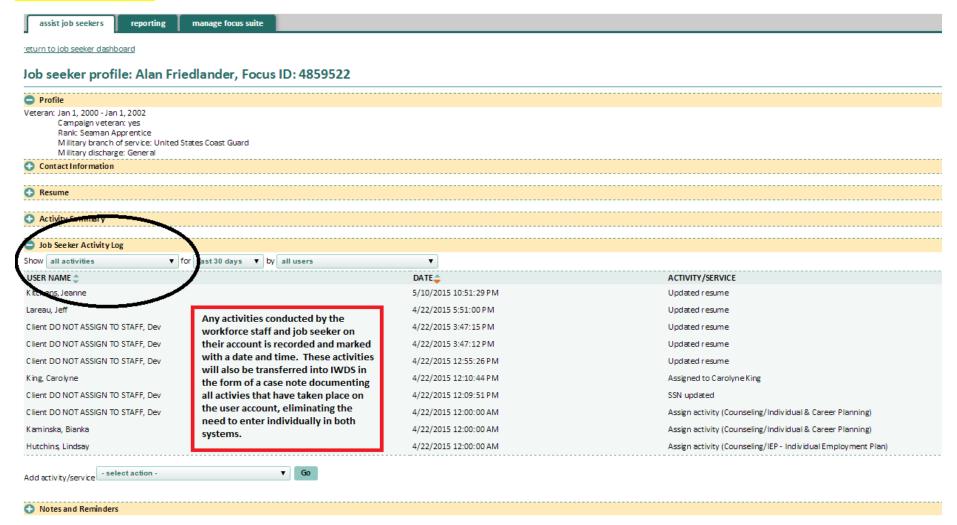
Burning Glass to IWDS Dual Entry Areas

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:



Menus

<u>Staff Menu</u> <u>Customer Menu</u> <u>Application Menu</u>

Case Notes

Add Case Notes List Case Notes

Universal Services
Add Local Service
List All Services

<u>Spell Check</u> <u>FAQs</u> I'm Done: Log Off

Maintain Case Note

Staff Name:	Student Three
*Contact Date:	04/22/2015
Program:	WIA ▼
*Note Category:	General ▼
*Confidential:	No ▼
*Note Subject:	Burning Glass - Note
*Case Note:	This information is from Burning Glass Focus Assist: Prep for interview for new job (Added by Gretchen Koch)
	Save and Return Cancel
	Printable Notes Next

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Notes and Reminders Section:

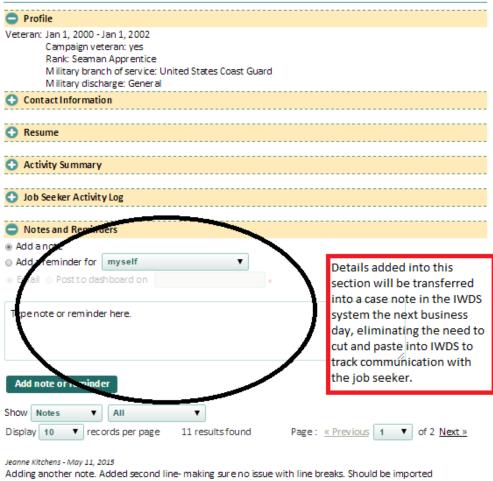
assist job seekers

reporting

manage focus suite

return to job seeker dashboard

Job seeker profile: Alan Friedlander, Focus ID: 4859522



May12th

Jeanne Kitchens - April 28, 2015 add a note for Alan

Jeanne Kitchens - April 28, 2015

adding a followup note fro Alan Friedlander# Id 4891899 FocusPersonId 4859522

Menus

Staff Menu Customer Menu Application Menu

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Add Case Notes List Case Notes

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Add Local Service
List All Services

<u>Spell Check</u> <u>FAQs</u> I'm Done: Log Off

Staff Name: Student Three *Contact Date: D5/07/2015 Program: WIA *Note Category: General *Confidential: No ▼ *Note Subject: Burning Glass - Action/Event Summary *Case Note: [This information is from Burning Glass Focus Assist.] The following services were provided to the customer: Person - FindJobsForSeeker, Person - JobSearch, Person - ViewJobDetails

Cancel

Next >

Maintain Case Note

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Printable Notes

Save and Return