

# Scheduling a Customer for a Workshop

1. From the Job Seekers Record click **Utility** menu.
2. Choose **Workshops** from the menu.

The screenshot shows the Oracle 11g - Seeker application window. The 'Utility' menu is open, and the 'Workshops' option is highlighted. The background form displays the following information:

**Name and Address Information:** IAM A EXAMP, Street Address: JURI STREET, MC 65101, Email: iamannexample@training.com

**Phone Numbers:** Home: (573)555-1234

**Personal Information:** Date of Birth: 09/01/1994, Age: 1, Gender: F

**Veteran Information:** Vet Status: N - None, Recently Separated:

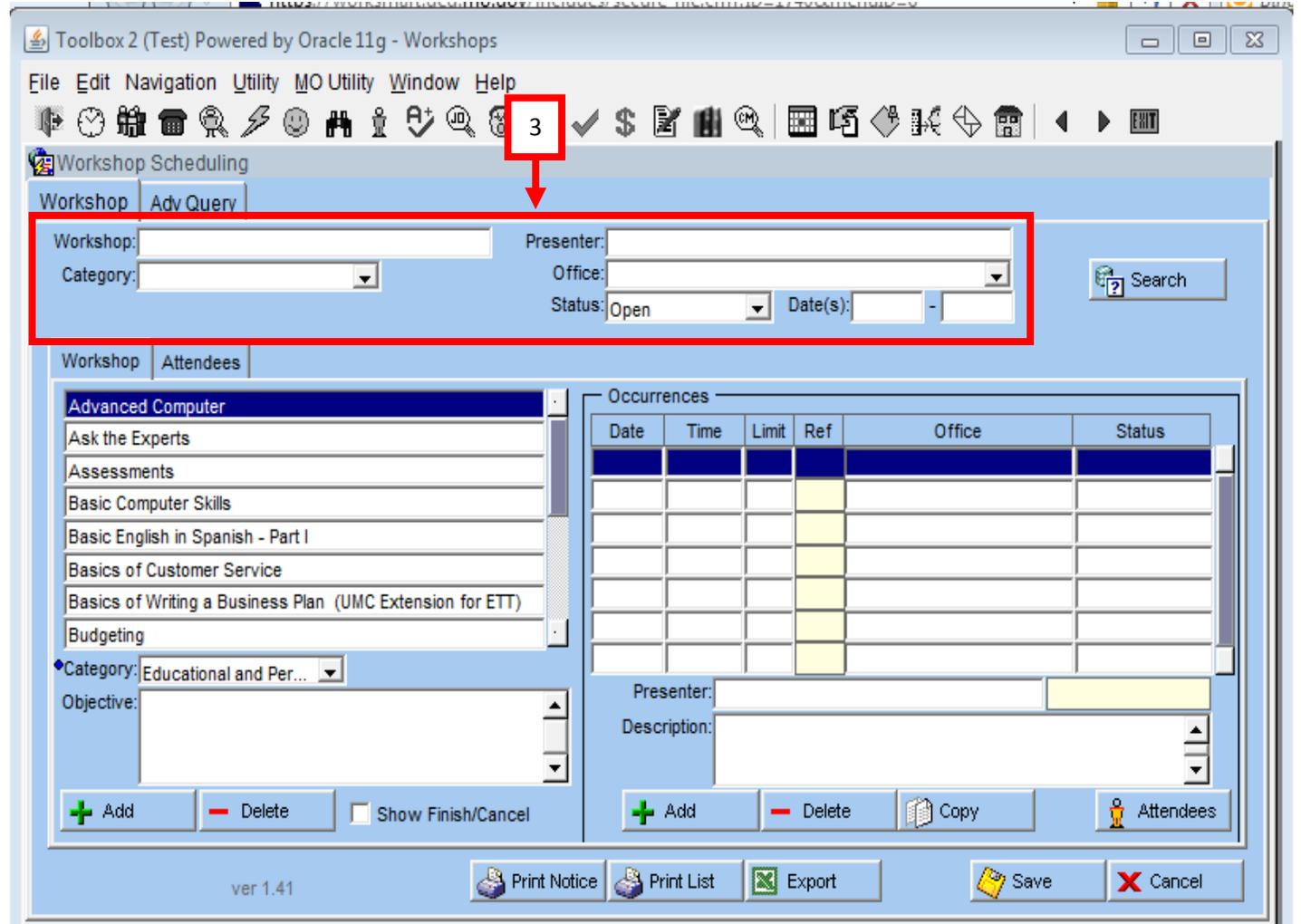
**Services Provided Table:**

Date	Type of Service	Employment Counselor
10/16/13	Job Development	EDWARD GREENSLIT
04/04/11	Job Search Activity	KURTIS 'RIDGE' KENNON
04/04/11	Initial Assessment	KURTIS 'RIDGE' KENNON
04/04/11	Initial Assessment	KURTIS 'RIDGE' KENNON

3. Locate the Workshop you wish to enroll the customer in. You can do this by searching using one or more of the following:

- a. **Workshop Name**
- b. **Presenter**
- c. **Category**
- d. **Office**
- e. **Status**-Always will be open.
- f. **Date(s)**

4. Click **Search** button



5. Once the **Search** button is click Toolbox will run a query on your search criteria and return the results.
6. Click on the **Occurrence** you wish to enroll the customer into.
7. Click **Attendees** button

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Date	Time	Limit	Ref	Office	Status
04/24/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
05/01/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
05/08/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
05/15/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
05/22/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
05/29/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
06/05/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open

8. Click **Add** button

Workshop Scheduling

Workshop: Resume Preparation  
Category: [Dropdown]  
Presenter: [Dropdown]  
Office: JEFFERSON CITY CAREER CENTER  
Status: Open  
Date(s): 04/24/14 - [Dropdown]

Search

Workshop Attendees

Workshop: Resume Preparation Location: Date: 04/24/14 02:00PM

R	CLIENT ID	Name	Referred by	Comment	SM

Mass Update Add Delete

Print Notice Print List Export Save Cancel

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9. After **Add** is pressed system populates the below fields:

- a. **Client ID**
- b. **Name**
- c. **Referred By**

10. Click **Save** button

Workshop: Resume Preparation      Presenter:      Office: JEFFERSON CITY CAREER CENTER      Date(s): 04/24/14 -

Status: Open      Search

Workshop: Resume Preparation      Location:      Date: 04/24/14 02:00PM

R	CLIENT ID	Name	Referred by	Comment	SM
	3123140196	EXAMPLE, IAM A	EDWARD GREENSLIT		

Buttons: Mass Update, Add, Delete, Save, Cancel

Print Notice, Print List, Export

Record: 1/1      ... List of Valu...      <OSC>

11. After **Save** system will return you to the **Workshop Scheduling** Module

12. **Ref** field has increased by 1

**This completes scheduling a customer for a workshop.**

Toolbox 2 (Test) Powered by Oracle 11g - Workshops

File Edit Navigation Utility MO Utility Window Help

Workshop Scheduling ← 11

Workshop Adv Query

Workshop: Resume Preparation Presenter: Office: JEFFERSON CITY CAREER CENTER Status: Open 4/24/14 - Search

Workshop Attendees

Occurrences					
Date	Time	Limit	Ref	Office	Status
04/24/14	2:00 PM	5	1	JEFFERSON CITY CAREER CE	Open
05/01/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
05/08/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
05/15/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
05/22/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
05/29/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open
06/05/14	2:00 PM	5		JEFFERSON CITY CAREER CE	Open

Category: Job Search Activities Objective: Wonder what employers are looking for when they read a resume and cover letter? Find out in this workshop! Identify and optimize all the basic

Presenter: MENDY SCHMID (573)526-8115 Description: This workshop shows you what employers are looking for in a Resume and cover letter. You will get the tools to write an effective Cover letter and resume that will be noticed

+ Add - Delete Show Finish/Cancel + Add - Delete Copy Attendees

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