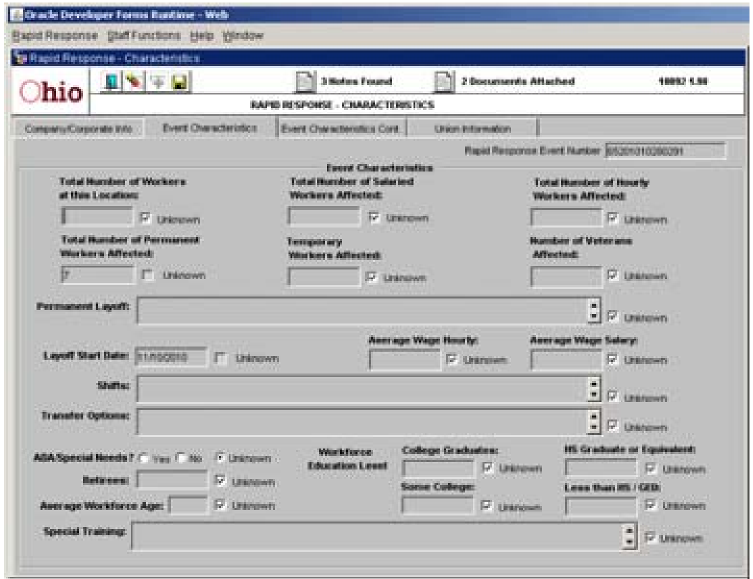

Figure 15

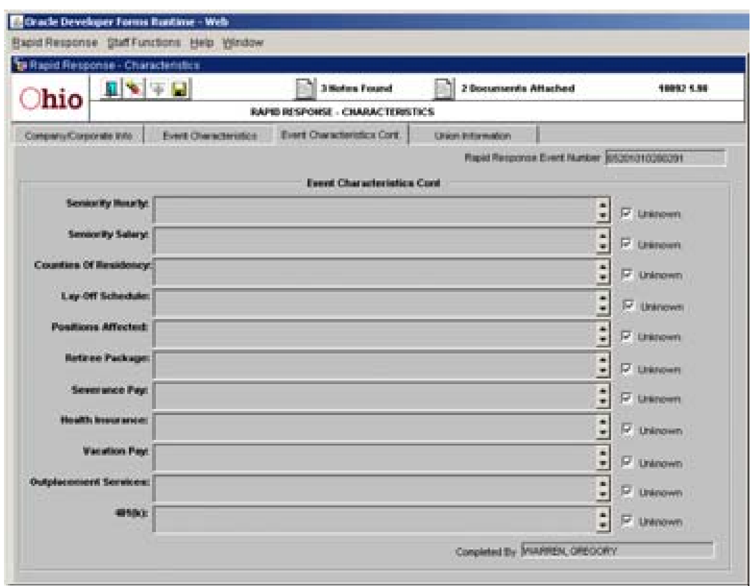

Figure 16

All Union information should be captured on the Union Information tab of this form (**Figure 17)**, so it is kept in a centralized location, and is easily accessible. The Union tab by default shows three unions; however, in the event that there are more than three unions the user should click the plus button shown near the top of, which will insert a space for entry of any additional unions involved in the dislocation event.

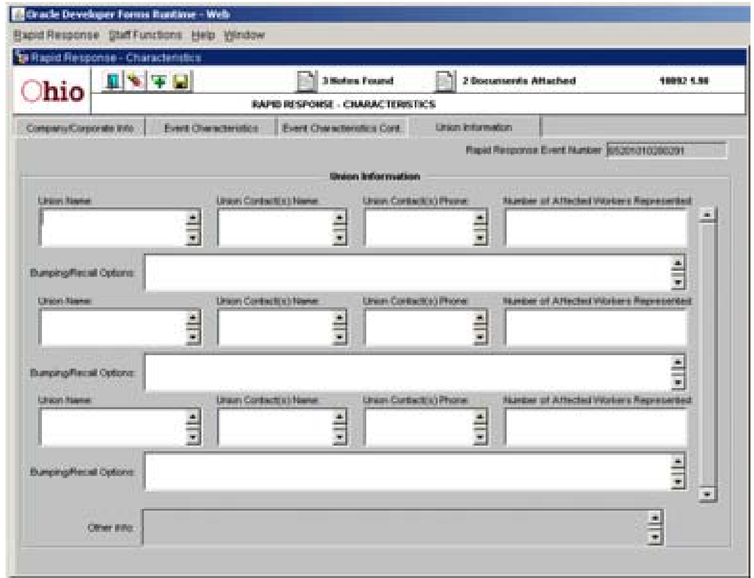

Figure 17

Post Initial Meeting Section (Figures 18 & 19)

The Post Initial Meeting Form (**Appendix 15**) should first be filled out with information obtained during the Initial Meeting between the employer, union (if applicable) and the Rapid Response Team, and should continue to be filled out as more information becomes available throughout the Rapid Response Process.

The Representative/Worker Info tab (**Figure 18**) should be filled out with information regarding the Initial Meeting that occurred with the employer and union (if applicable). At the bottom of this tab the user should capture information regarding the Worker Orientation as it is initially agreed to. In the planned Post Orientation Form (next section) we will capture information to follow up on Worker Orientations and other services offered.

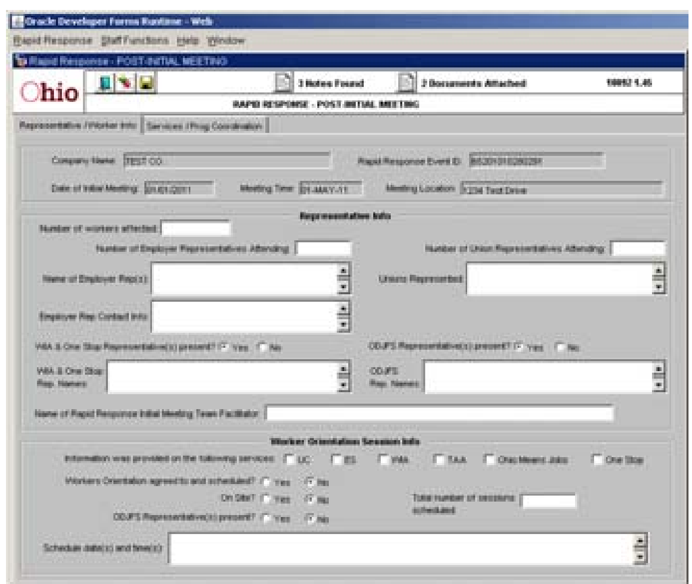

Figure 18

It is important that outcomes of Rapid Response Worker Orientation Sessions be recorded in the Post Initial Meeting and Post Orientation forms (**Figures 18 & 19**). In the Post-Initial Meeting form, the “Workers Orientation agreed to and scheduled” question must be answered, and on the Post Orientation form the “RR Worker Orientation” section should be filled out. These two items are utilized for reporting purposes to determine frequency of worker orientation sessions, as well as aggregate attendance.

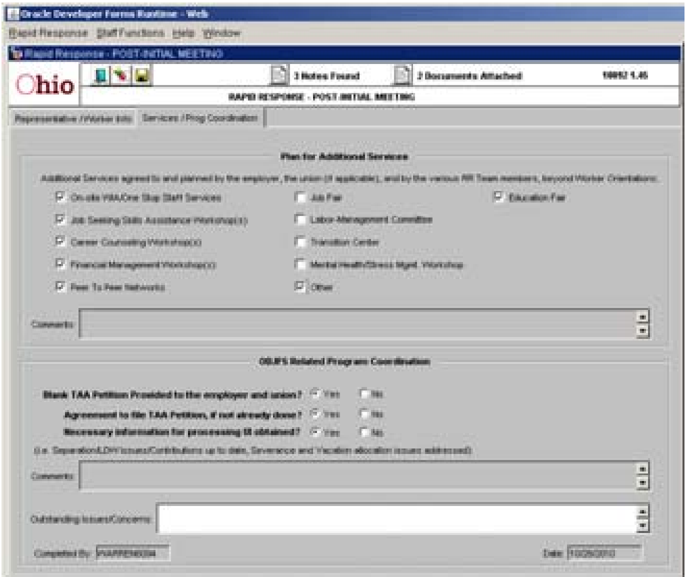

Figure 19

The "Services/Prog Coordination" tab (**Figure 19**) should be used to indicate what services beyond a Worker Orientation the Rapid Response Team and its partners plan to provide to the workers. Information should be entered in the Notes section regarding dates and locations planned for these services. When entering these notes, the "Services" subject from the dropdown box should be selected.

Post Orientation Section (Figures 20 & 21)

This form (**Figures 20 & 21**) was added in Phase 2 in response to a need to track participation levels for Rapid Response services. While most of the fields on here are designed to be filled out once the worker orientation has been completed and additional Rapid Response services are taking place, the worker orientation field is always available. The services on this form become available as they are selected on the Post Initial Meeting form as part of the Approved Plan (**Figure 19**). As additional services are planned and take place throughout the Rapid Response process, Rapid Response team members should update the results of those services in the OhioRED database.

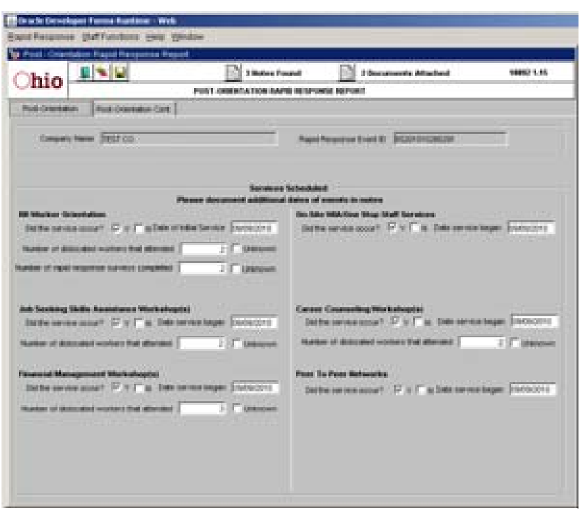

Figure 20

Figure 21

Checklist for OhioRED Data Entry

- ☐ General
  - Thoroughly search completed to verify an event does not already exist, and a new entry is needed
  - Update fields as data evolves and becomes known throughout the process
  - Notify team members as updates are made to the entry
  - Supporting news articles, WARN letter(s), etc. attached as they are available
- ☐ Initial Contact Section
  - Company name is entered with corporate name and/or any nickname in parentheses
  - Spelling of company, address, and contact names have been verified
  - RR Coordinator field has been selected with Team Lead's name
  - Initial Meeting arrangements have been entered
  - "Team" built to ease notification of OhioRED event updates
- ☐ Event Characteristics Section
  - Corporate Information has been entered(if applicable)
  - Worker characteristics entered
  - Worker demographic information entered
  - Union information entered
- ☐ Post Initial Meeting Section
  - Initial Meeting information entered
  - Worker Orientation information entered
  - Plan for Additional Services entered
- ☐ Post Orientation Section
  - Services updated as they take place
  - Worker participation and attendance documented

17.) SCOTI MINI-REGISTRATION ENTRY

Once a dislocation event has been confirmed and entered into the OhioRED database, the dislocated workers need to be entered into the SCOTI Mini-Registration. This is our chance to connect each worker back to their specific dislocation event, and track them from dislocation, to re-training, and/or re-employment. To do this, the dislocated worker's Rapid Response ID (RRID) must be identified, and attached to the worker's SCOTI Mini-Registration record. This chapter will cover how to search for a user in SCOTI Mini-Registration, and if no record is found, create a new entry for a dislocated worker.

THINGS YOU WILL NEED FOR THIS CHAPTER
1.) Windows-based PC with Internet Explorer 6, 7, or 8
2.) A SCOTI login with a WIA or LE office

Upon logging into SCOTI, the user will see their list of offices, like shown in **Figure 22**. The user should choose either their LE or WIA office, though for purposes of entering a SCOTI Mini-Registration, it doesn't matter which office the user selects. For this chapter we will be going through the LE office, represented in **Figure 22** as "25-1 CENTRAL OFFICE."

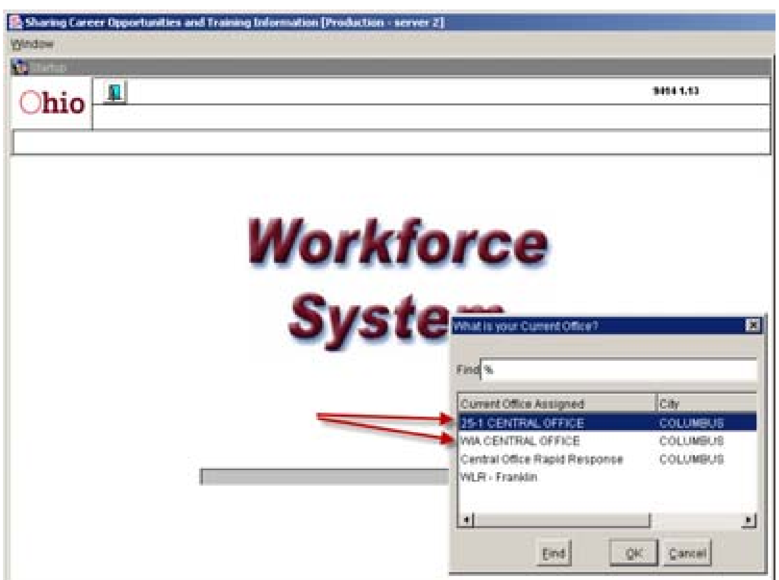

Figure 22

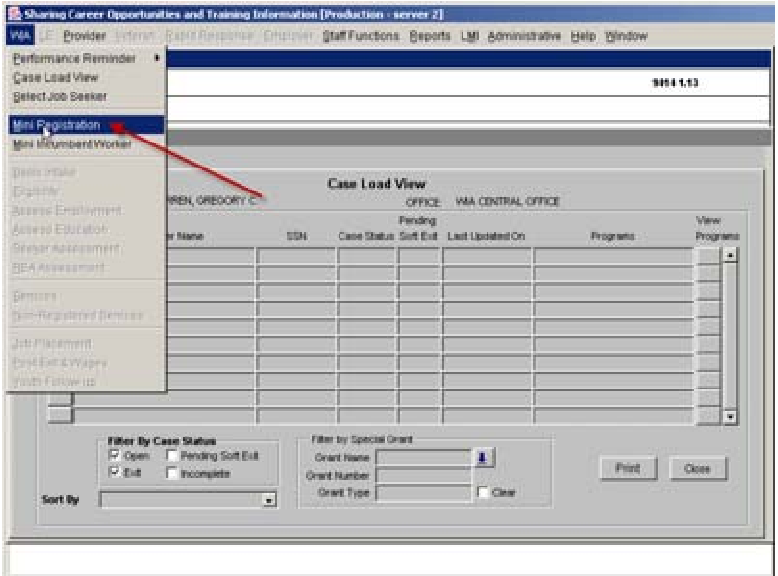

Figure 23

After choosing their office to do the entry, the user will be presented with a blank screen that has a list of menus at the top of the screen. The user should then click the "LE" menu in the upper left corner, and then select "Mini-Registration" (**See Figure 23**).

After selecting the Mini-Registration, the user will be taken to a page to search for the dislocated worker. Fields on this screen are: First Name, Last Name, Birth Date, Gender, and Social Security Number. As with OhioRED, it is recommended that when performing a search, the user should put a % for wild cards both before and after the person's first and last names. This will maximize the chance of finding an existing record for that affected worker, if one exists. See **Figure 24** for an example of performing a search.

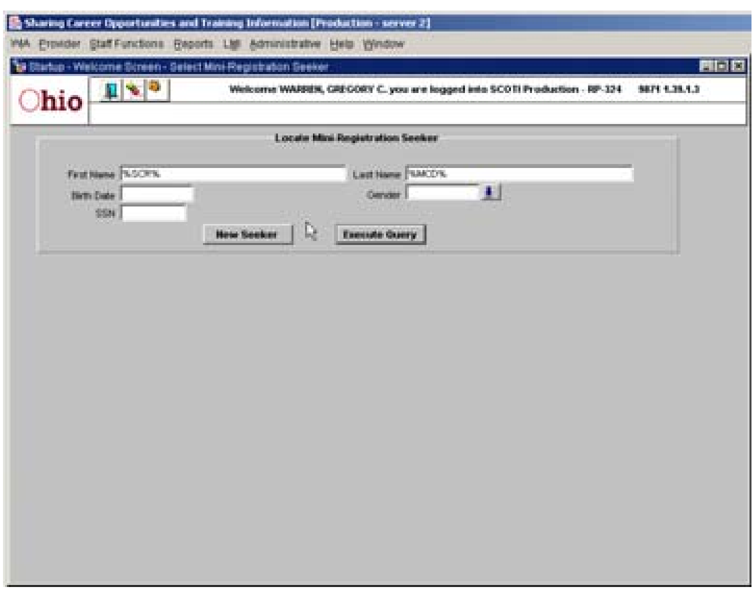

Figure 24

If a Record is Found

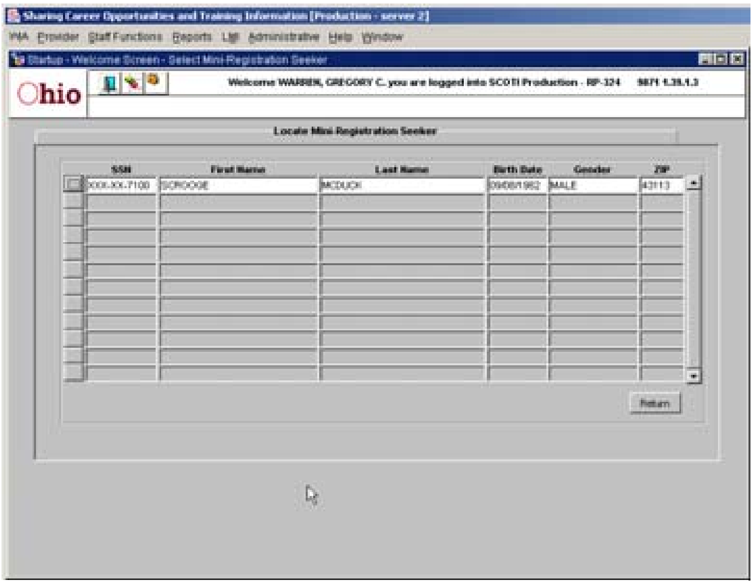

Figure 25

If the search finds a record, the user will see a screen like the one in **Figure 25**. From left to right the fields on this screen are, SSN, First Name, Last Name, Birth Date, Gender, and Zip code. Please note that the SSN may be blank, as it is not a required field, and if it is entered, only the last four digits of the seeker's SSN will be shown.

If the user is not able to find data for the seeker they are looking for among the results, they should click "Return", and then from the main screen click the "New Seeker" button. Creation of a new seeker will be covered in the next section. If the user is able to find the correct record from the search results, they should click on the gray box to the left of the selected seeker's "SSN" field. This will open the seeker's record, as shown in **Figure 26**.

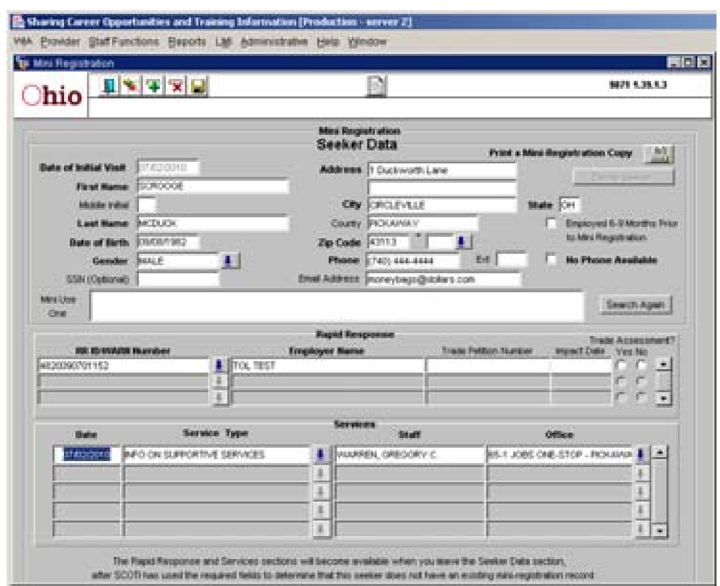

Figure 26

Once the user is at the screen shown in **Figure 26**, they should verify and update the seeker's contact information and record of services received. The user should also verify that the appropriate Rapid Response ID (RRID) # and employer name is listed in the seeker's record.

Once all of the seeker's information is updated, the user should select the disk icon at the top of the screen to save the seeker's record in the system, and then click the blue door icon to exit the record.

If a Record is NOT Found

In the event that the system finds no search result, the user will see a pop-up message that prompts them to create a new record, or return to the search screen. It is recommended that the user double check and verify the search fields for accidental typos. Re-running the search with different spellings is also recommended to make sure that the user's name was not accidentally entered incorrectly the first time. The user should also attempt searches using the Birth Date and SSN fields. Taking the extra time to do this will avoid duplicate entries, and improve the accuracy of the records.

Once the user has verified the seeker is not in the system, the user should opt to create a new record by clicking on the "New Seeker" button from the main search screen, or choose "Yes" to create a new Mini-Registration as shown in **Figure 27**.

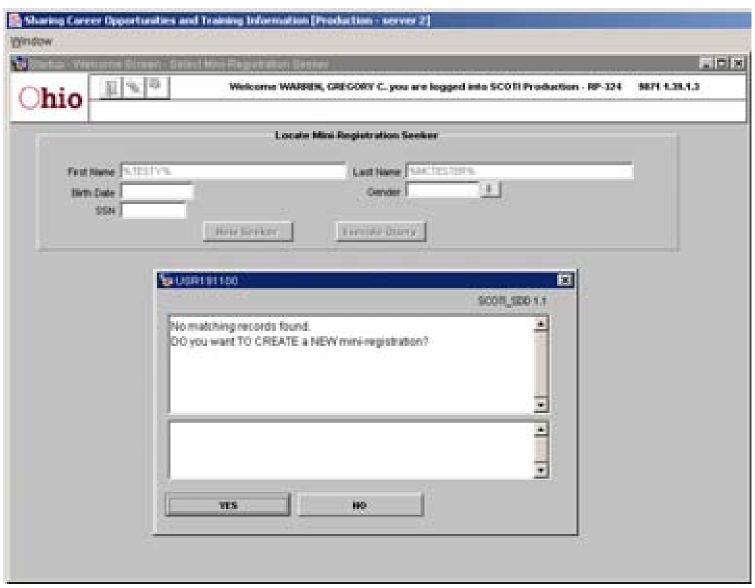

Figure 27

After creating a new record, the user should populate the basic demographic data at the top of the form. The required fields are: First and Last Name, Date of Birth, Gender, Address, City, State, Zip code, and Phone number. Please note that if the user puts in the zip code, it will automatically populate the city and state fields.

Attaching a Seeker to a Rapid Response ID (RRID) Number

Upon completing the top section, the user should determine where the seeker was dislocated from. This is done by clicking in the "Rapid Response ID (RRID)/WARN Number" field indicated in **Figure 28**.

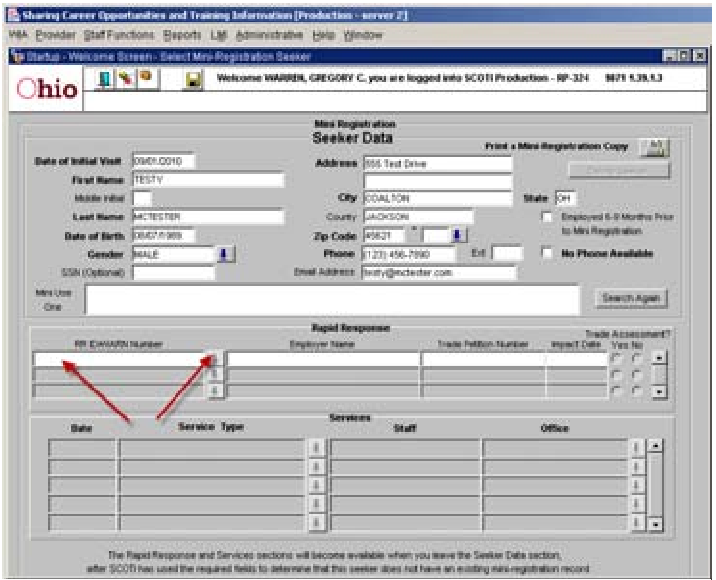

Figure 28

After clicking in this field, a screen will pop up prompting the user to find the appropriate dislocation event. Fields shown in this box are: Rapid Response ID (RRID), Employer Name, Street Address, and City. The user should apply the same search techniques as before, by using wildcards to aid the user in finding the correct dislocation event, and then click in "Find" button **(see Figures 29 and 30).**

When the user puts their search data into the field, the search will look through all of the aforementioned fields. **For example, if the user searches for %84%, the search will return any record that has an 84 in the Rapid Response ID (RRID), Company name, or street address.** Once finding the correct dislocation event, the user should select that event, and click "Ok".

Finally, the user needs to record what service they've provided for the seeker. This is done by clicking in the "Service Type" field, and going through the list of services before selecting the appropriate one. It is possible for a seeker to have multiple services under their record.

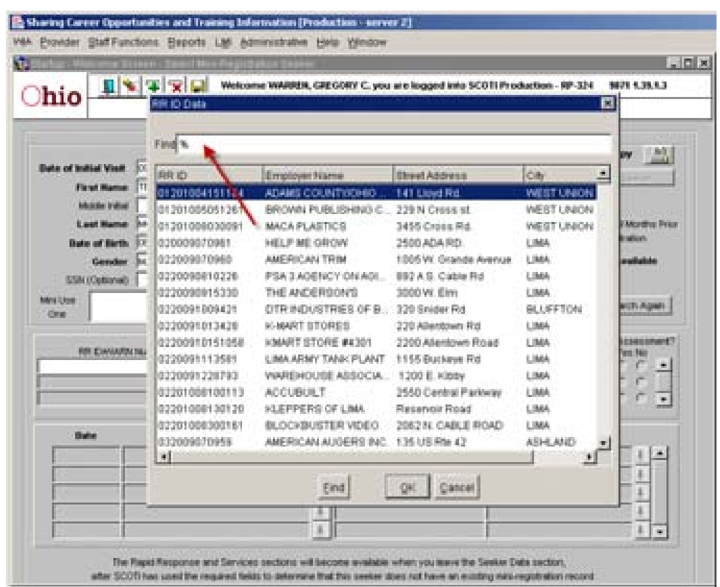

Figure 29

If the user is entering a seeker who has filled out the Dislocated Worker Survey (**Appendix 16**), the user should select "Initial Assessment" as the service.

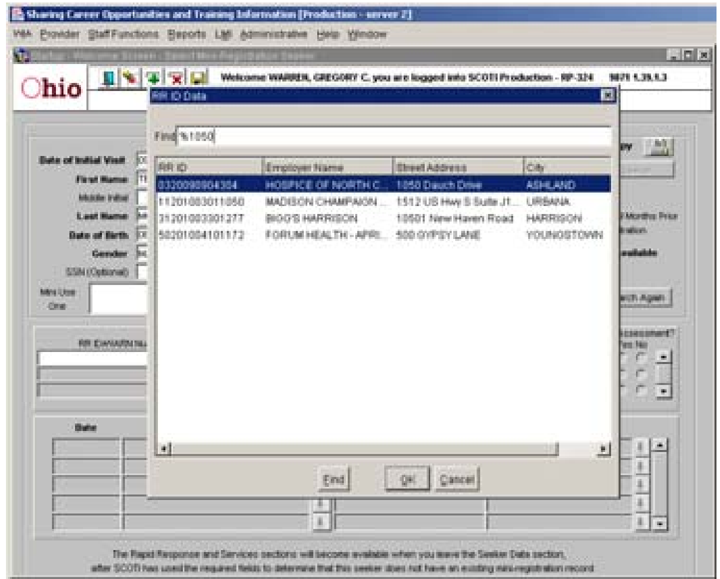

Figure 30

After selecting a service the user will need to select their office (**see figure 31**). The search for finding an office works just like the employer search. Wildcard usage will provide the quickest and most accurate method of finding the correct office.

After selecting the office, and making sure that all services provided have been included, the user should click the disk icon at the top of the screen to save the record.

A seeker's Mini-Registration record will be available immediately for the user to access in SCOTI LE and WIA. However, their services and Rapid Response ID (RRID) will not show up in the LE and WIA records until the next day.

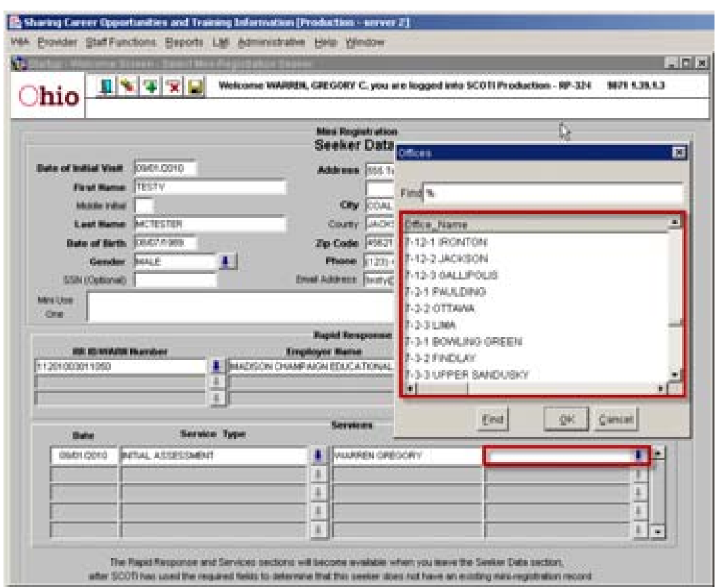

Figure 31

18.) DISCOVERER DATA REPORTING

All of the data in the OhioRED database is of no use if there isn't a way to get that data out into reports. This chapter will cover the basic methods for retrieving data from the system in an easily usable format. Please note that over time, these reports will evolve, but will still provide the same basic information.

This chapter will operate under the assumption that three basic reports used by the Rapid Response Central Office have already been shared with you. These reports are: "Mini-Reg with Rapid Response ID (RRID) by County", "OhioRED Events by Creation Date", and "OhioRED Events by Layoff Date". If these reports have not already been shared with you, contact the Central Office at RapdResp@jfs.ohio.gov with your SCOTI username, and they will be able to share the reports with you. For screenshots of each of these reports, please see **Figures 47, 48, & 49** at the end of the chapter.

THINGS YOU WILL NEED FOR THIS CHAPTER
1.) Windows-based PC with Internet Explorer 6, 7, or 8
2.) A SCOTI login
3.) The three shared canned reports used by Central Office

OhioRED Events by Creation Date (Figure 49)

This report shows events based on when the record was originally created in OhioRED. This is also the weekly report sent out by the central office to summarize the new activity seen across the State for the previous week. If an event has more than one layoff date indicated, it will show on this report once per layoff date, with the number of permanent workers potentially affected listed next to each layoff date.

Fields covered by this report:

- **Created Date –** Refers to when the event was first entered in OhioRED. This is the field Discoverer is referring to when it asks for a date range when running this report.
- **Ohio County –** Refers to the county where the facility is located, or in the case of an out of state employer, refers to the Ohio County where the impact of the event is primarily felt.
- **Company Name**
- **RRID –** The Rapid Response ID (RRID) number associated with the layoff event. Further information on Rapid Response ID (RRID) numbers can be found in the OhioRED Data Entry chapter.
- **WARN flag –** This field indicates whether an event is a Warn or non-Warn. 1 indicates it is a WARN, 0 indicates it is a NonWARN.
- **WARN Number** – Refers to the WARN number assigned by Central Office to all dislocation events where a WARN letter is received. Out of state events that are WARN events will be flagged as a WARN, but will not have a WARN number assigned.

- **Potential Permanent Layoff** – This is the total number of permanent workers potentially affected
- **Layoff Start Date** – Refers to the first date of layoff. This is found at the top of the Layoff Information tab in the Initial Contact form of OhioRED **(Chapter 16, Figure 5)**.
- **Event Team Lead –** This is the RR Team Leader. This person is the only one able to add more people to an event's "Team" in the Team Building feature referred to in the OhioRED chapter **(Chapter #16)**
- **Waiver Flag –** This field refers to whether or not an event has been marked as a waiver. 1 is for Yes, 0 is for No.
- **Event Status –** Once an area is finished providing services to the workers of a dislocation event, the event should be marked as "Completed". This field indicates what the present status of each event is. Events can either be "Open" or "Completed".

<u>OhioRED Events by Layoff Date (Figure 50)</u>
This report works exactly like the "OhioRED Events by Creation Date" report, except the reports are generated based on the Layoff Start Date.

Because the **Layoff Start Date** field was added in late June 2010 during Phase One of the OhioRED upgrades, this field has not been filled out for most OhioRED entries prior to PY10. Running the "OhioRED Events by Layoff Date" report is not recommended when looking for data prior to July 2010.

<u>Mini-Reg with Rapid Response ID (RRID) by County (Figure 51)</u>
This report is designed to show the number of dislocated workers entered into SCOTI Mini-Registration who are associated with a specific dislocation event. This association is done by adding the appropriate Rapid Response ID (RRID) to a dislocated worker's SCOTI Mini-Registration entry. Please see the previous chapter for further details on attaching the Rapid Response ID (RRID) to each dislocated worker.

When running this report, a date range will be requested. This date range refers to the date that the dislocated worker received a Mini-Reg service. ***Note: because it is possible for a dislocated worker to receive multiple services, the same job seeker may show multiple times. These duplicate results can be filtered out once the results are exported into Microsoft Excel***. The Warn Number field refers to the 14 digit Rapid Response ID number associated with that individual's layoff event, and the name of the employer where they were laid off from.

Fields covered by this report:

- **Office** – The office that entered the service received by the job seeker
- **County of Residence –** Refers to the county of residence where the job seeker is located
- **Last/First Name**
- **Date of Birth** – This serves as the unique identifier for each SCOTI Mini-Registration entry, and allows the system to tell one "Bob Smith" from another.
- **RRID –** This field refers to the 14 digit Rapid Response ID number that the job seeker is associated with.
- **Employer Name** – Refers to the employer where the worker was laid off from.
- **Service Date –** This field refers to the date the job seeker was provided with a service. If a seeker has multiple services documented in their Mini-Registration, then the seeker will show up more than once in the report.

Creating the Discoverer Report

The first time you access Discoverer on a different computer, you must visit http://www.discoverer.ohiomeansjobs.com/discoverer/plus to create a new connection. It is recommended that the user bookmark this site on their computer so they don't have to access it through SCOTI every time. The first time visiting this screen, the user should click the "Create Connection" button indicated in **Figure 32**.

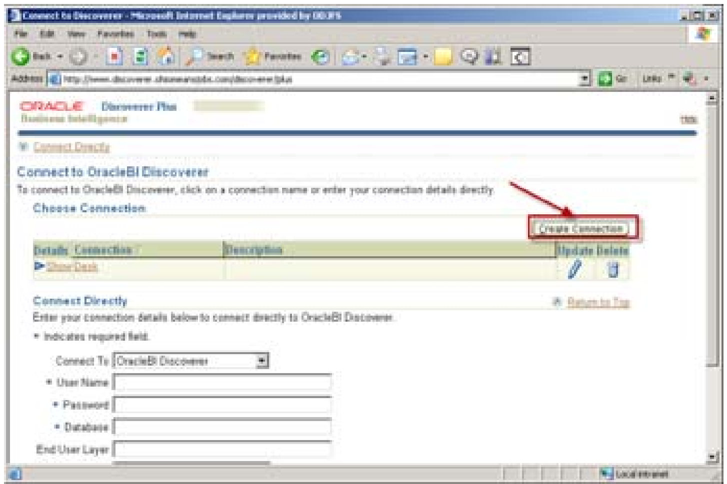

Figure 32

On the "Create Connection" screen, the following fields must be filled out: Name, User Name, Password, and Database. The "Name" field is generally setup as a description for where you'll be using this report. This is a user's choice, and does not have any impact on the report being run. Locale should be left as "Locale retrieved from browser."

User Name and Password should be filled in using your standard SCOTI login information. Database should be filled out as **sctr.world**. See **Figure 33** for an example of how to fill this out. Once these fields have been filled out, click the "Apply" button.

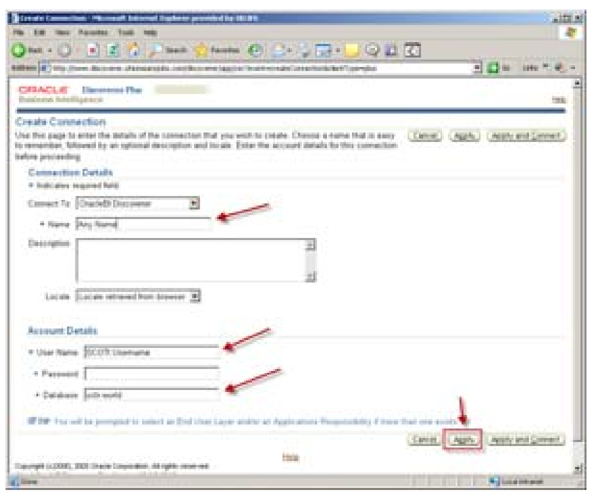

Figure 33

There are occasional issues that arise when using the "Apply and Connect" button, so it is strongly recommended that the user always use "Apply" when creating a new connection.

Running a Report

After applying this, the user will be back on the Connect to Discoverer screen, and the new connection will be shown. It is recommended that you bookmark this page for quick and easy access in the future. At this point, click on the name of the connection, indicated with an arrow in **Figure 34.**

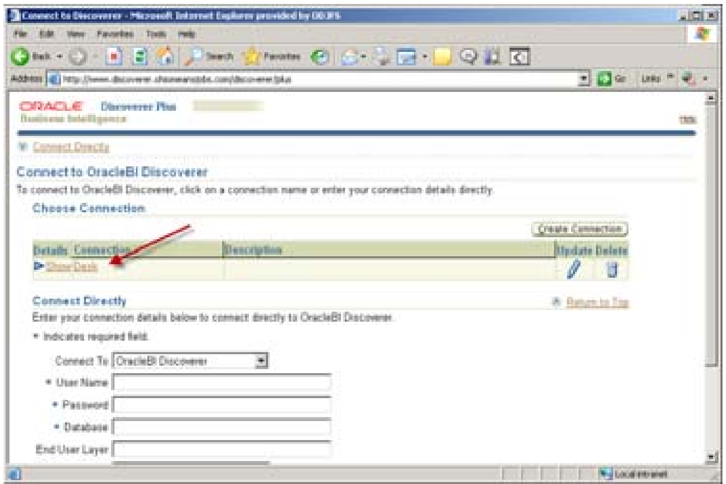

Figure 34

This will take the user to a connection screen where the user should enter their SCOTI password. This is shown in **Figure 35**.

After the user puts in their password (**Figure 35**), a new screen will open that shows options for creating a new report from scratch (**Figure 37**). Please note that it may take a minute or two for the screen in **Figure 37** to finish loading.

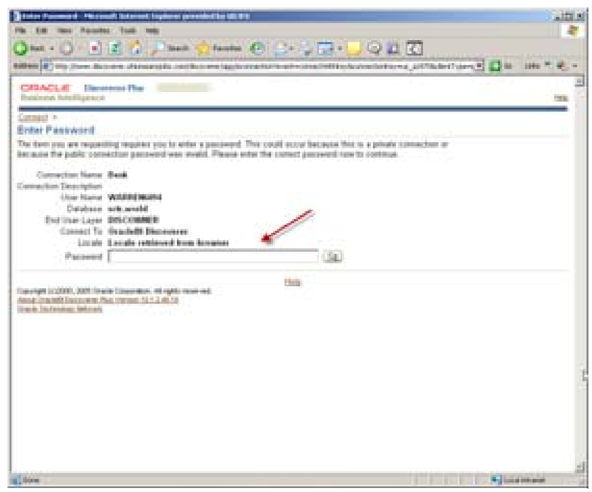

Figure 35

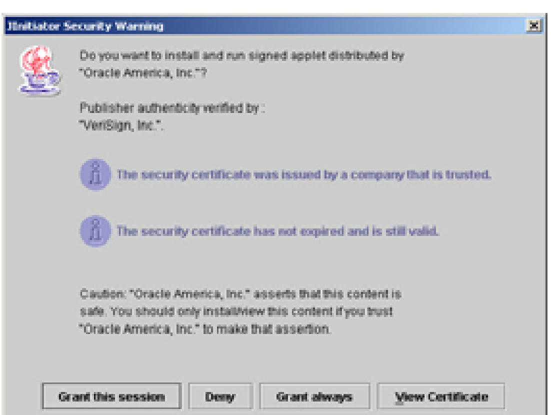

Figure 36

If the computer being used has not been on Discoverer before, it may prompt the user to grant permission for Jinitiator, as seen in **Figure 34**. Select "Grant Always" so that permission will not have to be granted again to access Discoverer. If the user accidentally hits "Grant this session", they will have the opportunity next time they access Discoverer to select "Grant Always".

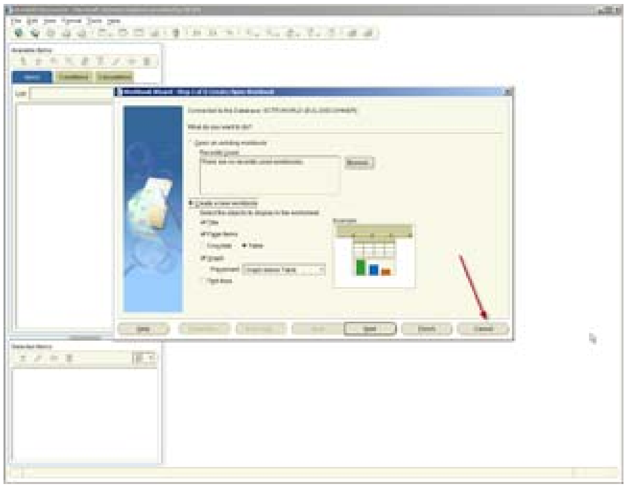

Figure 37

Since we are operating under the assumption that these reports have already been shared with the user, we will hit the Cancel button to close the dialog box shown in **Figure 37**.

From the blank screen, there are two ways to open an existing report. The first is to click the teal-colored open workbook icon in the upper left corner of the window. The second option is to click “File” and then “Open”, also in the upper left corner of the window. Both of these options are shown in **Figure 38**.

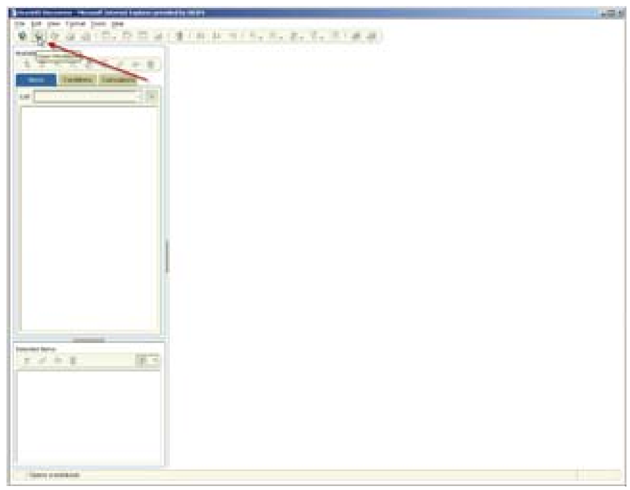

Figure 38

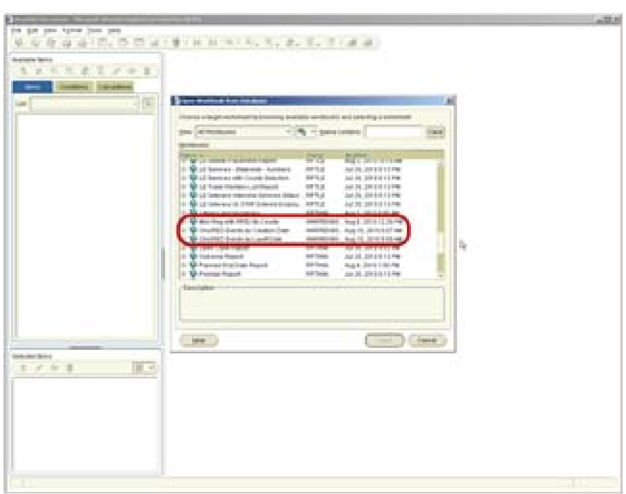

Figure 39

After using one of the previously mentioned methods to open a report, the user will see a list of canned reports which contains the three shared reports previously mentioned. The three circled reports in **Figure 39** are the ones being discussed in this chapter. The user should select one of these three reports and click “Open”.

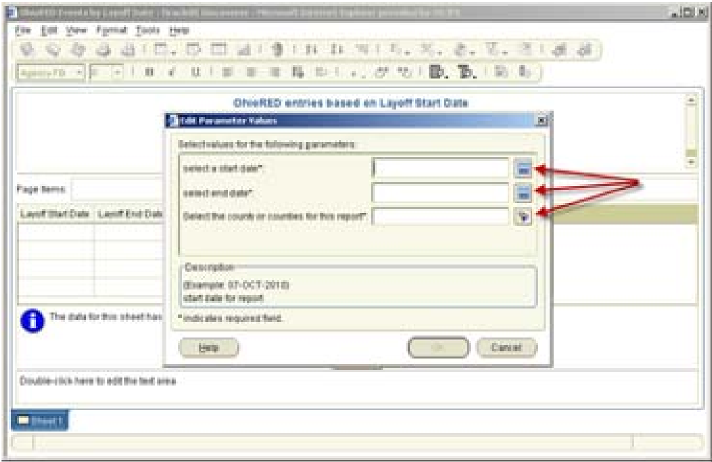

Figure 40

After selecting which report is wanted, the system will prompt the user to enter the start and end date parameters, as well as the county or counties that they want included in the report (see **Figure 40**.) The easiest way to do this is to click on the calendar boxes indicated in **Figure 40**. Depending on which report the user is running, the date range corresponds to different fields. In the Mini-Reg report it corresponds to the Service Date; in the OhioRED Event reports it corresponds to either the creation date of the event or the starting date of the first layoff, depending on which report they're running.

Once the user is ready to select their counties, they can select as many or as few as they want to add to their report. **The user can select multiple counties by holding the Control key while clicking all counties desired.** Once the user selects all of the counties they want, click on the single right arrow button, indicated in **Figure 41** by the solid-lined arrow. If the user wants to see a statewide report, they can click the double right arrow indicated in **Figure 41** by the dashed-line arrow. Once the user has decided which counties they want included in their report, they should click "Ok", which will take them back to the screen shown in **Figure 40**. They should then click "Ok" again, which will run the report.

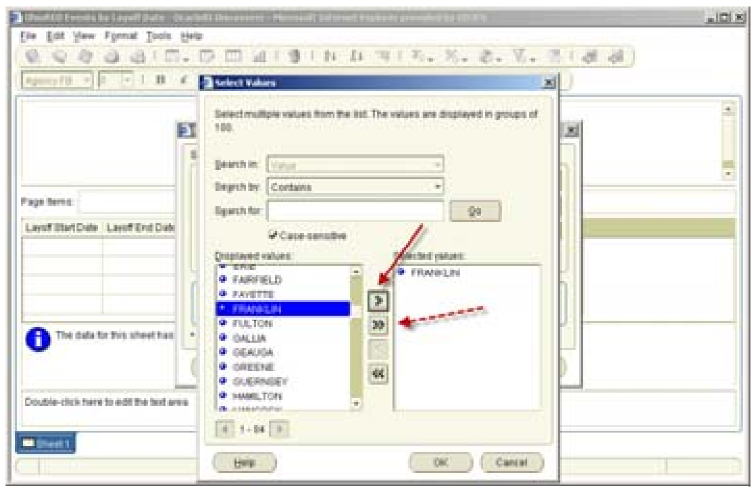

Figure 41

At this point the report will come up on screen, and the user can view the data like in **Figure 42**. There are various ways to manipulate the data at this point, but for the purpose of this chapter, we will move straight to exporting the data to Excel for manipulation.

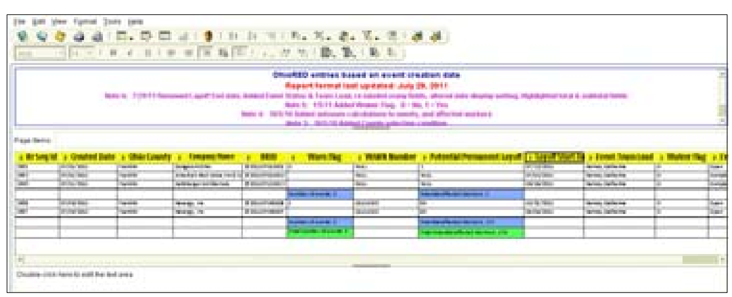

Figure 42

These reports all use Discoverer's group sorting function. A downside of this function, is that similarly-labeled items do not repeat the value in their column. In **Figure 43** we see that the Office column only shows each office in the first row. The blank spaces between that value, and the subtotal for that section all have the same value as the first row. Unfortunately there is no way to change this in Discoverer, and can be fixed through Excel after the worksheet is exported.

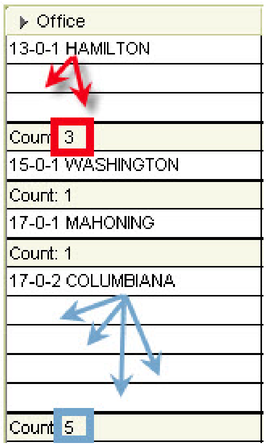

Figure 43

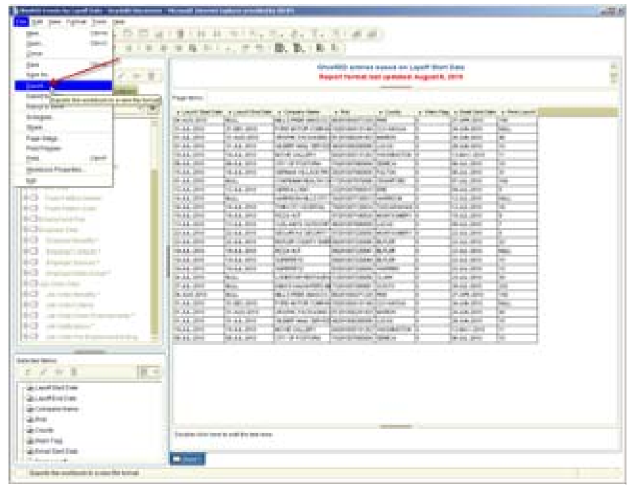

Figure 44

The user should then go in the upper left corner and click File, and then click Export **(Figure 44)**.

The user should then click "Next" at the Step 1 screen **(Figure 45)**. At the Step 2 screen **(Figure 46)** the user needs to choose the file destination, or where the file will be saved at, and the Name field which is what the user wants to name the file.

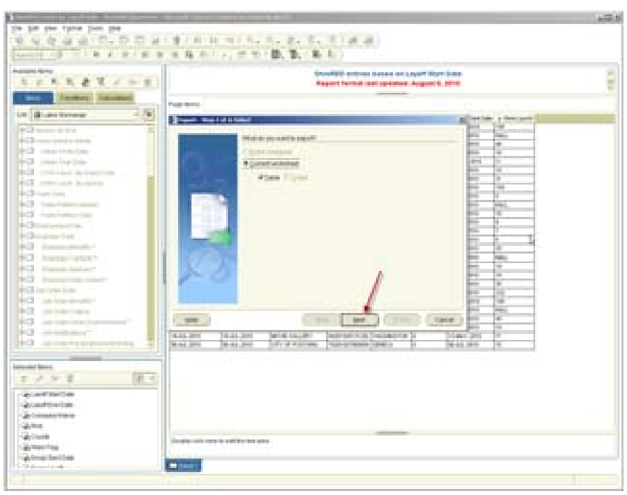

Figure 45

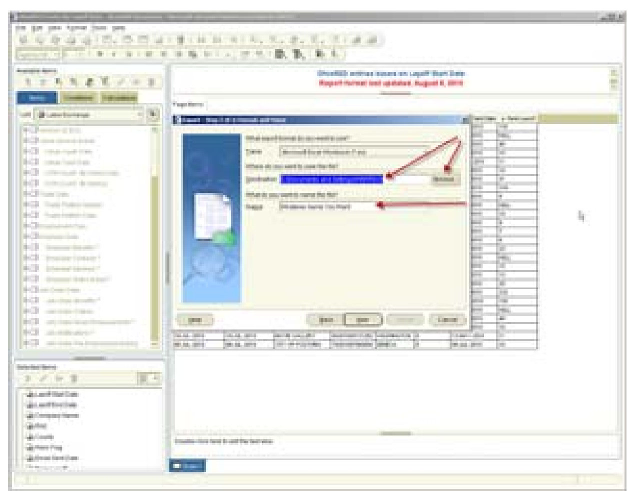

Figure 46

Make note of the location where the file is being saved, because it is easy to lose track of where these worksheets are being saved on the hard drive.

The user should verify the date range they want the report to encompass at the Step 3 screen **(Figure 47)**, and then click "Next". Finally, the user should choose the "Supervised" option and then click "Finish" for Step 4 **(Figure 48)**.

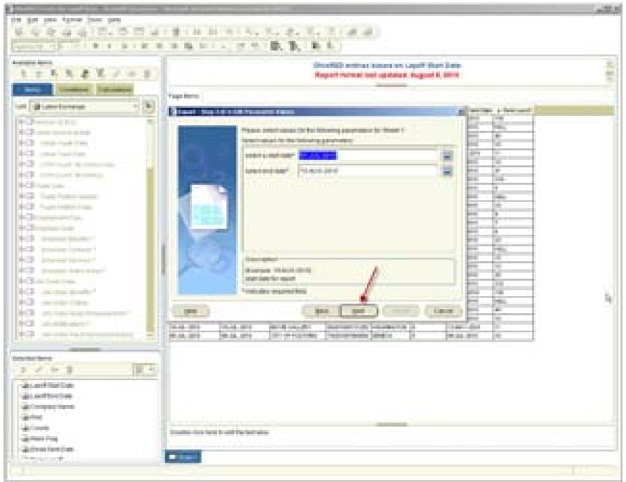

Figure 47

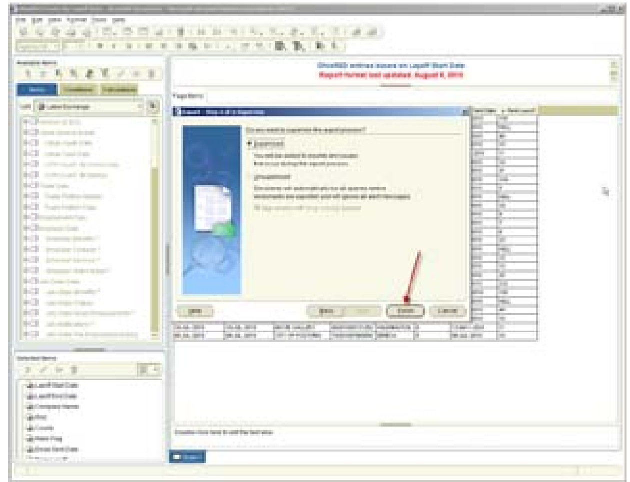

Figure 48

At this point the user should open Microsoft Excel, and locate/open the file they exported. Data can be sorted and broken down by any of the categories in the report, by using Excel's "AutoFilter" option. These filter options can be setup to show only certain counties, layoff date ranges, specific Rapid Response ID (RRID) numbers, etc. For further information about Excel's AutoFilter option, please visit Microsoft's online help section at:
http://office.microsoft.com/en-au/excel-help/filter-data-in-a-range-or-table-HP010073941.aspx.

The following screenshots are from the different reports, to show the results that the user can expect to see once they run the report.

OhioRED Entries Based on Event Creation Date

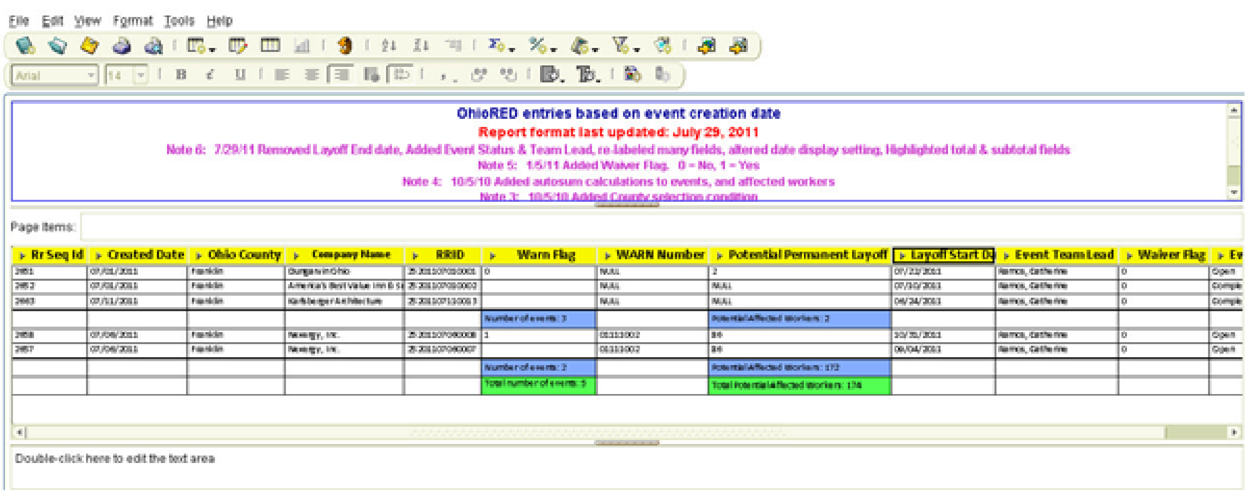

Figure 49

OhioRED Entries Based on Layoff Start Date

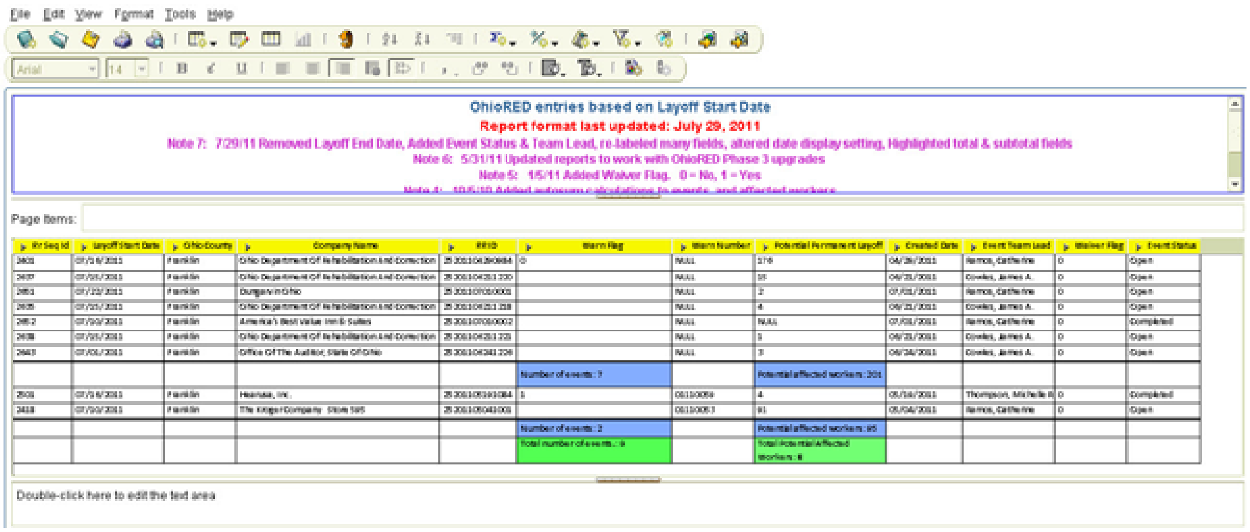

Figure 50

Mini-Reg Entries with Rapid Response ID (RRID) Number by Seeker County

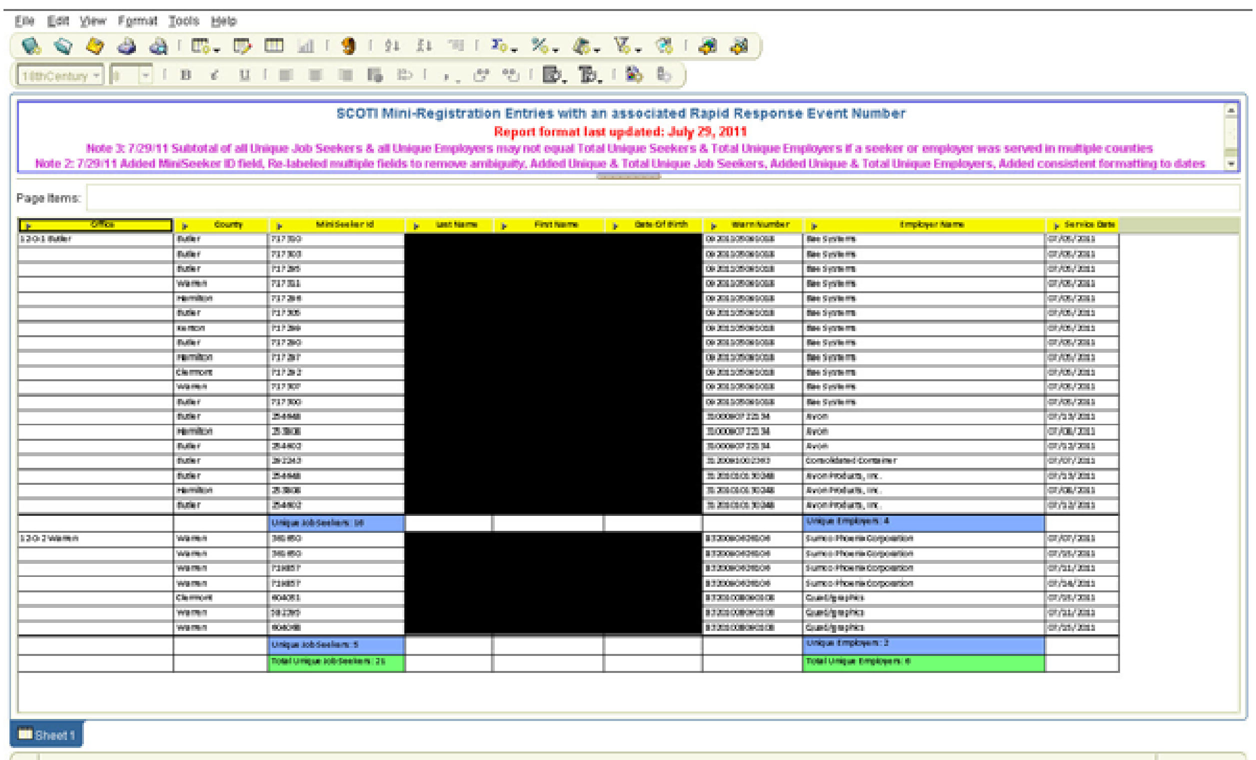

Figure 51