

Burning Glass to IWDS Dual Entry Areas

The purpose of this document is to identify areas within the Burning Glass Focus Assist tool that will be automatically uploaded into the IWDS system as a case note to eliminate the need for dual entry to document user activity. This upload will take place the next business day, prior to the start of business. It will list identifying factors regarding the services that the job seeker utilized within the tool and also transport any notes you place in the Burning Glass system into a case note too. Below are two samples showing the areas on the Burning Glass tool and what a sample generated case note would look like. If you have any questions or concerns, please contact Jeff Lareau (630) 678-8480 or Nicole Maseberg (630) 678-8477 at CompTIA for assistance. ****Since this is a pilot program, if you notice any sections being used in the Burning Glass Focus Assist system that are not being transferred into IWDS case notes but should be, please notify your CompTIA team with details about the entry locations****

Job Seeker Activity Log:

assist job seekers | reporting | manage focus suite

[return to job seeker dashboard](#)

Job seeker profile: Alan Friedlander, Focus ID: 4859522

Profile
Veteran: Jan 1, 2000 - Jan 1, 2002
Campaign veteran: yes
Rank: Seaman Apprentice
Military branch of service: United States Coast Guard
Military discharge: General

Contact Information

Resume

Activity Summary

Job Seeker Activity Log

Show **all activities** for **last 30 days** by **all users**

USER NAME	DATE	ACTIVITY/SERVICE
Kitchens, Jeanne	5/10/2015 10:51:29 PM	Updated resume
Lareau, Jeff	4/22/2015 5:51:00 PM	Updated resume
Client DO NOT ASSIGN TO STAFF, Dev	4/22/2015 3:47:15 PM	Updated resume
Client DO NOT ASSIGN TO STAFF, Dev	4/22/2015 3:47:12 PM	Updated resume
Client DO NOT ASSIGN TO STAFF, Dev	4/22/2015 12:55:26 PM	Updated resume
King, Carolyn	4/22/2015 12:10:44 PM	Assigned to Carolyn King
Client DO NOT ASSIGN TO STAFF, Dev	4/22/2015 12:09:51 PM	SSN updated
Client DO NOT ASSIGN TO STAFF, Dev	4/22/2015 12:00:00 AM	Assign activity (Counseling/Individual & Career Planning)
Kaminska, Bianka	4/22/2015 12:00:00 AM	Assign activity (Counseling/Individual & Career Planning)
Hutchins, Lindsay	4/22/2015 12:00:00 AM	Assign activity (Counseling/IEP - Individual Employment Plan)

Add activity/service **- select action -** **Go**

Notes and Reminders

Any activities conducted by the workforce staff and job seeker on their account is recorded and marked with a date and time. These activities will also be transferred into IWDS in the form of a case note documenting all activities that have taken place on the user account, eliminating the need to enter individually in both systems.



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Case Notes

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Maintain Case Note

[NeNe Dunkin](#)

Staff Name: [Student Three](#)

* Contact Date:

Program:

* Note Category:

* Confidential:

* Note Subject:

* Case Note:

Save and Return

Cancel

Printable Notes

Next >

Notes and Reminders Section:

assist job seekers

reporting

manage focus suite

[return to job seeker dashboard](#)

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Job Seeker Activity Log

Notes and Reminders

- Add a note
- Add reminder for **myself**
- Email
- Post to dashboard on

Type note or reminder here.

Add note or reminder

Show **Notes** **All**

Display **10** records per page 11 results found

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Jeanne Kitchens - May 11, 2015

Adding another note. Added second line- making sure no issue with line breaks. Should be imported May12th

Jeanne Kitchens - April 28, 2015

add a note for Alan

Jeanne Kitchens - April 28, 2015

adding a follow up note fro Alan Friedlander# Id 4891899 FocusPersonId 4859522

Details added into this section will be transferred into a case note in the IWDS system the next business day, eliminating the need to cut and paste into IWDS to track communication with the job seeker.



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Maintain Case Note

[Edward L. Company](#)

Staff Name: [Student Three](#)

* Contact Date:

Program:

* Note Category:

* Confidential:

* Note Subject:

* Case Note: