

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue, creating a modern, dynamic feel.

SARA

WIOA Service Provider Training

What will be covered:

- ▶ What to expect from SARA?
- ▶ Where is SARA located in EmployNV?
- ▶ How and why should I update My User Profile and Signature?
- ▶ Where do I find Alerts and what are they?
- ▶ When and why do I use SARA?
- ▶ What Tools are available for SARA?

What can SARA do for me?

SARA can:

- ▶ Ensure clients receive timely communication
- ▶ Ask specific questions and get responses from the client and notify me
- ▶ Send me an Alert if the client needs assistance
- ▶ Allows for continued contact with the client regarding training classes, job referrals, and employment
- ▶ Document detailed Case Notes in EmployNV
- ▶ Schedule appointments with my clients and sends out reminders one-day prior
- ▶ Allows for bulk communication with clients in my case load to invite them to special events or Job Fairs
- ▶ Allows posting of Case Notes to multiple clients in my case load all at once
- ▶ Allows for documents to be collected from clients
- ▶ Allows for work to be done on my behalf 24/7 without being reporting to the Labor Board

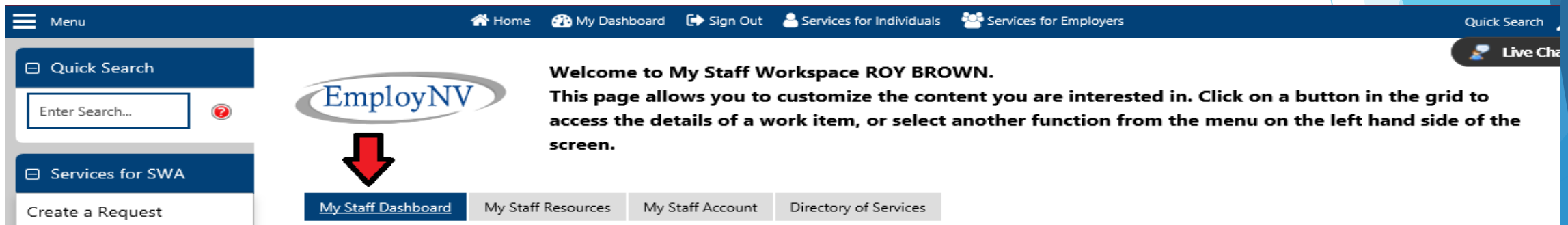
What do I have to do for SARA?

- ▶ Don't keep SARA a secret
 - ▶ Tell client's about SARA verbally
 - ▶ Share the SARA flyer
- ▶ Pay attention to SARA
 - ▶ Look at and take action on SARA Alerts daily
 - ▶ Pay attention to the client Track assignments in SARA
- ▶ Don't keep her all to yourself
 - ▶ Share client's with other staff and agencies, if requested or determined appropriate

Accessing SARA

There are 2 ways to access SARA through EmployNV

The first way is from EmployNV's Dashboard:



At the bottom of the Dashboard, select [Configure Dashboard Widgets](#)




Checkmark the box next to SARA and click Save

(Note: this doesn't have to be done each time you log in)

Dashboard Widgets Available

[Check All](#) | [Uncheck All](#)

<input checked="" type="checkbox"/> Active Case Load	<input checked="" type="checkbox"/> Need help or more information
<input checked="" type="checkbox"/> Labor Market Services	<input checked="" type="checkbox"/> Report Indicators
<input type="checkbox"/> Latest News and Announcements <small>(May not appear if news or announcements have not been posted recently.)</small>	<input checked="" type="checkbox"/> SARA
<input checked="" type="checkbox"/> My Calendar	<input checked="" type="checkbox"/> Saved Lists
<input checked="" type="checkbox"/> My Correspondence	<input checked="" type="checkbox"/> Scheduled My Reports
<input checked="" type="checkbox"/> My Messages	<input checked="" type="checkbox"/> Staff Productivity Reports



The Dashboard Widget will display on the Staff Dashboard



When using the SARA Widget from the Dashboard to access SARA:

► Alerts - Displays for the ENTIRE CASE LOAD



The screenshot shows the DETR SARA Dashboard. The top navigation bar includes the DETR logo, a user profile for 'Logout Marshall, K...', and a settings icon. The main navigation menu has icons for Dashboard, Alerts (highlighted with a red background and a red arrow), Messages, Appointments, Reports, Bulk Actions, and a gear icon for settings. The 'Alerts' section is titled 'Alerts' and includes a 'Global Client Search' input field. Below this is a filter section with 'Show: Alert Level' set to 'All', 'Clients' set to 'All', and 'Unviewed Grouped by Client'. A 'Search' input field and a 'Run Search' button are also present. The main table displays two alerts:

Client Name	Latest Alert	Alerts
Baker, Christina Primary Workforce Services Representative: Young, Zynda	12/17/2018 2:00:11 PM	1
Pole, Tad Primary Workforce Services Representative: Young, Zynda	12/17/2018 10:35:01 AM	2

At the bottom, a legend defines the alert icons: Urgent (red exclamation mark), Potential Problem (yellow question mark), Completion/Progress Report (green checkmark), Shared Client (blue person icon), Email/Text Message (black envelope icon), and Document/Image (purple document icon).

When using the SARA Widget from the Dashboard to access SARA:

► Calendar - Displays My Calendar

The screenshot displays the SARA widget interface. At the top, there is a navigation bar with icons for Dashboard, Alerts (3), Messages, Appointments, Reports, and Bulk Actions. A 'Logout Marshall, K...' button is located in the top right corner. Below the navigation bar, the main content area is titled 'Appointments > My Calendar'. A 'Global Client Search' bar is positioned on the right. On the left, there is a 'Change View' dropdown menu. The calendar itself is for January 2019, showing a grid of days from Sunday to Saturday. The 22nd of January is highlighted in yellow. The calendar also includes a 'Showing Full Month' dropdown and navigation arrows for 'Today'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

When using the SARA Widget from the Dashboard to access SARA:

► Reports - Displays for General, Client, and Help

DETR

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Dashboard Alerts Messages Appointments Reports Bulk Actions

Logout Marshall, K... Viewing As Anderson, Kelsey

Reports

General Clients Help

DASHBOARD Report

Scheduled Assignments - Next 5 days
Click on assignment to see details. "Attempts" indicates how many times SARA has tried sending the assignment so far.

Excel PDF Print Show 10 entries Search:

Client	Client ID	Track	Assignment	Language	Type	Attempts	Date	Method
CURRY, JOY	892278	Training	SARA Introduction	English	One-Time	0	01/23/19	Email and SMS
CURRY, JOY	892278	Training	Monthly Training Follow-Up	English	Progress	0	01/23/19	Email and SMS
CURRY, JOY	892278	Training	Training Start Date	English	One-Time	0	01/23/19	Email and SMS

Accessing SARA

Secondly, through an Individual's General Information Page:

The screenshot displays the SARA system interface. On the left is a navigation menu with sections: 'Services for SWA' (containing 'Create a Request' and 'Search for Request'), 'Currently Managing' (containing a redacted box and '(SBE)'), 'Service Tracking: ON', 'Release Individual', 'Assist a new Individual', 'My Staff Workspace' (containing 'My Staff Dashboard', 'My Staff Resources', 'My Staff Account', and 'Directory of Services'), and 'Services for Workforce Staff' (containing 'Manage Individuals', 'Manage Employers', and 'Manage Résumés'). The main content area has a breadcrumb trail: '[Assist an individual | Staff Services | Individual Portfolio]'. Below this is a list of profile categories: 'My Individual Profiles' (expanded to show 'Personal Profile', 'General Information', 'Background', 'Activities', and 'Memo'), 'My Individual Plans', and 'Staff Profiles'. A red arrow points to 'General Information' in the list. Below the list is a tabbed interface with tabs for 'General Information', 'Background', 'Activities', and 'Memo'. A red arrow points to the 'General Information' tab. The 'General Information' tab is active, showing 'Staff Information' with the following fields: 'Registration Date: 02/04/2008', 'Registration Source: Legacy WIA and WP System', '* Assigned LWIA: Nevadaworks (dropdown menu)', 'Individual Audit History: View individual history', and 'SARA Client Overview: Access SARA'. A red arrow points to 'Access SARA'. At the bottom of the page are links for '[Merge Individuals | Potential Duplicate Accounts]'. A legend indicates that an asterisk (*) denotes required fields, and a question mark icon provides help.

[Assist an individual | Staff Services | Individual Portfolio]

My Individual Profiles
Personal Profile
General Information
Background
Activities
Memo
Search History Profile
Self Assessment Profile
Communications Profile

My Individual Plans
Staff Profiles

General Information Background Activities Memo


* Indicates required fields. For help click the question mark icon.

Staff Information

Registration Date: 02/04/2008
Registration Source: Legacy WIA and WP System
* Assigned LWIA: Nevadaworks
Individual Audit History: View individual history
SARA Client Overview: Access SARA

[Merge Individuals | Potential Duplicate Accounts]

► Displays the **Individual's SARA Client Overview Page**




[?](#) [🔒](#) [Logout Marshall, K...](#) [⚙️](#)

[Dashboard](#) [Alerts ³](#) [Messages](#) [Appointments](#) [Reports](#) [Bulk Actions](#) [⚙️](#)

Viewing As
Marshall, Krista

Client Overview - BECKY BARRAGAN

Global Client Search



BECKY BARRAGAN (Shared Client)
bbarragan@testemail.com
775-700-0000
Client ID: 43592
[Change Picture](#)

Primary Workforce Services Representative: Zynda Young [🔗](#)
Office: No Office
Current Track: Job Search
Track Start Date: 10/12/2018 [Change Track](#)
State ID: 892272

[Refresh Client Record](#) [Load Client Record as Primary Workforce Services Representative](#)

Profile	Alerts	Communications	Appointments	Assignments (3)	Case Notes	Reassign / Share
<div><div>Name: BECKY BARRAGAN Language: English Primary Email: bbarragan@testemail.com Primary Cell: 775-700-0000</div><div>Edit Profile Information</div></div> <div><div>Additional Email Addresses Add</div><div>Additional Phone Numbers Add</div></div> <div><div>State ID: 892272 Program: 512 LWIA: 05 Office: 39 AppID: 619350 Orientation Date:</div><div>Edit Additional Information</div></div>						

[Delete Client](#)

Updating the User Profile

The screenshot displays the SARA system interface. At the top, a navigation bar includes icons for Dashboard, Alerts, Messages, Appointments, Reports, Bulk Actions, and Profile. The Profile icon is highlighted, and a dropdown menu is visible, showing options: Profile, User Account Management, and Manage Deleted Clients. A red arrow points from the 'Profile' menu item to the 'Edit User Information' button at the bottom of the user profile page.

The main content area shows the user profile for Cody Dixon (cody7035). The profile is divided into several sections:

- User Information:** User Login: cody7035, Level of Access: Super Admin, Name: Cody Dixon, Gender: Male, Title: TCI Admin, Email: cody.dixon@thecareerindex.com, Office Phone: 208-819-4956, Address: 1078 W. Peninsula Drive, Coeur d Alene, ID 83814, External ID: 0. An **Edit User Information** button is located at the bottom of this section.
- Account Information:** Account Status: Active, Date Created: 09/27/2018 10:31 AM, Date Last Accessed: 10/15/2018 1:08 PM, Failed Logins: 0, Last Password Change: 09/28/2018 10:26 AM. A **Change Password** button is located next to the last password change date.
- Two Factor Authentication:** 12FA is not Enabled. An **Update Two Factor Authentication Settings** button is located below this section.
- User Office:** An **Add Association** button is located next to this section.

A red arrow points from the 'Edit User Information' button to the 'Update Two Factor Authentication Settings' button.

Click on **Edit User Information**, make changes, and **Save**

Edit User Information

User Login

krista.marshall

Level of Access

Super Admin

First Name

Krista

Last Name

Marshall

Gender

Female

Title

Primary Email

klmarshall@detr.nv.gov

Office Phone

775-555-1212

ext

Fax Number

Street Address

2800 E St. Louis Avenue

City, State, Zip

Las Vegas

NV

89104

External ID

4732

Cancel

Save

Click on **User Settings / Customization / Signature** tab

Krista Marshall?

User Information

User Settings / Customization / Signature

Proxy and Sharing

Login Log

User Settings

Associate with client: Yes

Can be proxied: Yes

Receive email notification on incoming text messages: Yes

Receive email notification on appointments set: Yes

Edit User Settings

Dashboard Customization

Number of Clients per-page: 100

Display Client Current Track: Yes

Display Client Current Track Date: Yes

Display New Alert Counts: Yes

Display Upcoming/Overdue Appointment Counts: Yes

Display Client Communication Status: Yes

Display State ID: Yes

Edit Dashboard Display Settings

User Signature (appears on emails)

Krista Marshall

2800 E St. Louis Avenue

Las Vegas, NV, 89104,

Office Phone: (775) 555-1212

Edit User Signature

Edit User Signature and Save

User Signature (appears on emails)
Krista Marshall

2800 E St. Louis Avenue
Las Vegas, NV, 89104,
Office Phone: (775) 555-1212

Edit User Signature

Edit User Signature

Krista Marshall, Job Developer

WIOA Service Provider Name

2800 E St. Louis Avenue

Las Vegas, NV, 89104

Office Phone: (775) 555-1212 / Cell Phone: (775) 555-1213 / klmarshall@detr.nv.gov

Reset to Default

Cancel

Save

Where Do I Find Alerts and What Are They?

Select Global Alerts from the top menu

The screenshot shows a software dashboard with a top navigation bar. The 'Alerts' menu item is highlighted with a red circle and a '135' badge. Below the navigation bar, the 'Dashboard' section includes a 'Global Client Search' bar, a 'Show Today's Appointments?' checkbox, and a table of client data. The 'New Alerts (135)' tab is also highlighted with a red circle. The table lists clients with their names, tracks, dates, and alert counts. A sidebar on the right shows 'Today's Appointments' for Monday.

Dashboard

Global Client Search

☒ Show Today's Appointments?

Showing all clients in all active tracks

Client List (48)	New Alerts (135)	Upcoming Appointments	Client Search			
Search <input type="text"/>	Show: Clients All	Track All Active Tracks	<input type="checkbox"/> Include Closed Tracks			
Done	Client Name	Track	Track Date	Alerts	Appts.	Communication Status
	ALLEN, AESHA	New Client	03/06/2019	1		Scheduled (03/05)
	ANDERSON, BRENT	Employment Follow-up	12/12/2018	4 3 1		Scheduled (12/26)
	Anderson, Melinda	WIOA New Client	09/18/2017	2 1		Scheduled (09/17)
	Andrews, Taneshia	Employment Follow-up	12/12/2018	2 3 2		Scheduled (03/26)
	AVILES, ESMERALDA	Job Search	10/12/2018	1		Scheduled (10/23)

Today's Appointments

Monday

all-day	
6am	
6:30am	
7am	
7:30am	
8am	
8:30am	
9am	

Select Alerts Tab While In the Client Overview

The screenshot shows the DETR Client Overview page for BECKY BARRAGAN. The Alerts tab is selected and circled in red. A red arrow points to the Alerts tab, and another red arrow points to the 'Reassign / Share' button.

Client Overview - BECKY BARRAGAN











BECKY BARRAGAN (Shared Client)
bbarragan@testemail.com
775-700-0000
Client ID: 43592
Change Picture

Primary Workforce Services Representative: Zynda Young
Office: No Office
Current Track: Job Search
Track Start Date: 10/12/2018
State ID: 892272
Change Track

Refresh Client Record Load Client Record as Primary Workforce Services Representative

Profile	Alerts	Communications	Appointments	Assignments (3)	Case Notes	Reassign / Share
Level	Date	Viewed				
	10/05/2018 4:43:56 PM	10/08/2018	10/05/2018 4:33 PM - Outgoing - I don't want to come in on Saturday.			
	10/02/2018 5:19:50 PM	10/04/2018	10/02/2018 4:37 PM - Outgoing - Would 9/22 at 9:00am or 3:00pm work for you? I have either one of t...			
	09/20/2018 3:28:41 PM	10/02/2018	09/20/2018 3:28 PM - Incoming - Can't come, too busy			
	09/20/2018 3:21:02 PM	10/04/2018	09/20/2018 3:17 PM - Outgoing - Test text			
	09/20/2018 3:16:19 PM	10/02/2018	Client response initiated track changed from Job Search to Employment Follow-up.			
	09/20/2018 3:16:19 PM	10/02/2018	Assignment answered/completed by Dixon, Cody			
	09/20/2018 3:15:12 PM	10/02/2018	Job Search Follow-Up			
	09/20/2018 3:13:27 PM	10/02/2018	Client Report: SARA Introduction			

What Are Alerts?

Legend:  Shared Client  Cross-Agency Shared Client  Unable to Communicate  Has Not Accepted SARA
 Urgent  Potential Problem  Completion/Progress Report  Shared Client  Email/Text Message  Document/Image

 Shared Client

Client is being shared between staff (WIOA, WP, CEP, JVSG, etc.)

 Cross-Agency Shared Client  Shared Client

Not currently being used. This will be in a future enhancement when the client is being shared between staff (WIOA, WP, CEP, JVSG, etc. **AND** BVR)

 Unable to Communicate

Client contact info is bad or the client has asked not to receive automated communication



Client has not accepted SARA

 Email/Text Message

Client or staff has communicated using SARA manually via text or email

 Document/Image

Client has sent a document or image to SARA
(**Note:** these items must be approved by staff before they are sent to EmployNV)

What Are Alerts?

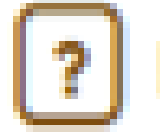


▶ **Red Alerts** - Urgent - Needs Immediate Attention

Examples:

- ▶ All Contact Methods are bad
- ▶ Individual asked a question or asked to be contacted
- ▶ Responded that they would be coming to or not coming to an appointment

What Are Alerts?

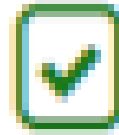


▶ **Yellow** - Potential Problem - SARA Needs Direction

Examples:

- ▶ Individual responded with free flow text, but did not ask to be contacted
- ▶ Track ended

What Are Alerts?



- ▶ **Green** - Normal Progress/Completion Report -
No Direction Needed

Example:

- ▶ Assignment ran and response given

When and Why Do I Use SARA?

- ▶ **Automated** - Follow any Program or Board guidance regarding automated tracks
 - ▶ A short phone number (34459) is used
 - ▶ This is the number SARA is referring to when asking for acceptance during the Introduction assignment
 - ▶ If the Individual declines, the short number cannot be used for automatic track communication
 - ▶ All communications are sent to EmployNV as a Case Note
- ▶ **Manual** - Staff Can Use SARA to manually communicate with an Individual
 - ▶ A long phone number (775-430-4493) is used
 - ▶ No Introduction assignment is needed
 - ▶ Staff can use the long number to schedule appointments and an appointment reminder will be sent
 - ▶ Staff can send out specific text messages or notify the Individual through bulk actions regarding upcoming events
 - ▶ All communications are sent to EmployNV as a Case Note

Automated Tracks

- ▶ WIOA Participation creates the SARA Introduction Track, “WIOA New Client”



▶ Tracks Must Be Assigned For Each Individual So SARA Knows What To Do

- ▶ Follow any Program or Board Guidance Regarding Which Track And When
- ▶ Manual Assignments/Tasks Can Be Added At Any Time

The screenshot displays the DETR SARA system interface. At the top, a navigation bar includes links for Dashboard, Alerts (with a red notification badge showing '3'), Messages, Appointments, Reports, Bulk Actions, Administration, and SARA Chat. The user is logged in as 'Marshall, K...' and is viewing the client overview for 'BECKY BARRAGAN'.

The client overview section shows a profile picture of Becky Barragan, her email (bbarragan@testemail.com), phone number (775-700-0000), and Client ID (43592). It also lists her Primary Workforce Services Representative (Zynda), Office (No Office), Current Track (Job Search), Track Start Date (10/12/2018), and State ID (892272). A red arrow points to the 'Change Track' button.

Below the client information, there are tabs for File, Alerts, Communications, Appointments, Assignments (3), Case Notes, and Reassign / Share. The 'Assignments (3)' tab is selected. A red arrow points to the 'Add Assignment' button in the top right corner of the assignments table.

The assignments table shows the following data:

Assignment Title	Responsible	Status	Last Progress Sent	Progress Frequency	Last Response	
JVSG Job Search	Client	Scheduled (10/19)		7 Days		🔔
Job Search Follow-Up	Client	Scheduled (10/26)		2 Weeks		🔔
90 Day Notification	Workforce Services Representative	Scheduled (12/26)				🔔
SARA Introduction	Client	Completed	09/20/2018		09/20/2018	🔔
Job Search Follow-Up	Client	Completed	09/20/2018	2 Weeks	09/20/2018	🔔

Legend: 🔔 Response Due

Important Notes

- ▶ When a client is participating in a WIOA track, your program takes precedence due to reporting requirements and should not be changed
 - ▶ The Veterans, REANV / RESEA, Generic (CEP) programs must leave the track set by WIOA in place, but other program staff may use SARA to communicate manually with clients or set manual tasks to run in conjunction with your track
 - ▶ Notify the Board if you notice a change to your track
- ▶ SARA only allows for one track to run at a time
- ▶ The Case Manager in EmployNV will be the Case Manager assigned in SARA. The Case Manager in SARA must share the Individual with other Agency or Office Staff in order for any action to be taken on the Individual's record
- ▶ The Case Manager can send text/email notifications, set manual tasks/assignments, and set manual appointments but cannot adjust the track

Automated Tracks

Tracks are a key event in a client's progress and should match a participant's status (i.e. training, job search, follow-up).

Additional Tracks Include:

- ▶ Training
- ▶ Job Search
- ▶ Employment Follow-up
- ▶ Temporary On Hold
- ▶ Post Employment
- ▶ Closed, No Follow-up

Automated and/or Manual Tasks

Each track has different assignments or tasks associated with it.

Some Tasks Include:

- ▶ Training Start Date Task is available in the Training Track - **Auto-assigned**
- ▶ Monthly Interrupted Service Follow-up Task is available in the Temporary On Hold Track - **Auto-assigned**
- ▶ Job Search Follow-up Task is available in the Job Search Track - **Auto-assigned**
- ▶ Monthly Training Follow-up is available in the Training Track - **Auto-assigned**
- ▶ Proof Follow up is available in all Tracks - **Manual assignment**
- ▶ Employment Follow-up (30 day) is available in the Employment Follow-up and Post Employment Tracks - **Auto-assigned**
- ▶ 90 Day Notification (for staff) is available in the Job Search and Youth Job Search Tracks - **Auto-assigned**
- ▶ OJT - First Week is available in the On the Job Training Track - **Auto-assigned**

Tools

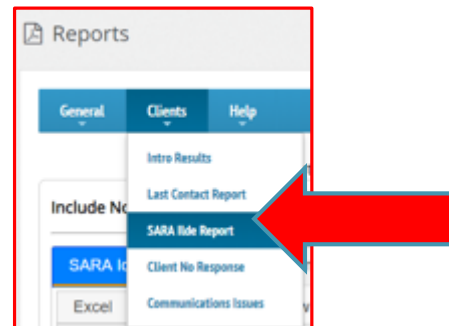
- ▶ Reports > General > SARA Task Definitions
 - ▶ Gives details on what instructions have been provided to SARA on how to follow-up with clients and staff

The screenshot displays a web application interface for 'SARA - Reports'. The browser's address bar shows the URL 'https://staff.sara.digital/#/home/reports'. The application's top navigation bar includes a 'Reports' tab, which is currently active. Below this, a sub-menu is open, showing 'General', 'Clients', and 'Help' as main categories. Under 'General', the 'SARA Task Definitions' option is highlighted with a red arrow. The main content area of the page is titled 'NV Employment Security Division - ResCare-Laughlin' and contains a section for 'SARA TASKS'. A task titled 'Task: 14 Day Employment Follow-Up' is visible, with a description: 'This assignment is sent to the client after 14 days on the job to ensure everything is going as expected'. The task is also noted as being available in the following tracks: 'Employment Follow-up - Assignment Method: - Auto-Assigned'. The interface includes a 'Print' button and a 'Logout' link for the user 'Marshall, K...'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 4:43 on 3/11.

Tools

▶ Reports > Clients > Idle Report

- ▶ Gives details on which active clients have no scheduled assignment, those clients who are on hold, or those clients where contact information is missing



SARA Idle/Missing Data Report

This report shows active clients with no scheduled assignments for SARA to execute.

Include Non-Active Clients? ☐ **Submit**

SARA Idle On Hold Missing Data

Tools

- ▶ Calendar
 - ▶ Schedule Individuals for appointments
 - ▶ See at a glance your daily schedule
 - ▶ SARA sends out a reminder to the Individual 1-day prior to the appointment

The screenshot displays the DETR (Department of Emergency Transportation Resources) Appointments > My Calendar interface. The top navigation bar includes links to Dashboard, Alerts (262), Messages, Appointments, Reports, Bulk Actions, and Administration. The user is logged in as Marshall, K... and is viewing the calendar as Anderson, Kelsey. The calendar is for October 2018, showing a grid of days from Sunday to Saturday. Appointments are listed as colored bars within the calendar cells. The appointments are:

- 10:30a ACOSTA, MELISSA (Overdue) on Sunday, October 4th.
- 1:45p OGDEN-SANDERS, TANN on Monday, October 8th.
- 9:45a CRISAN, BRONSON (Overdue) on Wednesday, October 10th.
- 4:30p AGUILAR, JOHN (Complete) on Wednesday, October 10th.
- 3:45p ABERNATHY, JENNIFER (Overdue) on Wednesday, October 17th.
- 11:30a ARREGUIN, VICTOR (Overdue) on Friday, October 19th.
- 3:30p ALLEN, JAMES (Overdue) on Wednesday, October 24th.
- 3:30p Avila, Eileen (Overdue) on Thursday, October 25th.

Tools

► Bulk actions

► Used to contact multiple Clients regarding:

- Job Fairs
- Employer hiring events
- General Follow-up

Note: The message will appear personalized and will not appear as it was sent as a group action

► Can also be used to:

- Add assignments
- Add Case Notes in EmployNV
- Share the selected client(s) with another staff member in the office

Reports Bulk Actions Administration Viewing As Anderson, Kelsey

Track Date Assigned To Communication

Track	Track Date	Assigned To	Communication
RESEA/REANV	08/15/2018	Anderson, Kelsey	Scheduled (07/15)
RESEA/REANV	06/13/2018	Anderson, Kelsey	Scheduled (05/15)
Employment Follow-up	12/19/2018	Anderson, Kelsey	Scheduled (01/15)
RESEA/REANV	11/29/2017	Anderson, Kelsey	Scheduled (11/15)
JVSJ New Client	11/08/2017	Anderson, Kelsey	Response Due (10/03)
RESEA/REANV	04/04/2018	Anderson, Kelsey	Missing Information
RESEA/REANV	11/15/2017	Anderson, Kelsey	Nothing Scheduled
RESEA/REANV	10/09/2018	Anderson, Kelsey	Nothing Scheduled
RESEA/REANV	09/01/2018	Anderson, Kelsey	Scheduled (07/15)
RESEA/REANV	07/18/2018	Anderson, Kelsey	Scheduled (07/03)
RESEA/REANV	03/14/2018	Anderson, Kelsey	Scheduled (01/27)
RESEA/REANV	03/07/2018	Anderson, Kelsey	Nothing Scheduled

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Contact Tech Support

Tools

- ▶ Questions
 - ▶ Supervisors/Managers
 - ▶ Local Board
 - ▶ Contact Tech Support button (located in SARA on the bottom right hand corner of each page)