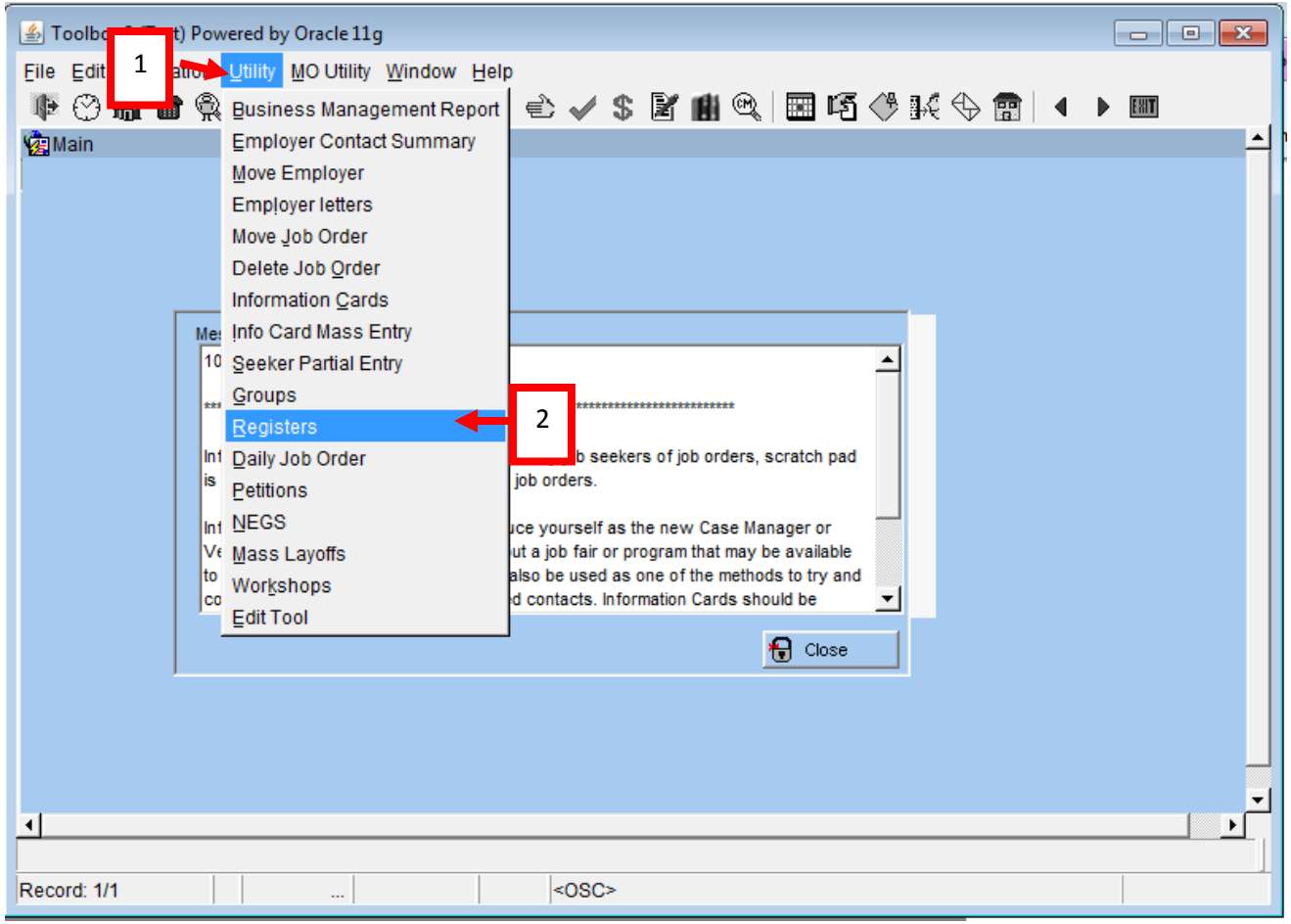
Working with Registers

This desk aid will cover the usage of the Registers Module within Toolbox. Toolbox “Registers” offer an expedient method of tying specific employers with jobseekers interested in that specific employer. They might also be used to tag jobseekers with a particular interest or skill so that a listing for notification could be quickly accessed. Registers may also be used to identify job seekers impacted by a natural disaster. Register tags may be applied to Job Orders, Employers, and Jobseekers. They may be used to create lists or identify groups independently. Searches are available to pull lists for any of the three.

Find an existing Register

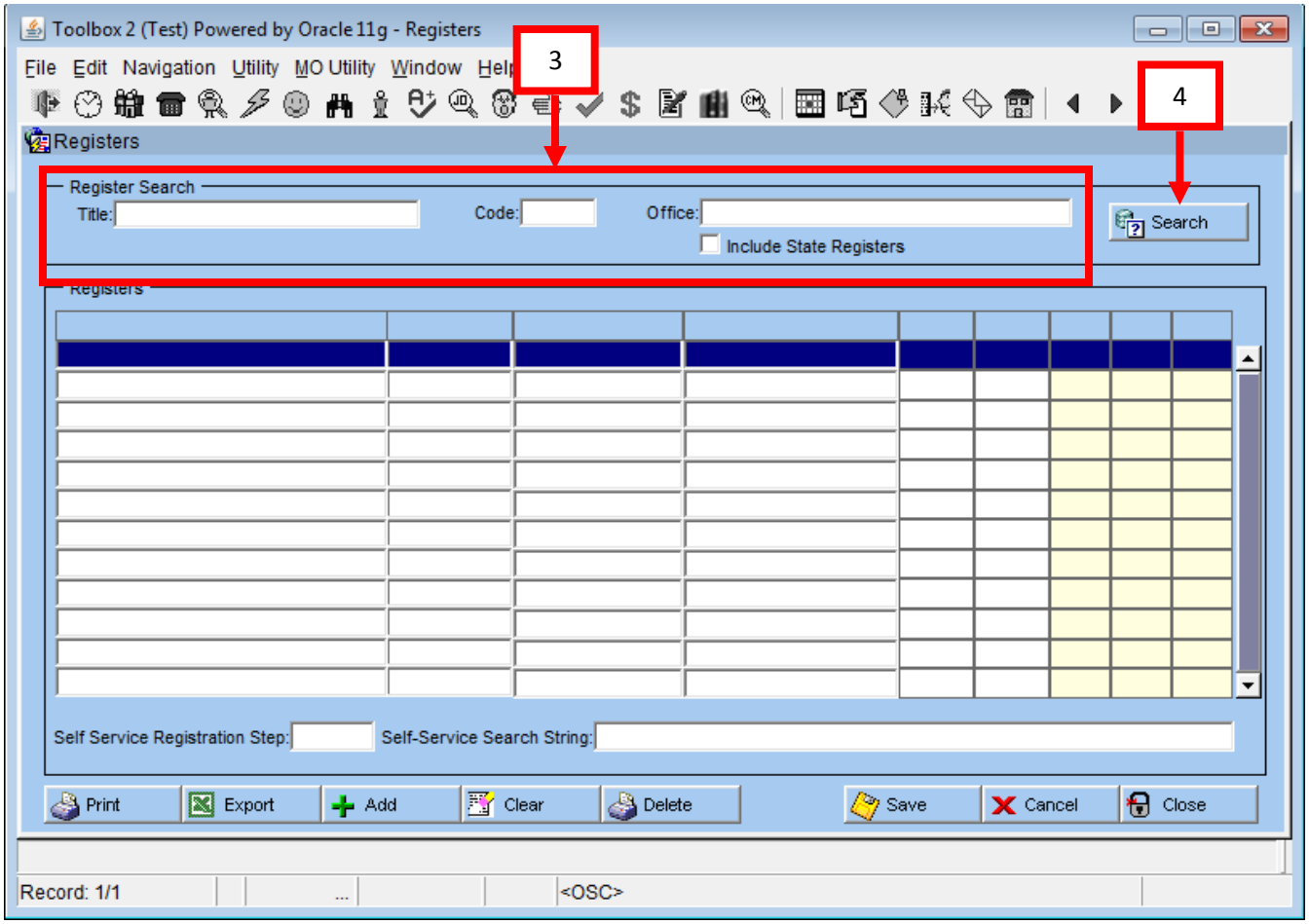
1. Click **Utility**
2. Choose **Registers**



3. Enter your **Search** criteria

4. Click the **Search** button

NOTE: To search all Registers leave search options blank and click the Search button



5. **Register**-This field displays the title of the register.

6. **Code**-This is the code for the register, This means nothing in Toolbox it is a left over from Utah.

7. **Type**-This is the Type of Register it is. There are five types.

   a. **School**-Used to when tying job seekers to a specific school.

   b. **Rapid Response**-Used when tying specific job seekers to a Rapid Response event.

   c. **Programs**-Used when tying job seekers to a specific program

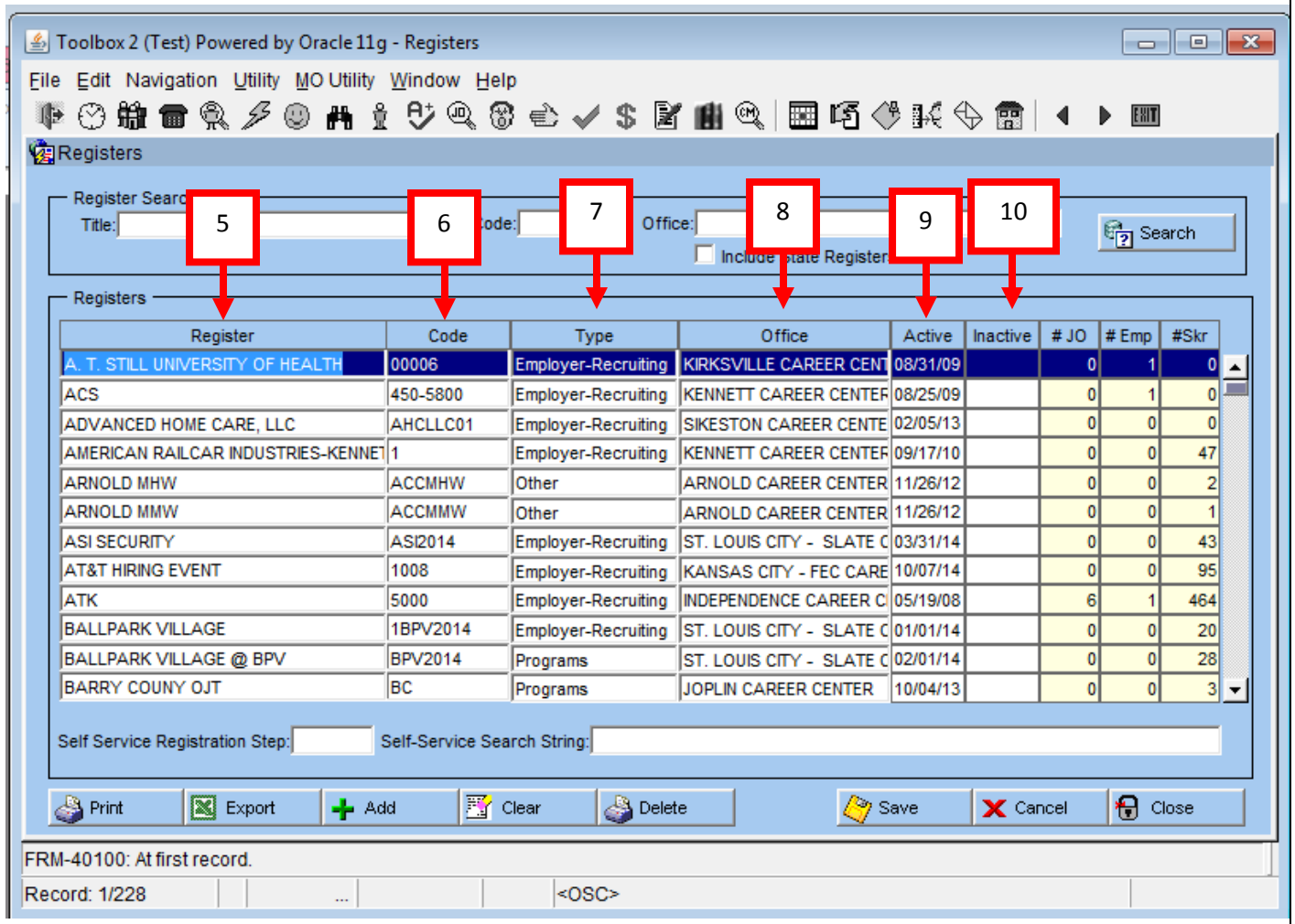
   d. **Other**-Used when no other category fits

   e. **Employer Recruiting**-Used when tying job seekers to employers.

8. **Office**-Indicates the office the Register is tied to

9. **Active**-Date the Register became active.

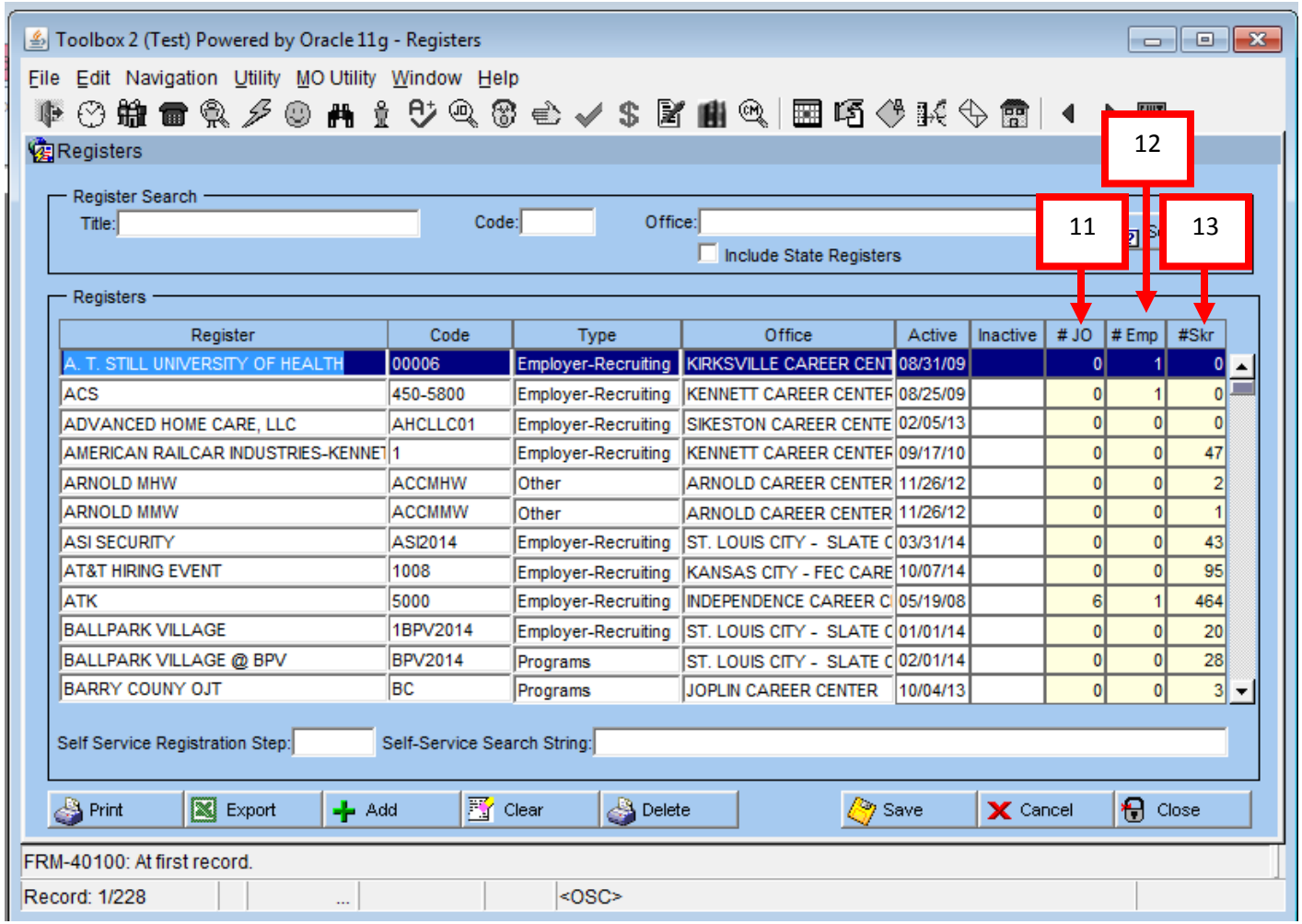
10. **Inactive**-Date Register became inactive



11. **#JO**-Indicates number of job orders tied to the specific Register

12. **#Emp**-Indicates number of employers tied to the specific Register.

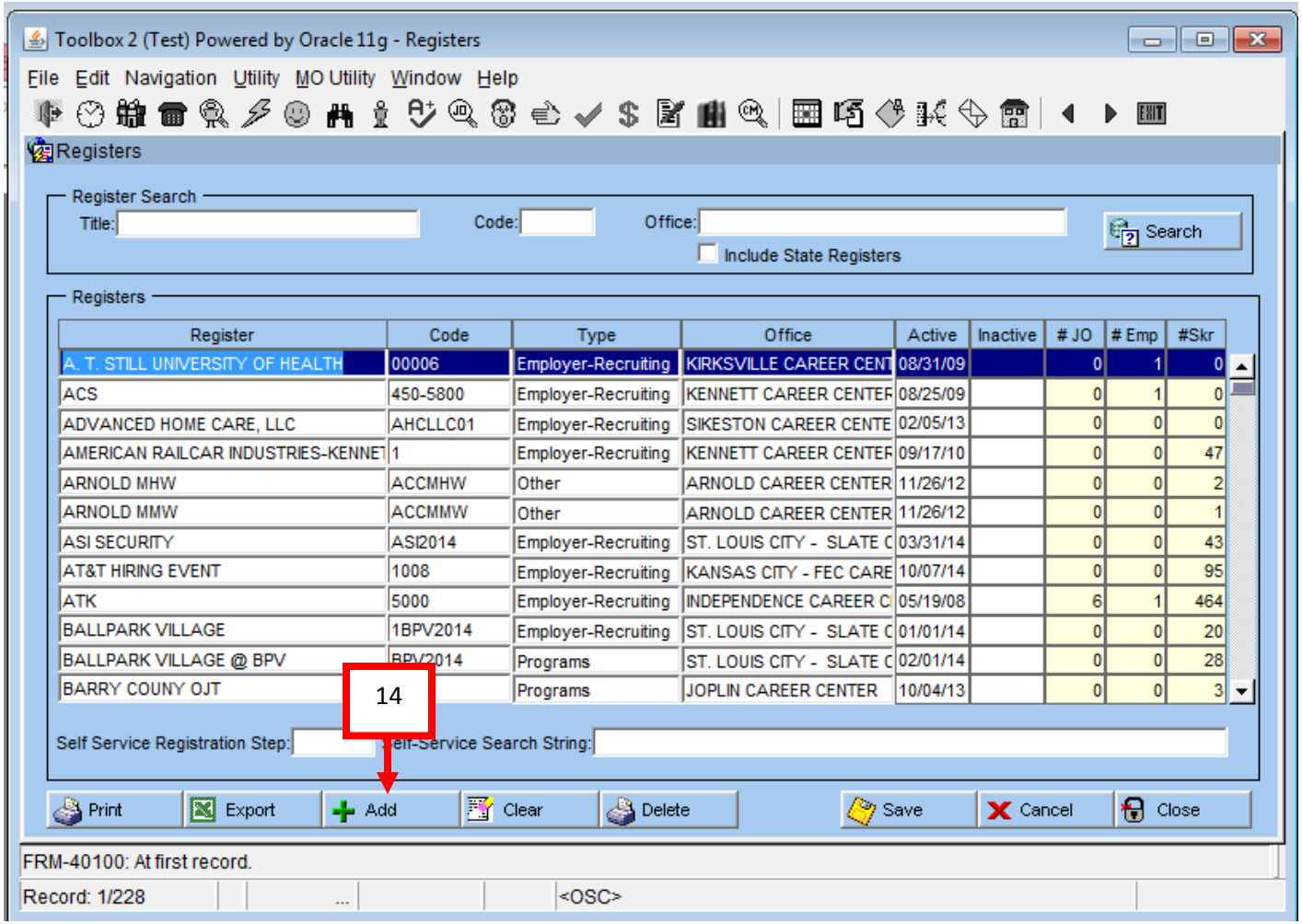
13. **#Skr-** Indicates number of job seekers tied to the specific Register.



Register	Code	Type	Office	Active	Inactive	# JO	# Emp	#Skr
A. T. STILL UNIVERSITY OF HEALTH	00006	Employer-Recruiting	KIRKSVILLE CAREER CENT	08/31/09		0	1	0
ACS	450-5800	Employer-Recruiting	KENNETT CAREER CENTEF	08/25/09		0	1	0
ADVANCED HOME CARE, LLC	AHCLLC01	Employer-Recruiting	SIKESTON CAREER CENTE	02/05/13		0	0	0
AMERICAN RAILCAR INDUSTRIES-KENNET	1	Employer-Recruiting	KENNETT CAREER CENTEF	09/17/10		0	0	47
ARNOLD MHW	ACCMHW	Other	ARNOLD CAREER CENTER	11/26/12		0	0	2
ARNOLD MMW	ACCMMW	Other	ARNOLD CAREER CENTER	11/26/12		0	0	1
ASI SECURITY	ASI2014	Employer-Recruiting	ST. LOUIS CITY - SLATE C	03/31/14		0	0	43
AT&T HIRING EVENT	1008	Employer-Recruiting	KANSAS CITY - FEC CARE	10/07/14		0	0	95
ATK	5000	Employer-Recruiting	INDEPENDENCE CAREER C	05/19/08		6	1	464
BALLPARK VILLAGE	1BPV2014	Employer-Recruiting	ST. LOUIS CITY - SLATE C	01/01/14		0	0	20
BALLPARK VILLAGE @ BPV	BPV2014	Programs	ST. LOUIS CITY - SLATE C	02/01/14		0	0	28
BARRY COUNY OJT	BC	Programs	JOPLIN CAREER CENTER	10/04/13		0	0	3

Create a new Register-Register Module

14. Click the **Add** button.



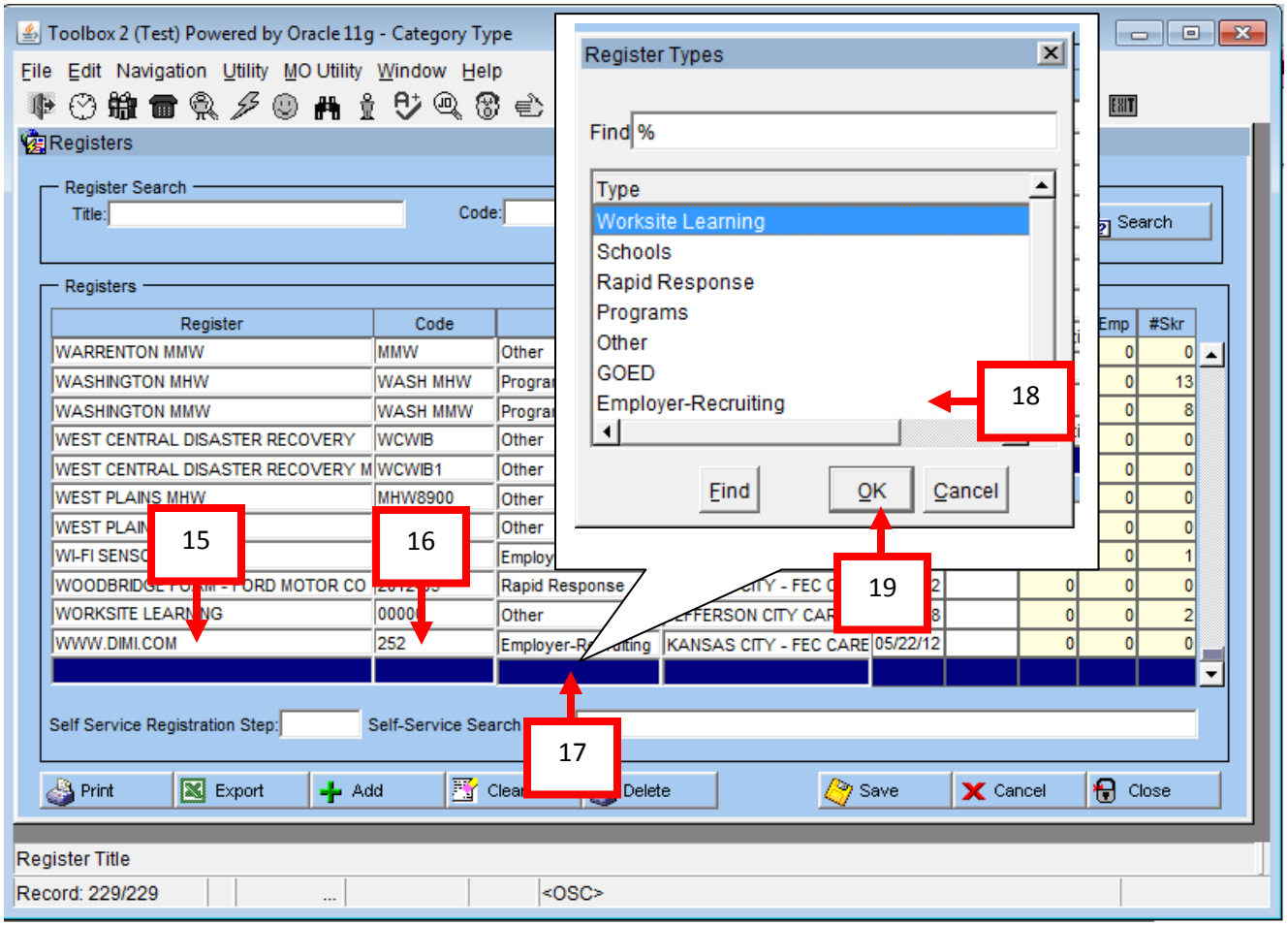
15. **Register**-Name the Register

16. **Code**-Make one up

17. **Type**-Double Click to bring up List of Values (LOV)

18. Choose **Type** from LOV

19. Click **Ok** Button



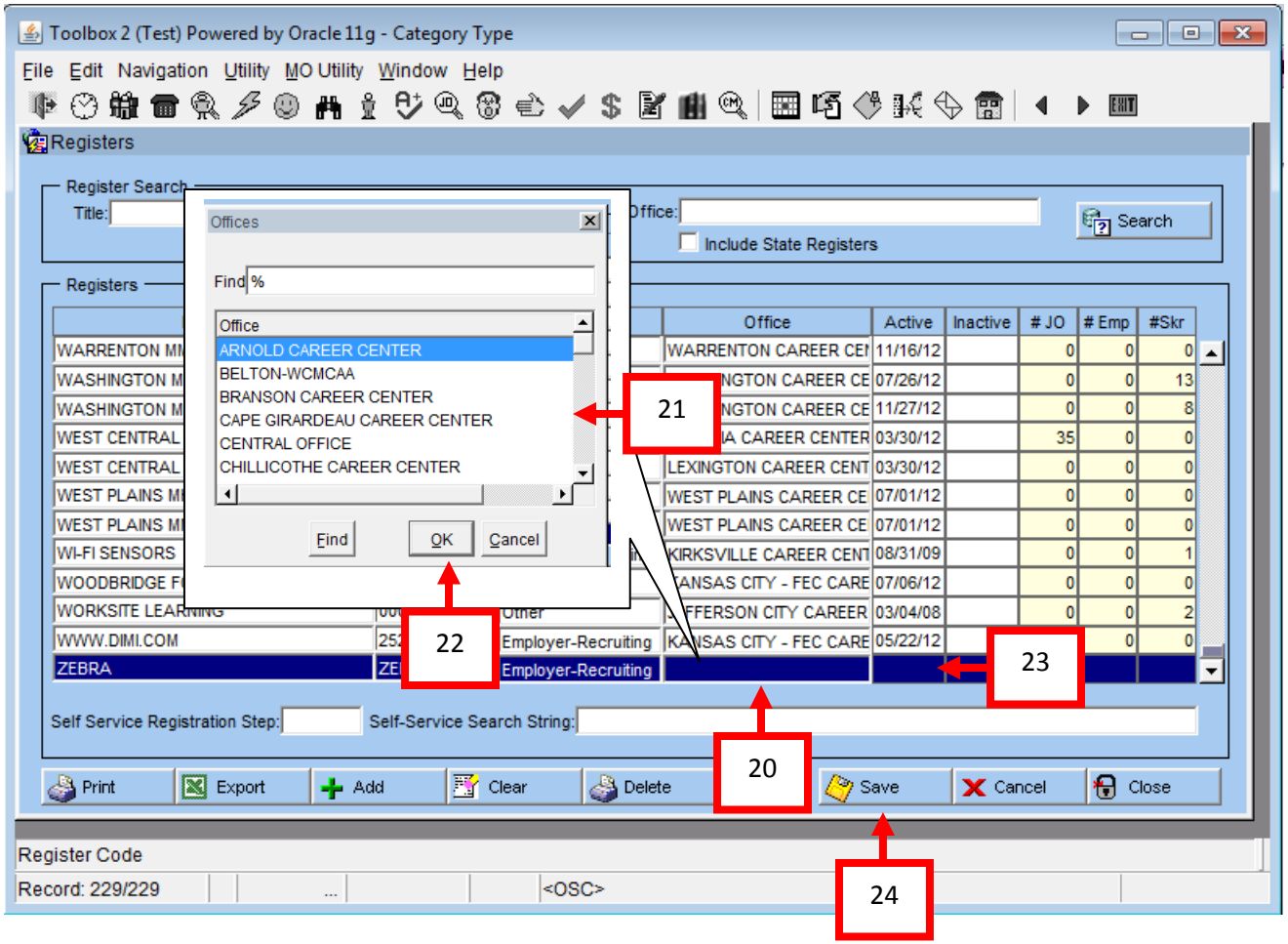
20. Double-click in **Office** field to bring up the LOV

21. Choose the office you wish to tie the Register to

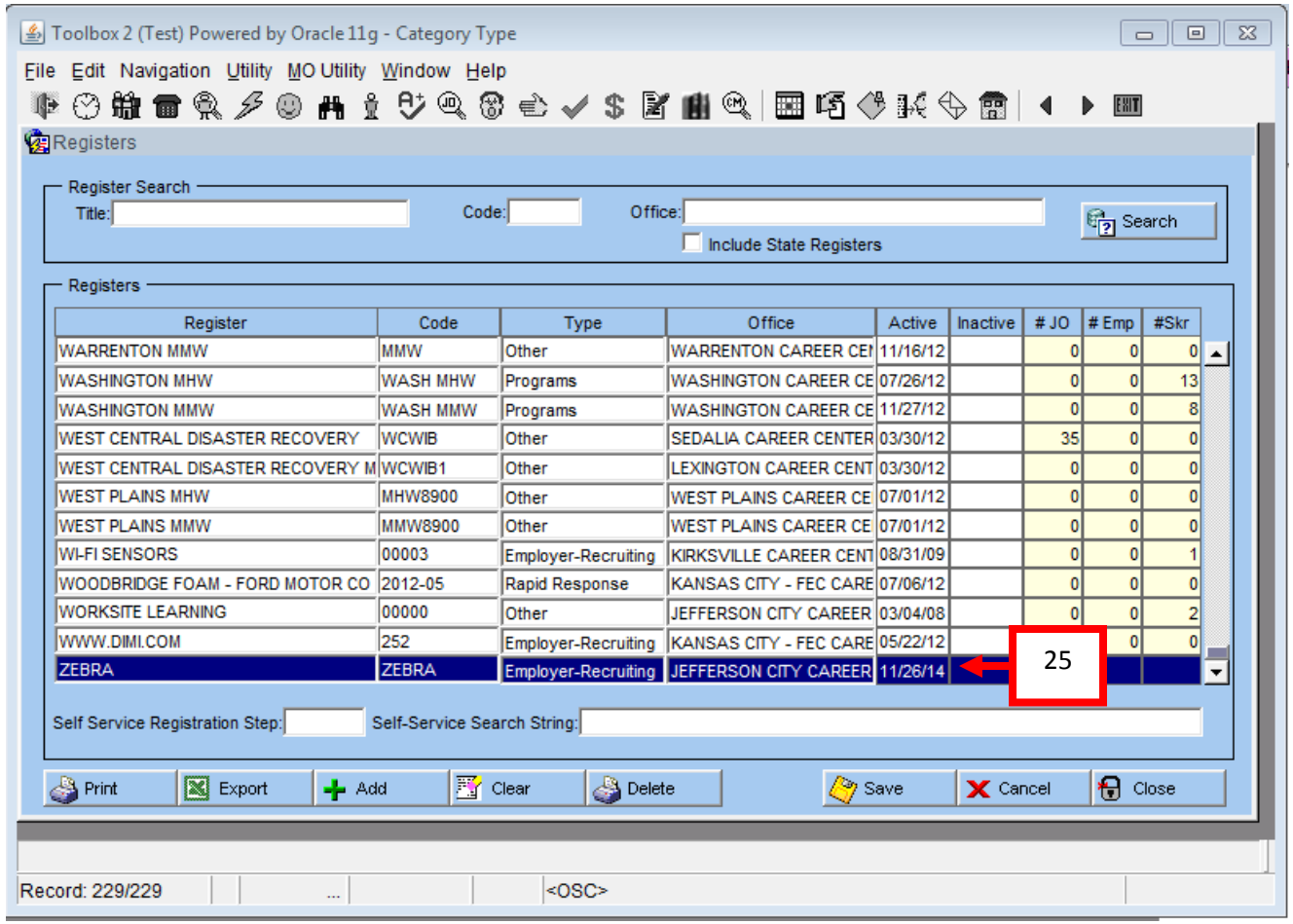
22. Click **Ok** button

23. Enter date the Register should be active in the **Active** field

24. Click **Save** button

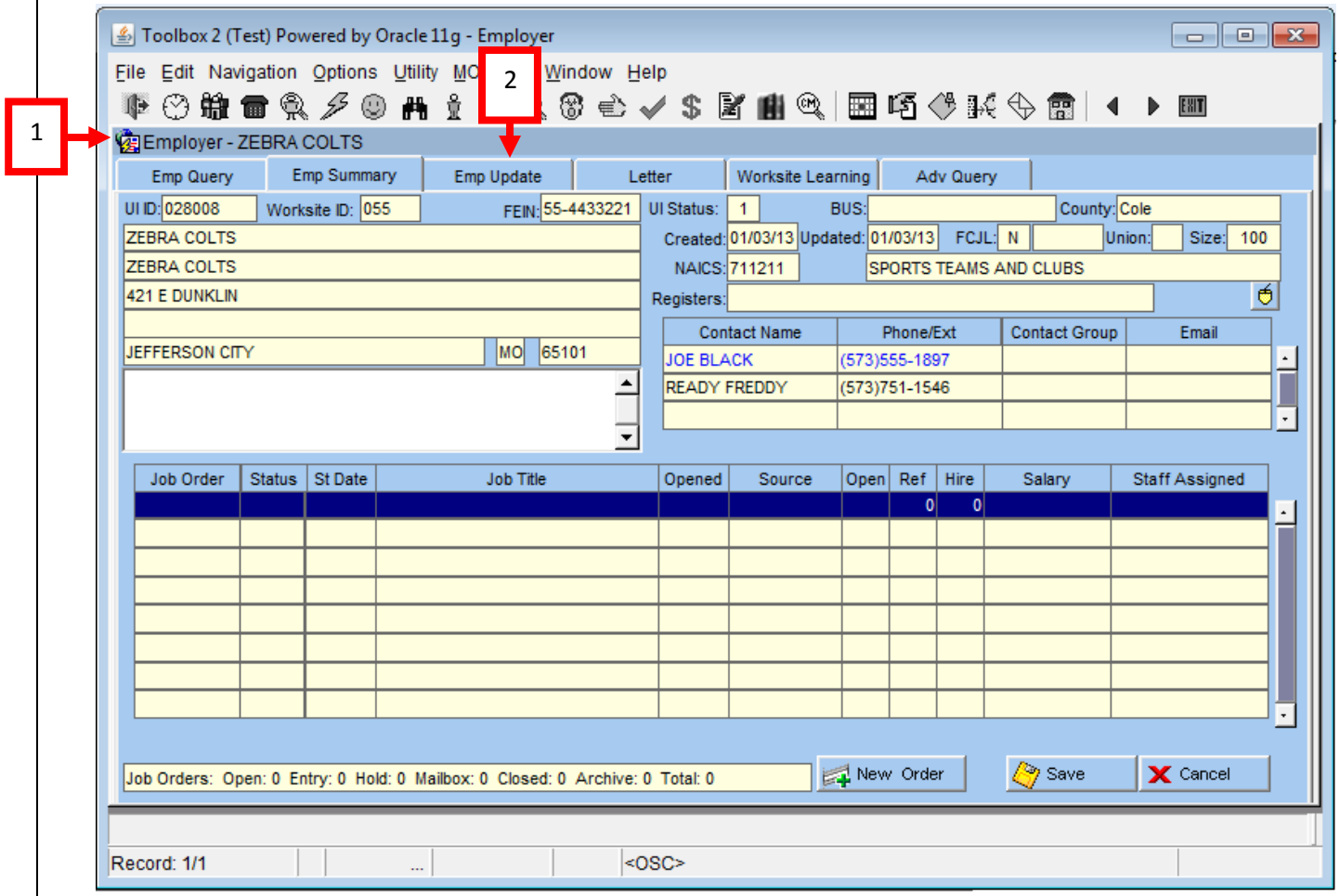


25. **Register** has been added



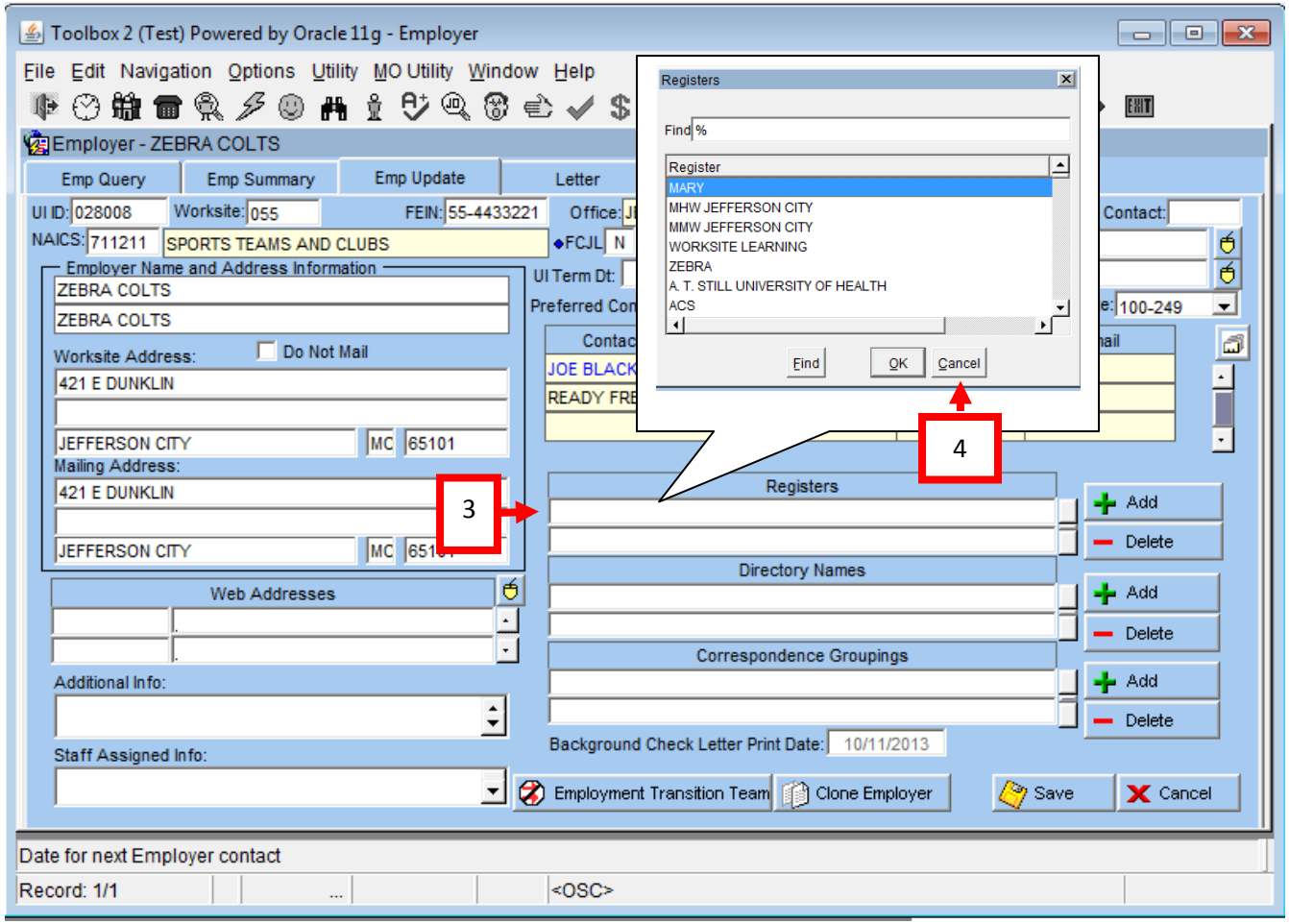
Create Register-Employer Module

1. From the **Employers Record**
2. Choose **Emp Update** tab



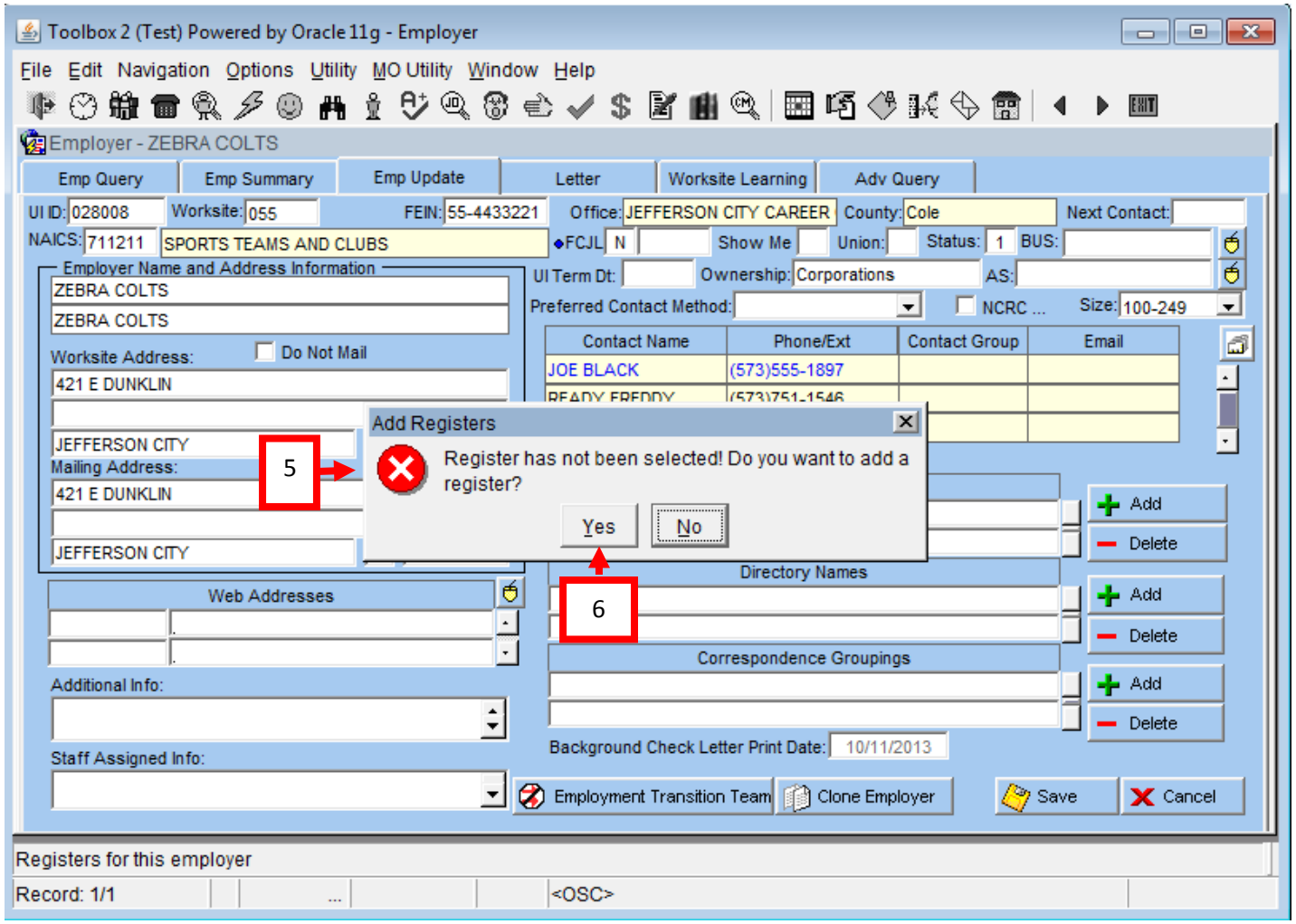
3. Double click in **Registers** field

4. Click Cancel button



5. **Pop up** will appear.

6. Click **Yes** button



7. Complete **Pop up**.

a. **Register**-This field displays the title of the register.

b. **Type**-This is the Type of Register it is. There are five types.

i. **School**-Used to when tying job seekers to a specific school.

ii. **Rapid Response**-Used when tying specific job seekers to a Rapid Response event.

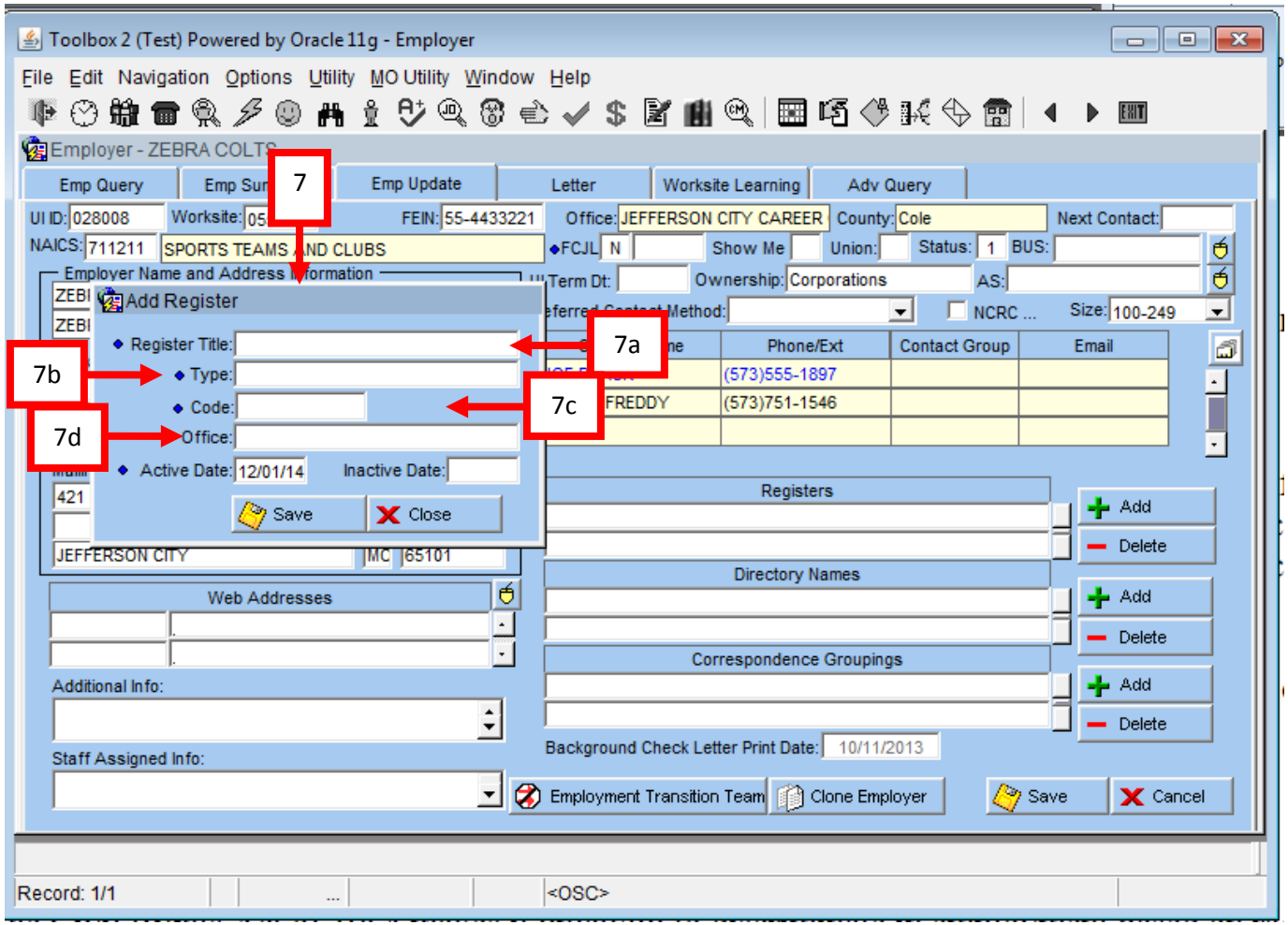
iii. **Programs**-Used when tying job seekers to a specific program

iv. **Other**-Used when no other category fits

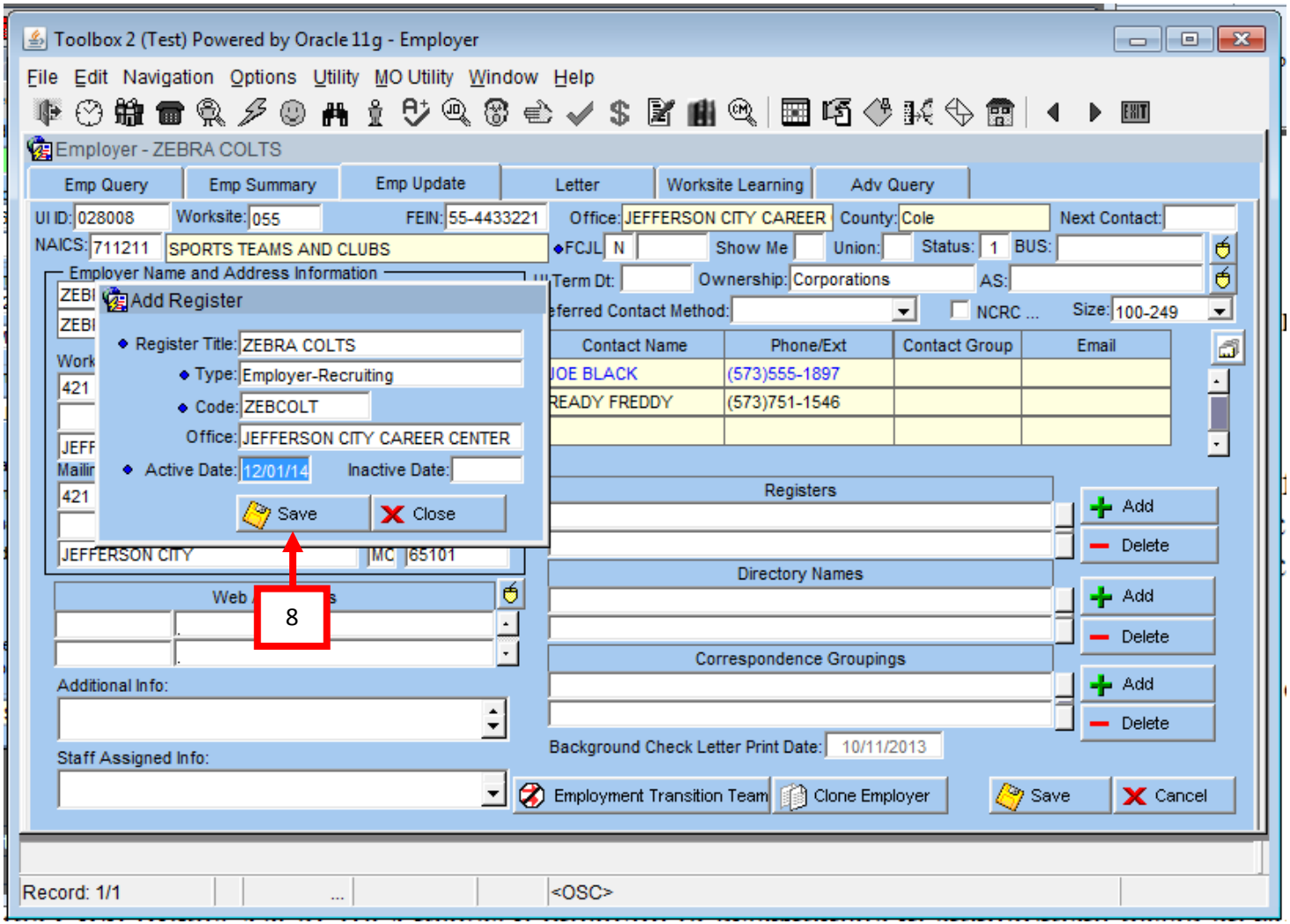
v. **Employer Recruiting**-Used when tying job seekers to employers.

c. **Code**-This is the code for the register. This means nothing in Toolbox it is a left over from Utah.

d. **Office**-Indicates the office the Register is tied to

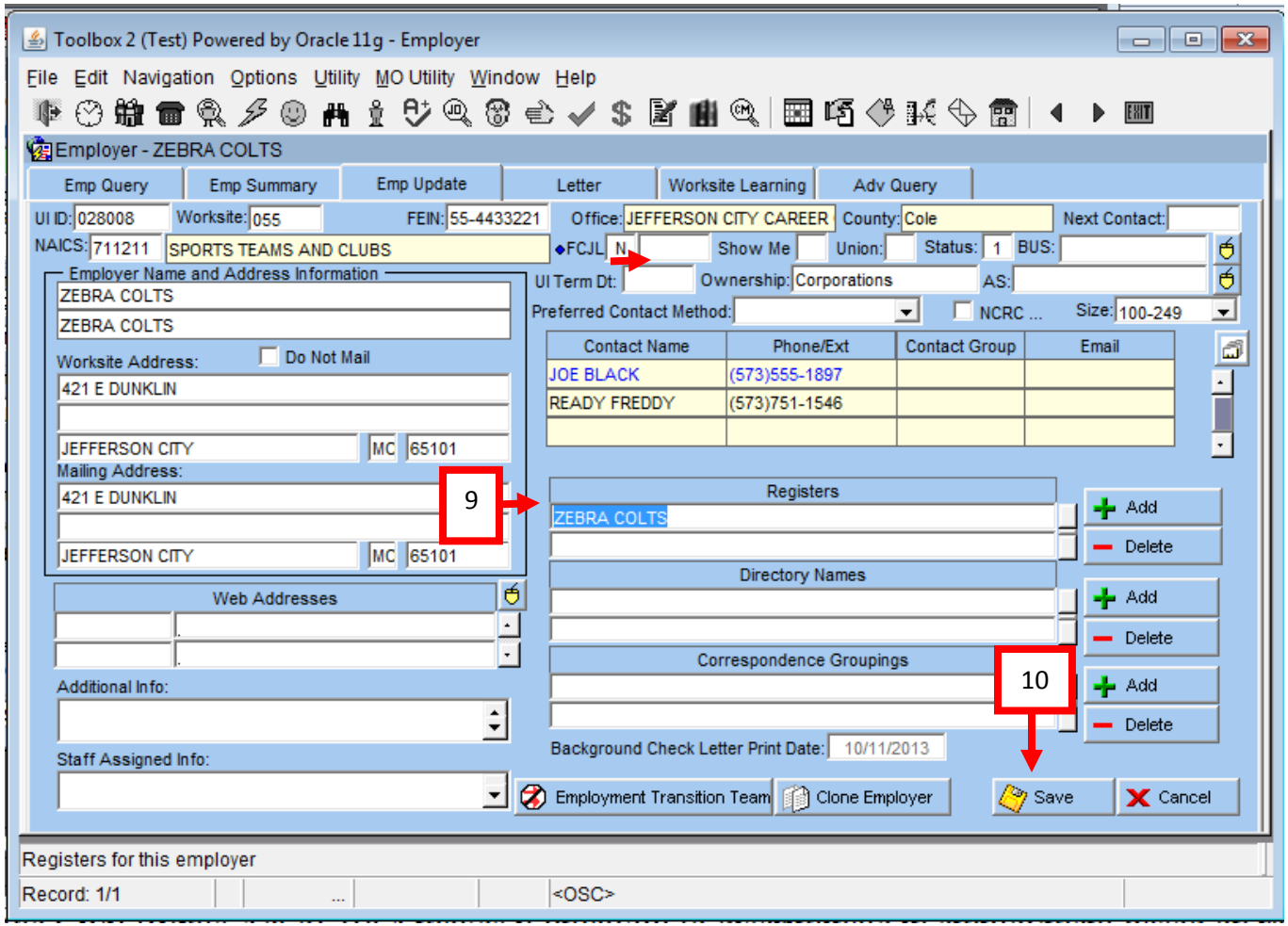


8. Click **Save** button



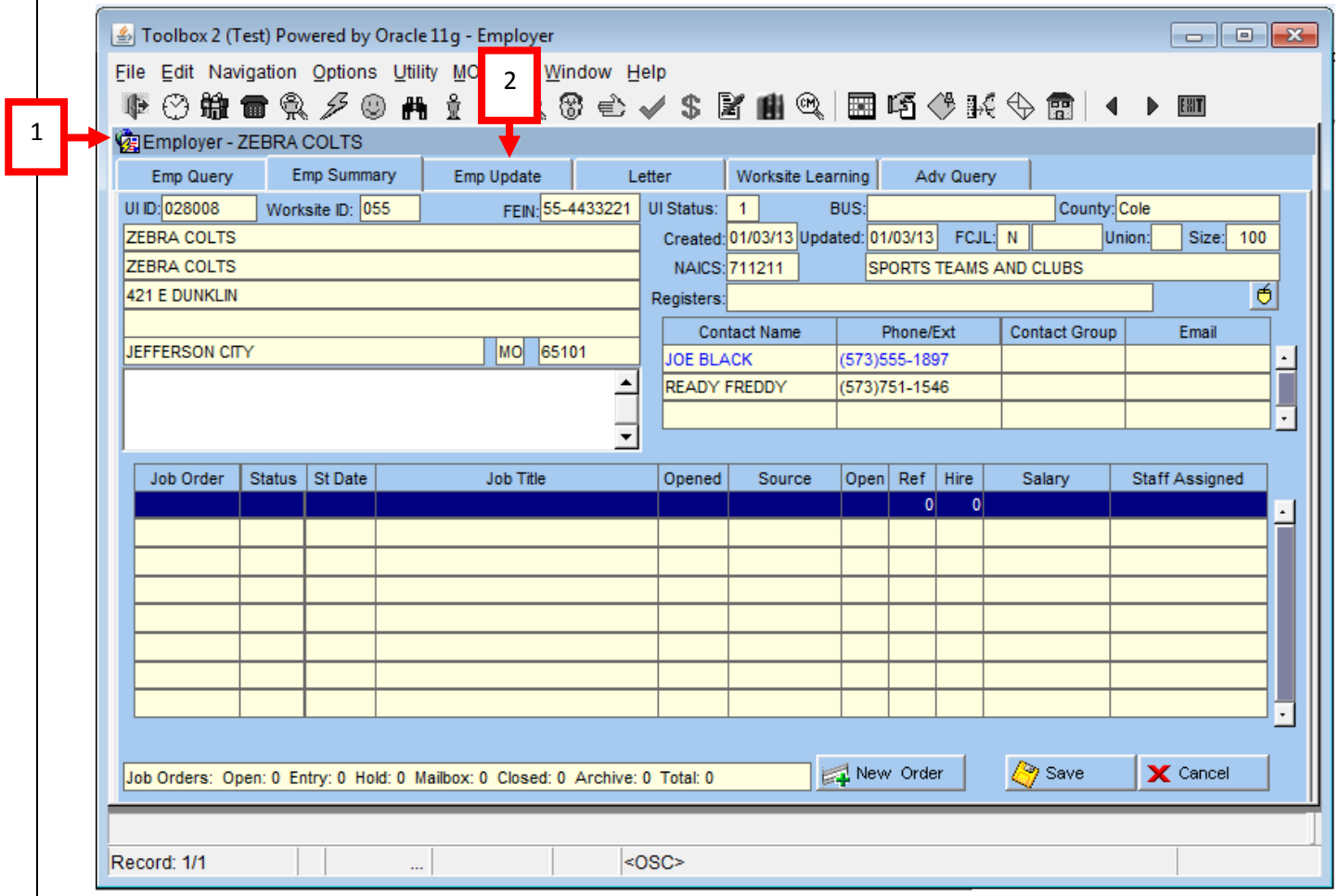
9. **Register** title is now displayed in the **Register** field

10. **Click Save button**

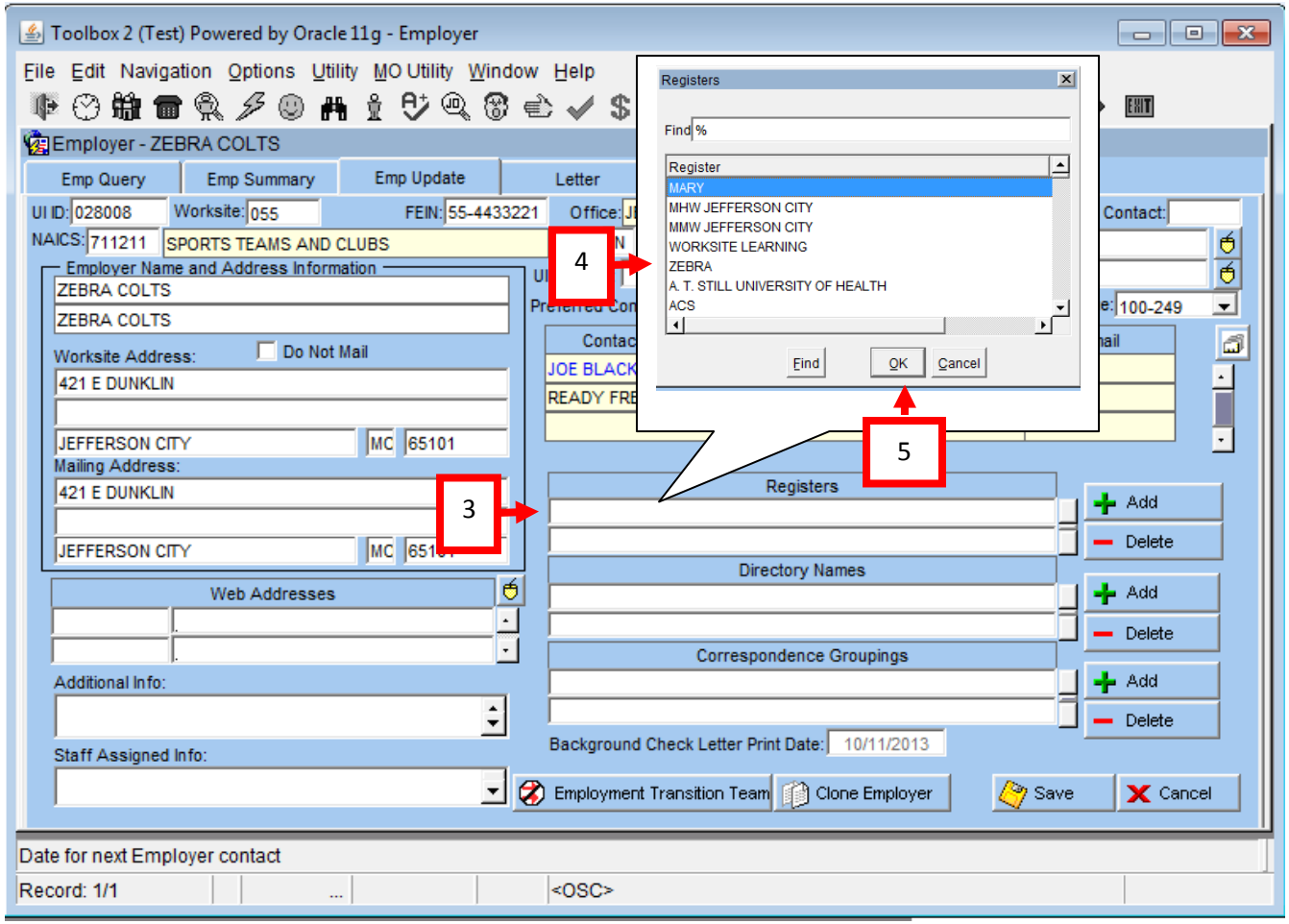


Add Existing Register To Employer-

1. From the **Employers Record**
2. Choose **Emp Update** tab

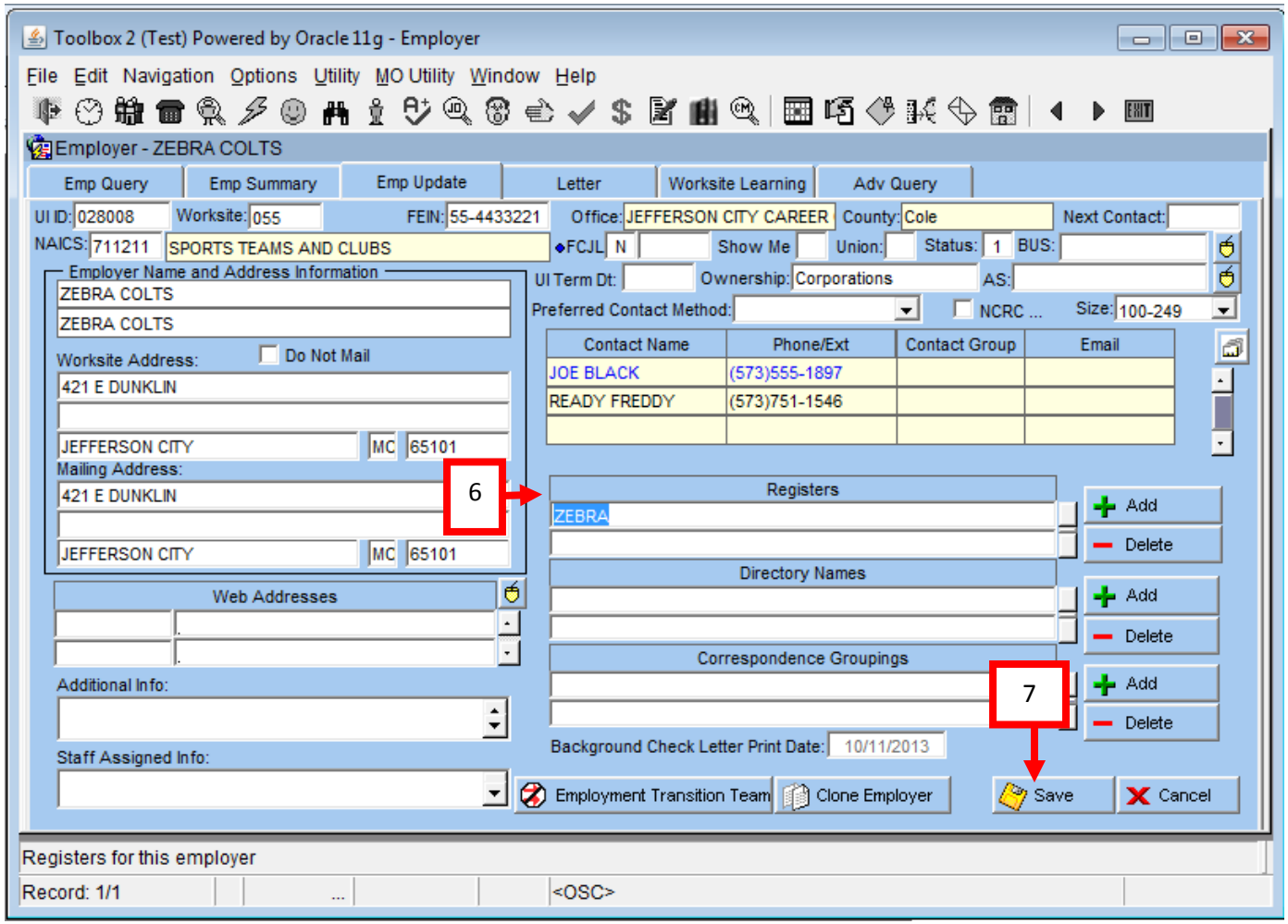


3. Double click in **Registers** field
4. Choose the **Register** you wish to use
5. Click **OK** button.



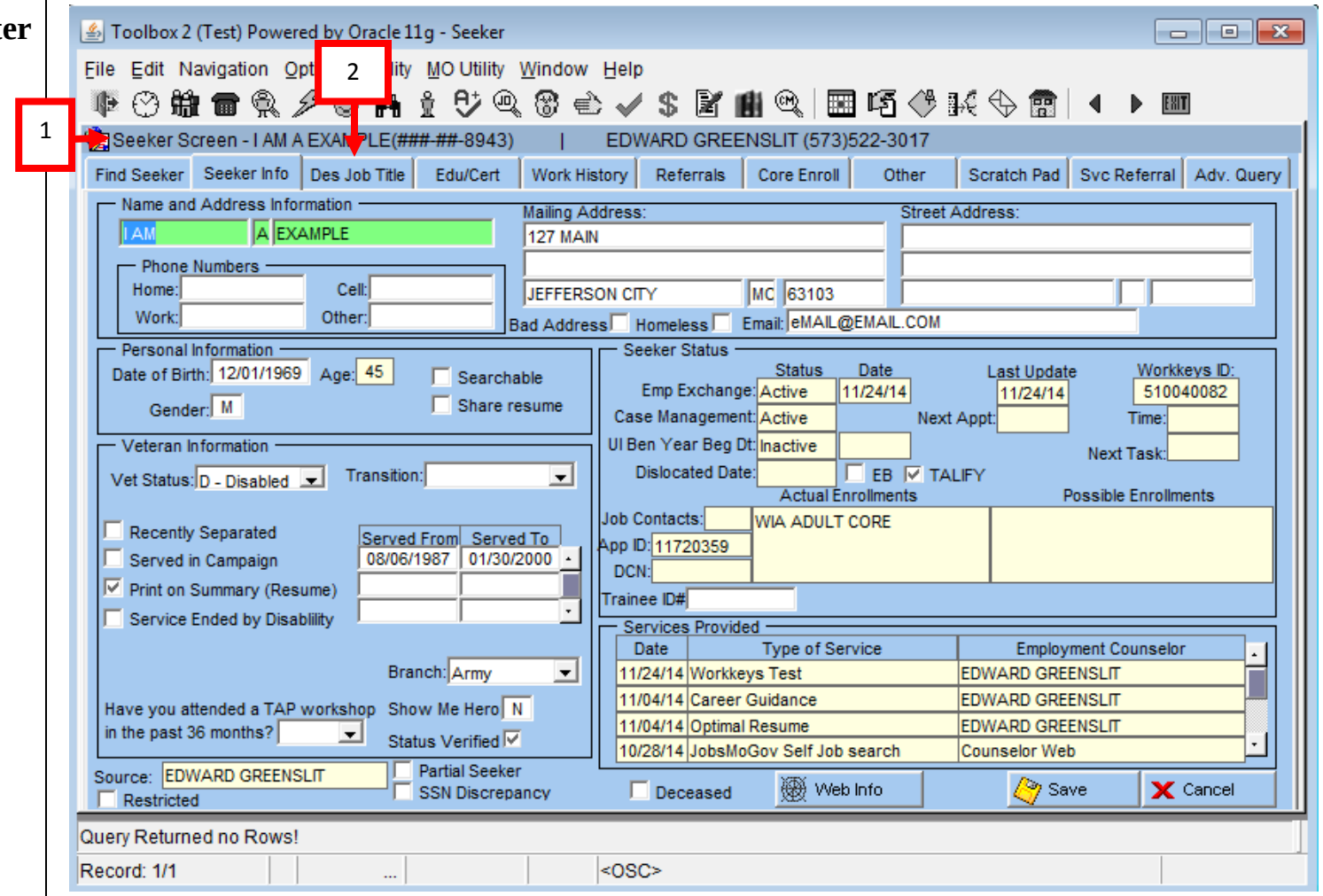
6. **Register** title is now displayed in the **Register** field

7. Click **Save** button



Add Job Seeker to a Register

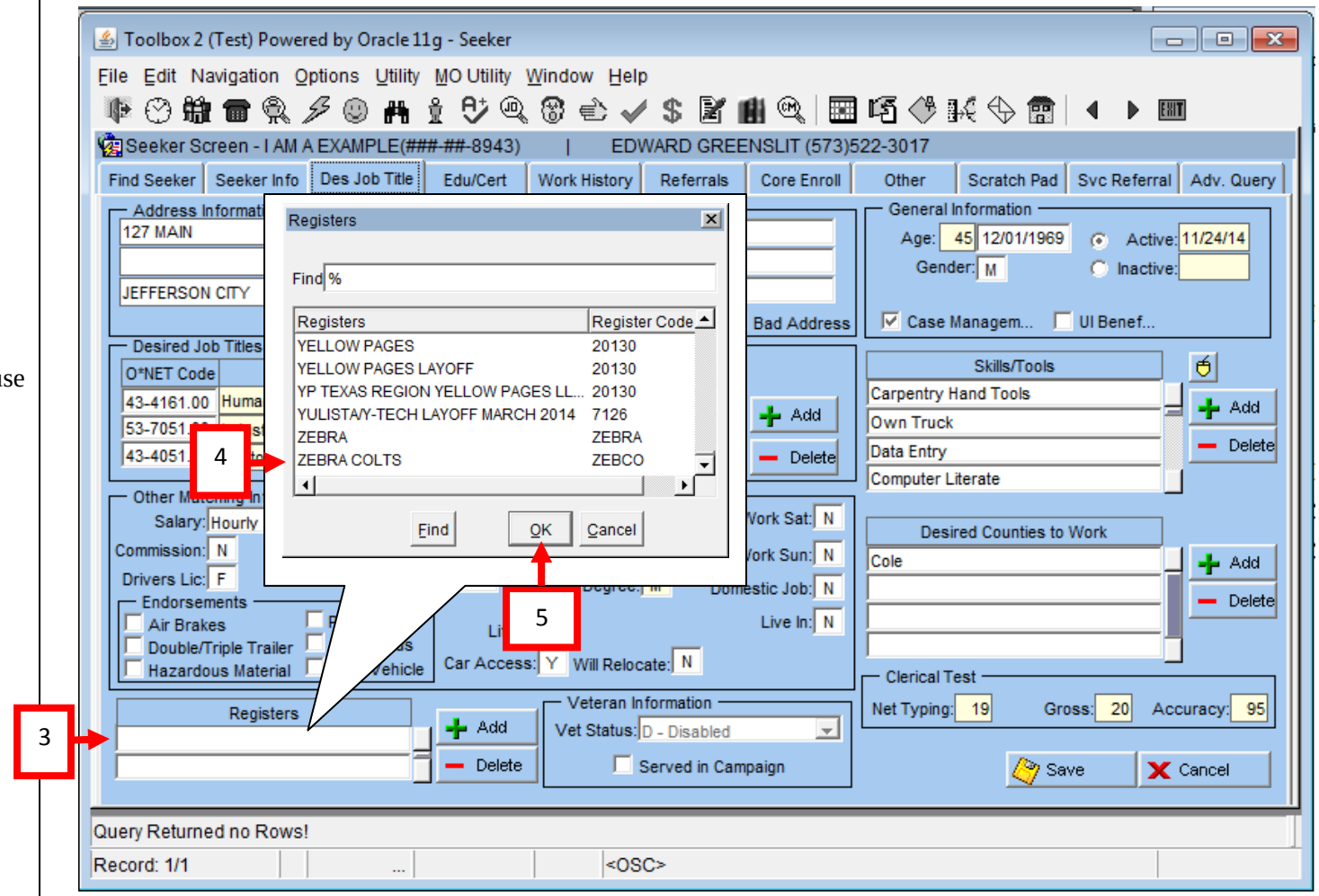
1. From the **Job Seekers** record
2. Click **Des Job Title** tab



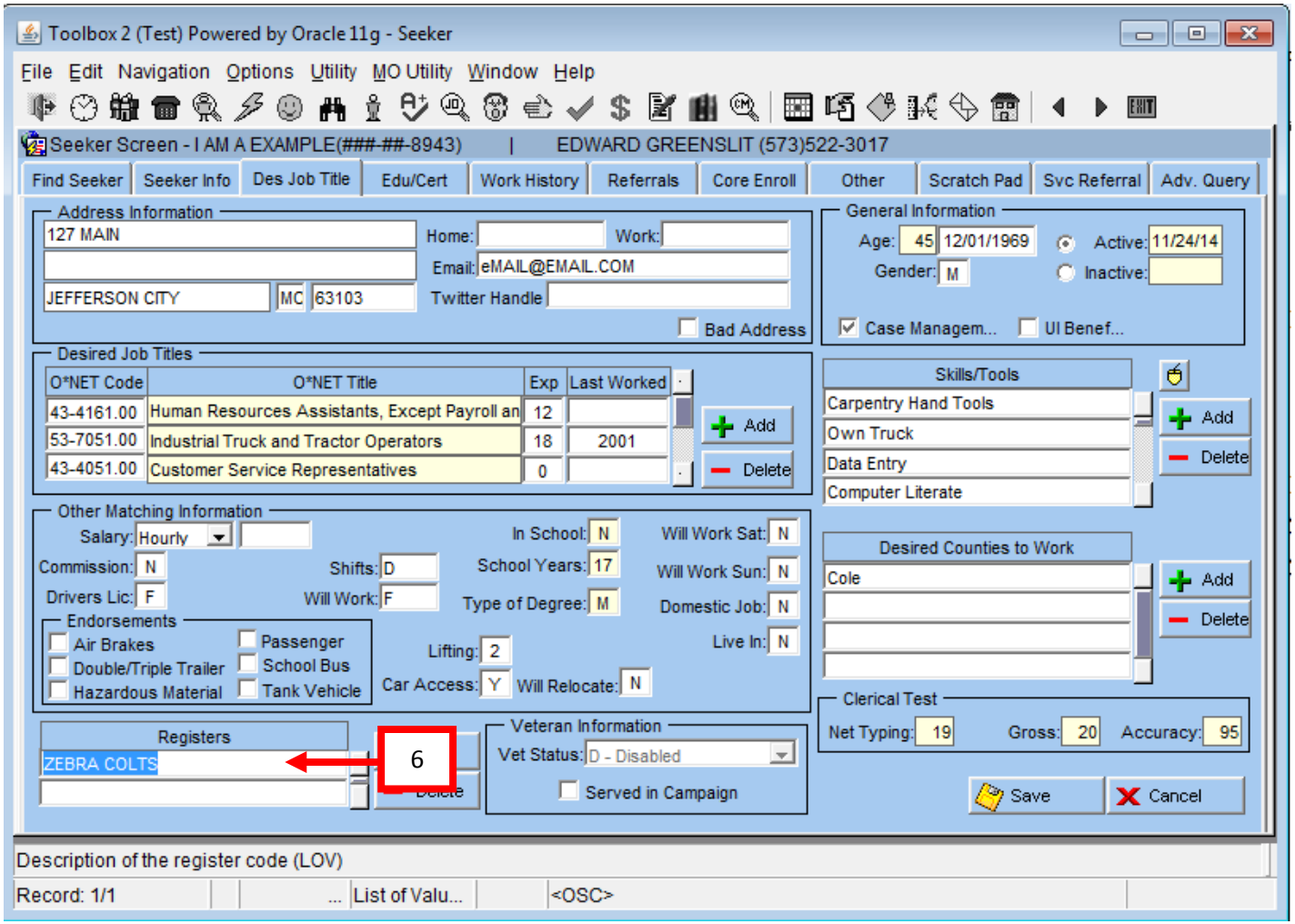
3. Double click in **Registers** field

4. Locate the **Register** you wish to use in the **List of Values**

5. Click **OK** button

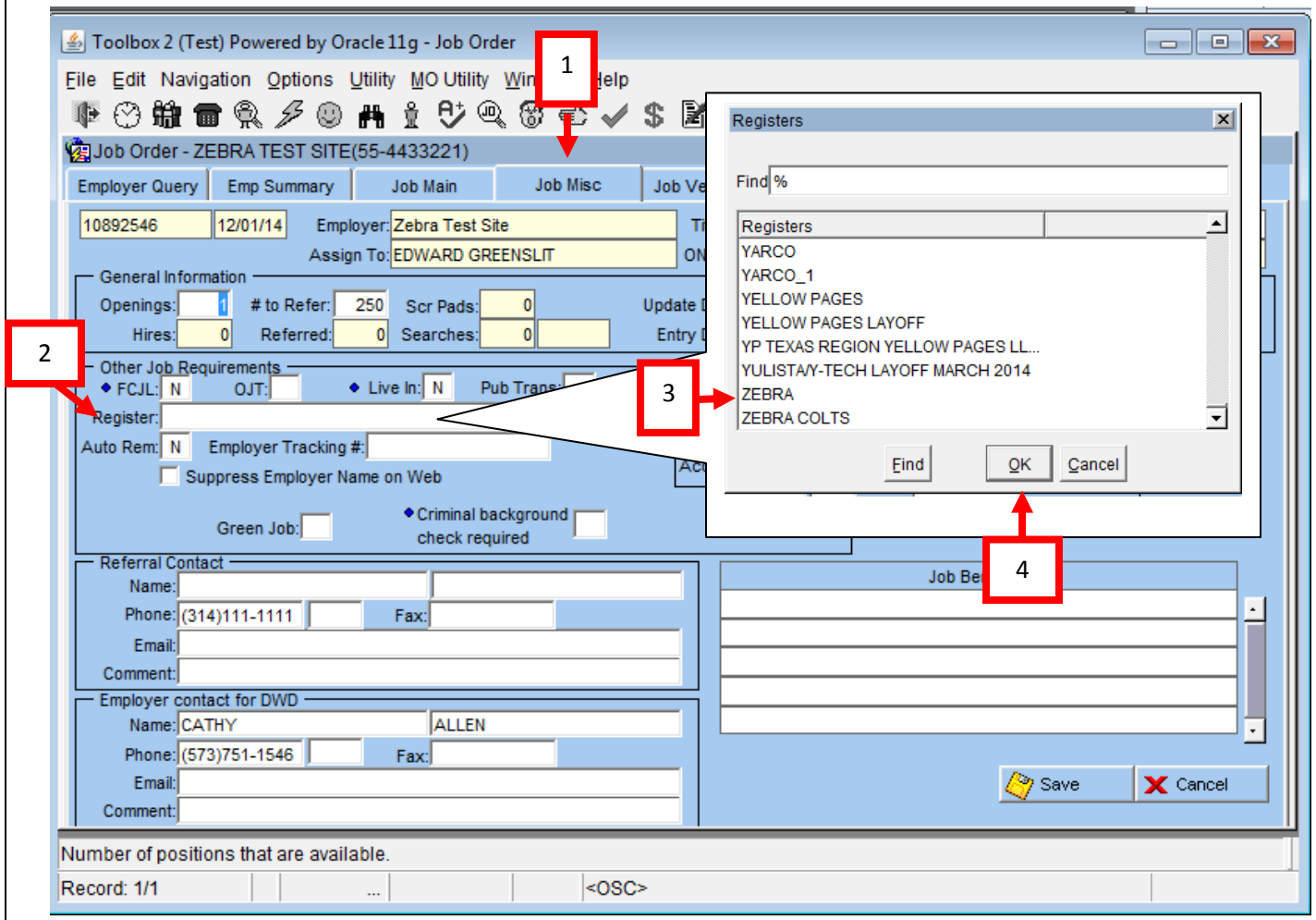


6. **Register** title is now displayed in the **Register** field



Add Register to a Job Order

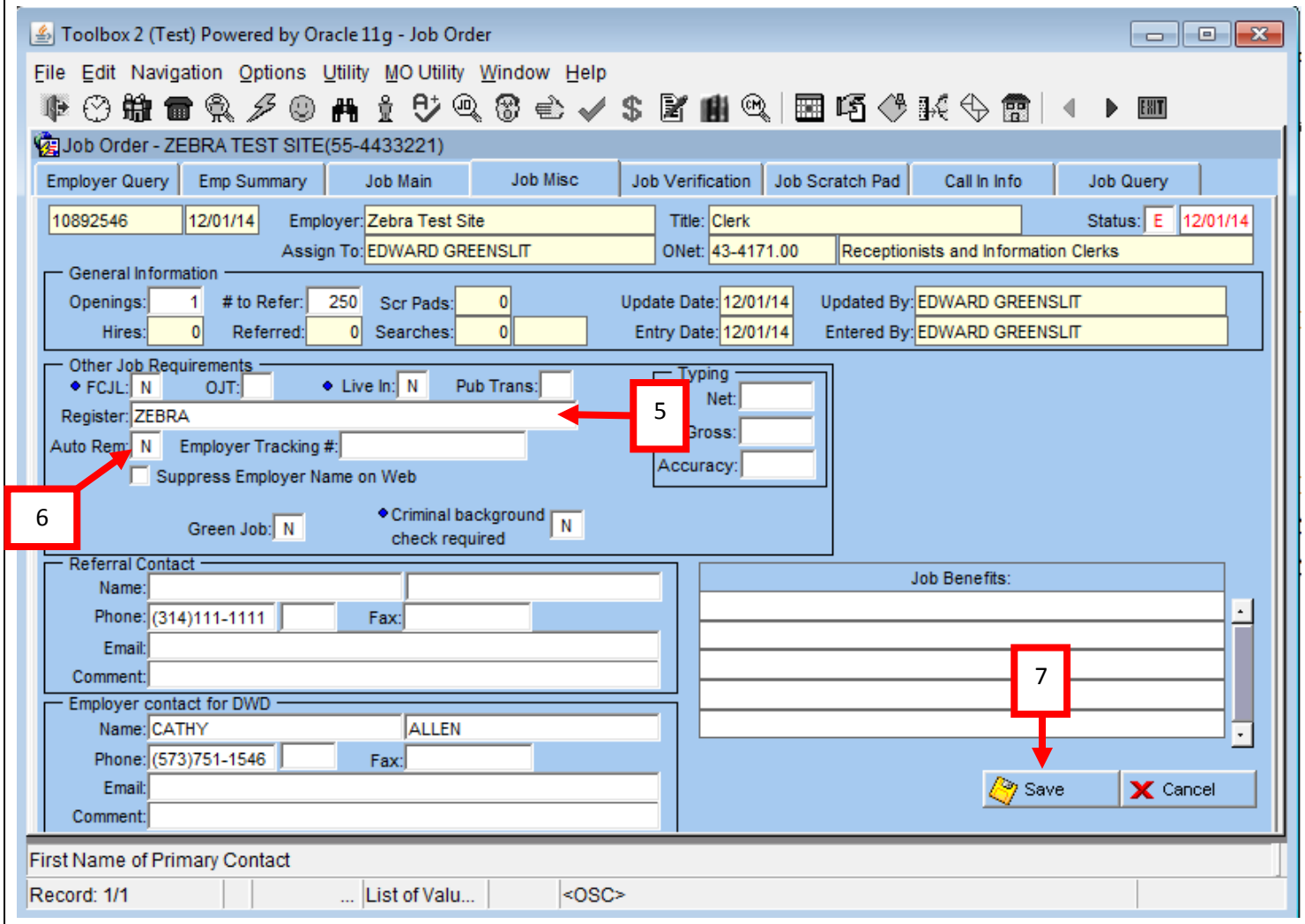
1. From the **Job Misc** tab in the **Job Order Module**
2. Double click in the **Register** field
3. Locate and select the **Register** title you wish to use.
4. Click **Ok** button



5. **Register** title is now populated in **Register** field

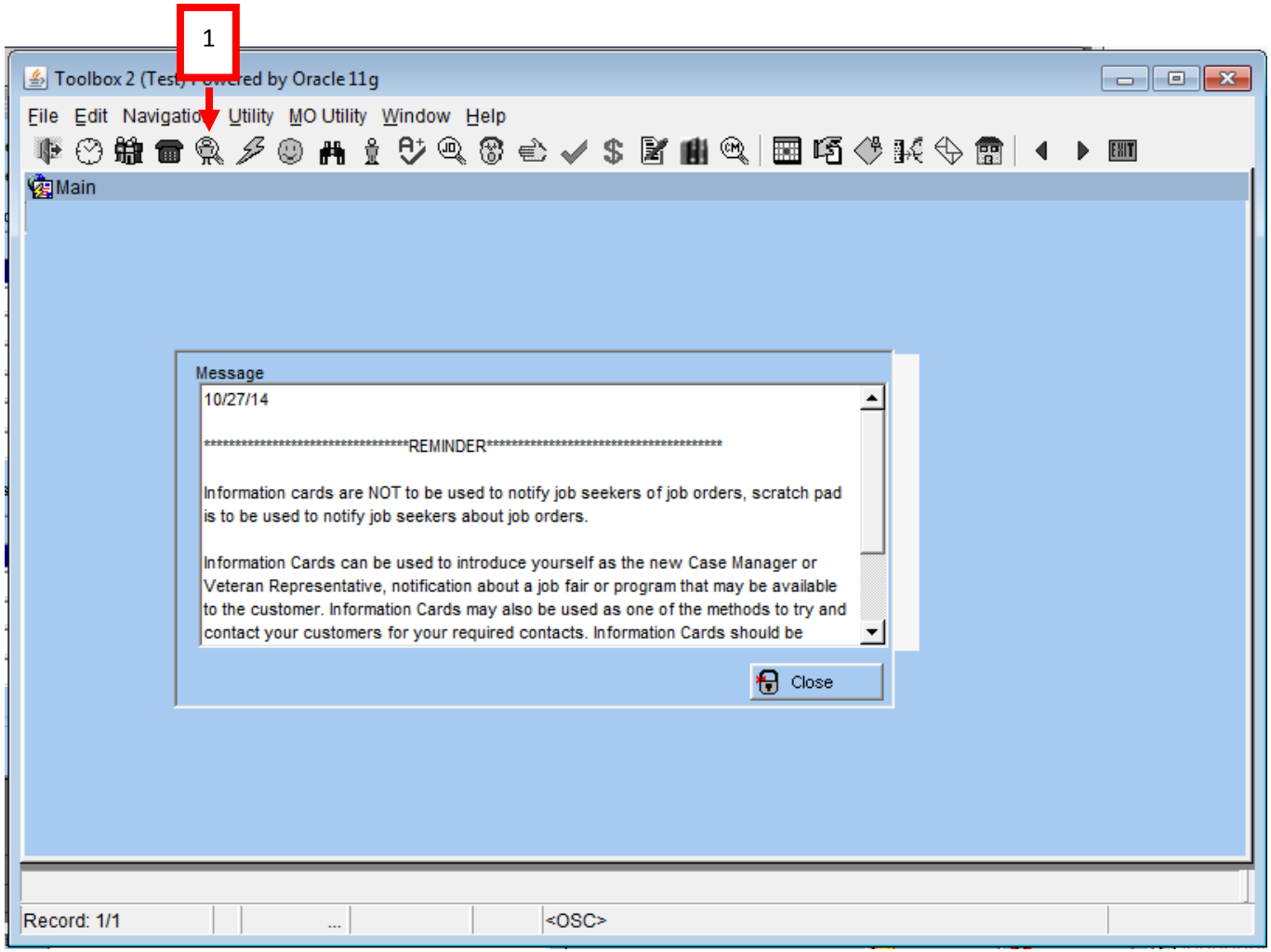
6. **Auto Rem-**This field means auto remove. If set to Y when a job seeker who is tied to the listed Register is referred to the position they will be dropped from the Register. When set to N no changes to the Register will take place.

7. Click **Save** button



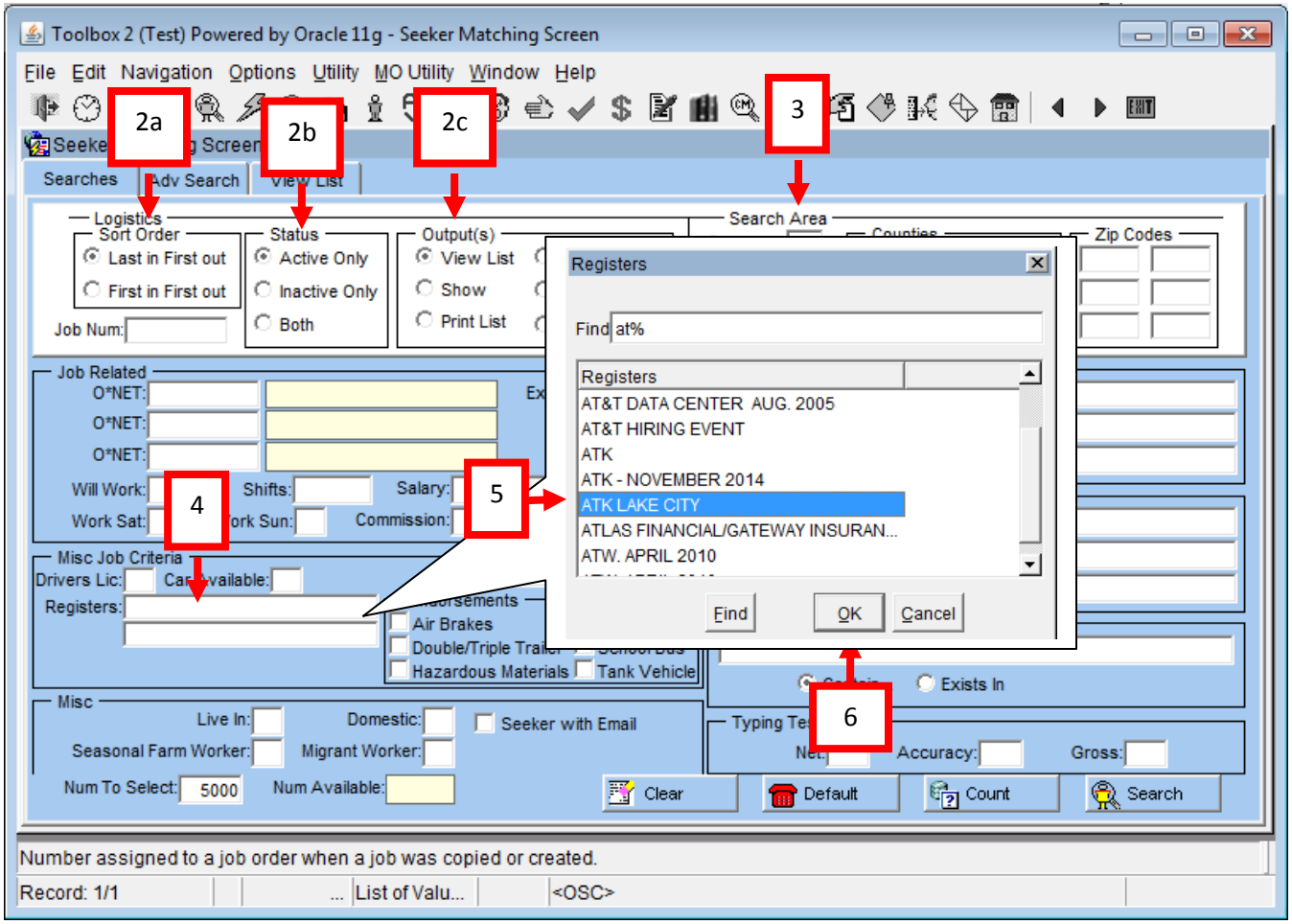
Searching by Register

1. Click on **Seeker Matching**



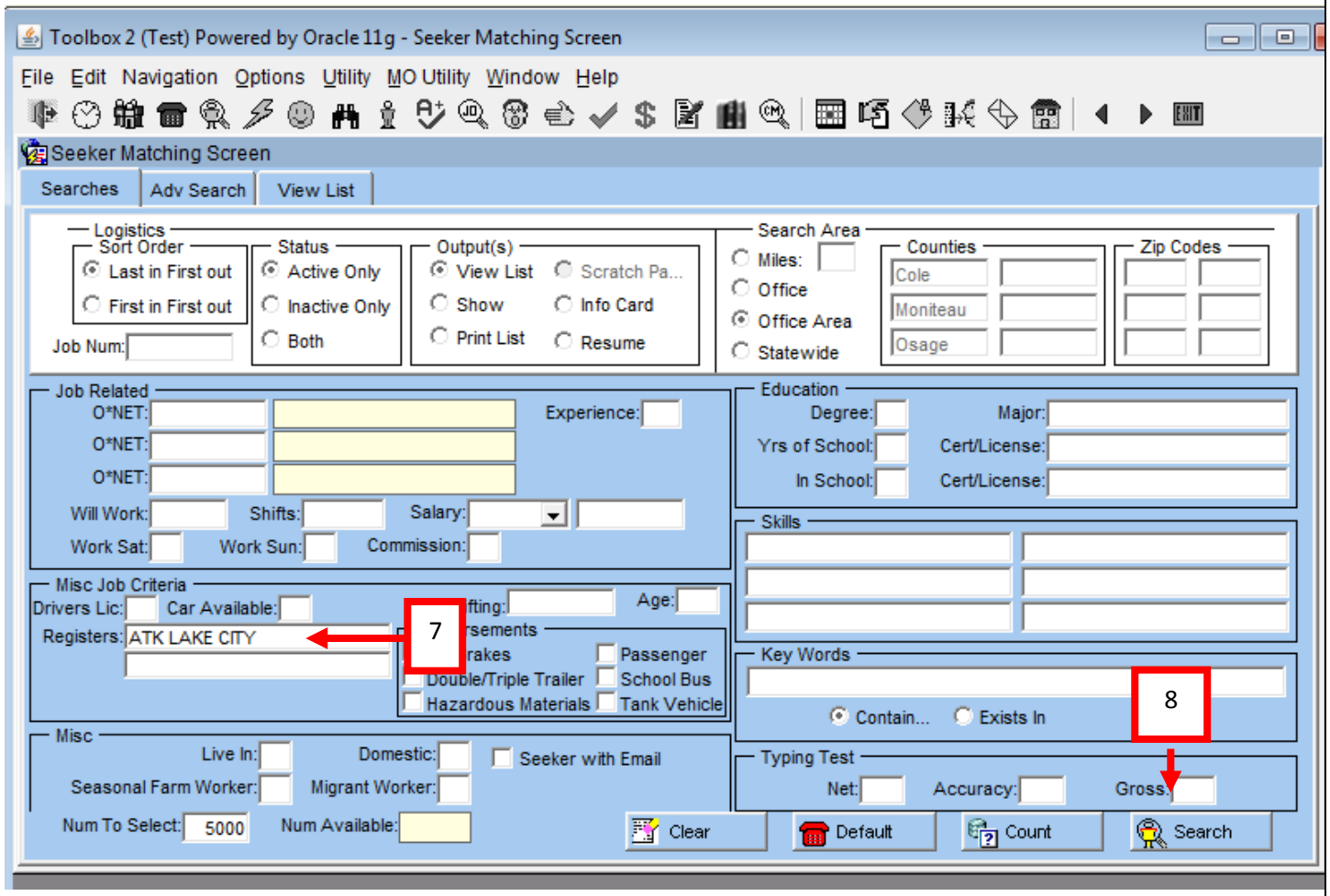
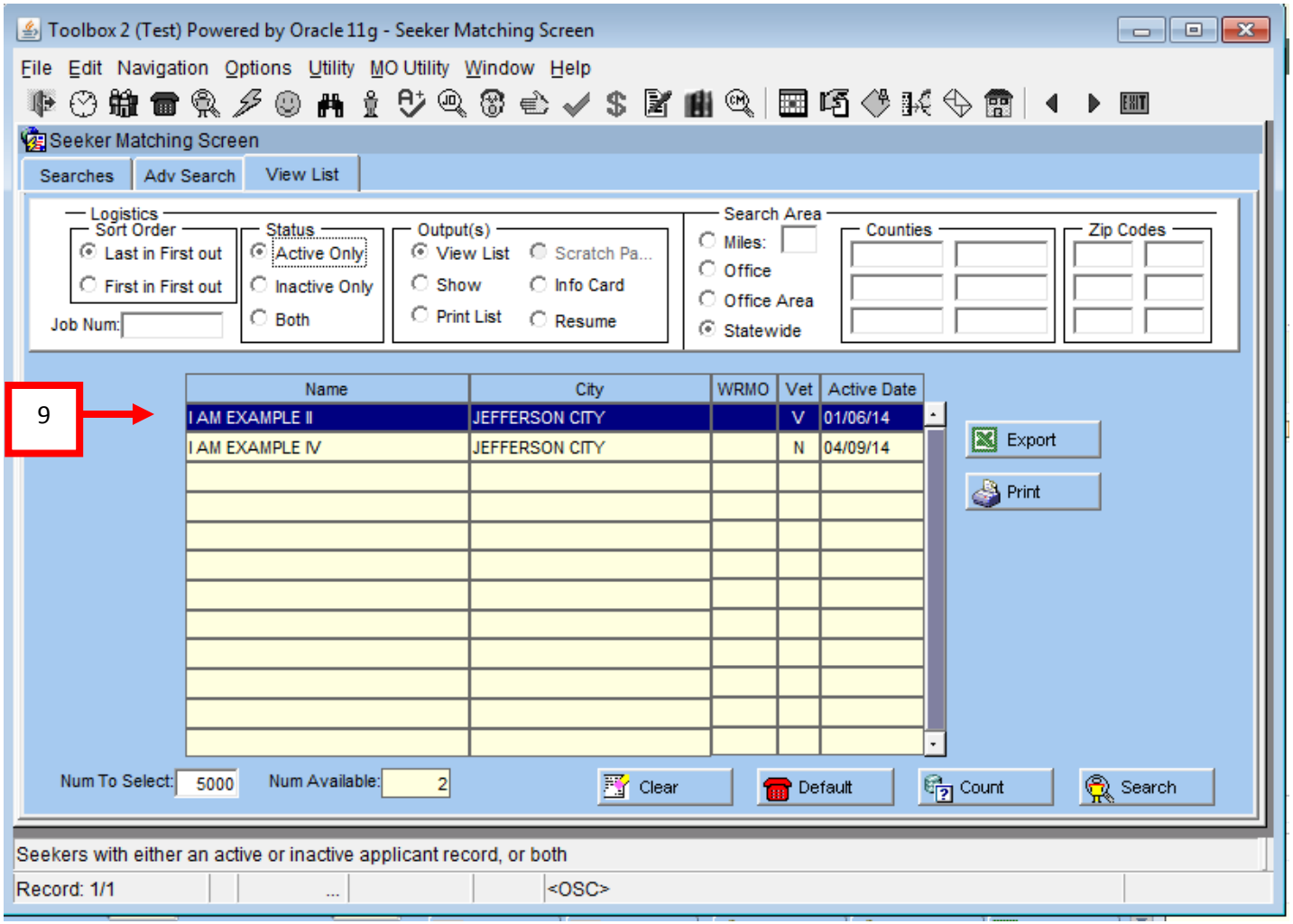
NOTE: If a you are searching from a job order with a Register attached the Registers field on the Seeker Marching Screen will be populated

2. Set **Logistics** or leave at default
   a. Sort Order
   b. Status
   c. Outputs
3. Set **Search Area**-For **Counties** or **Zip Code** you must choose **Statewide**
4. Double click in **Registers** field
5. Choose the **Register** you wish to use
6. Click **Ok** button



7. **Register** title is populated in the **Registers** field

8. Click Search button



9. Names of **Job Seeker(s)** matching the Register are displayed