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:

IWDS Illinois Workforce Development System Case Management

Maintain Case Note
NeNe Dunkin

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 >]

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

⊖ Notes and Reminders

⦿ Add a note
○ Add a reminder for [myself ▼]
○ Email ○ Post to dashboard on [_____] *

[Type note or reminder here.]

[**Add note or reminder**]

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.

Show [Notes ▼] [All ▼]
Display [10 ▼] records per page   11 results found   Page : « Previous [1 ▼] of 2 Next »

Jeanne Kitchens - May 11, 2015
Adding another note. Added second line- making sure no issue with line breaks. Should be imported May 12th

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

IWDS Illinois Workforce Development System **Case Management**

Maintain Case Note

Edward L. Company

Staff Name: Student Three

*__Contact Date:__ 05/07/2015

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 - RunManualJobSearch, Person - ViewJobDetails

Save and Return   Cancel

Printable Notes   Next >