

# Mass Workforce Issuance

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**Workforce Issuance No. 07-80**

Policy  Information

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**To:** Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
DCS Associate Directors  
DCS Field Managers

**cc:** WIA State Partners

**From:** David W. Mackley, Director  
Department of Workforce Development

**Date:** December 20, 2007

**Subject:** **MOSES Database Training for New Crystal Report Writers**

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners of a training session for new Crystal Report writers scheduled for Friday, January 25, 2008 at the Employment & Training Career Center in Marlborough.

The Information and Performance Reporting Unit invites representatives of each workforce investment area to participate in a day of training for new Crystal Report writers responsible for producing data for reports from the MOSES database. The training will provide a bridge between the writer's knowledge of Crystal Reports and the MOSES database. The training session is scheduled for Friday, January 25<sup>th</sup>, at the Employment & Training Career Center in Marlborough. Directions may be found in Attachment A.

The training will begin at 9:30am and will end about 3:30pm. Lunch will not be provided. We are limited to **20 seats** for this training session.

Staff attending this training should:

- be responsible for writing reports from the MOSES database,
- have at least a rudimentary knowledge of database concept,
- have at least a rudimentary knowledge of Crystal Reports software,
- have some experience with the MOSES application, and
- have an understanding of One-Stop Career Center operations and programs

**Action**

**Required:** Please RSVP to Leslie Abramowitz ([labramowitz@detma.org](mailto:labramowitz@detma.org)) no later than Thursday, January 10, 2008 with the following information for each attendee:

- Name
- Organization and City
- Email Address
- Telephone Number

Attendees are encouraged to *practice* using Crystal Reports with the MOSES database before they attend the session on the 25<sup>th</sup>.

**Inquiries:** Please direct all inquiries to Leslie Abramowitz at [labramowitz@detma.org](mailto:labramowitz@detma.org). Please reference this Issuance number with your inquiry.

## **DIRECTIONS TO MARLBOROUGH TRAINING CENTER \***

### **201 BOSTON POST ROAD WEST - MARLBOROUGH**

#### **FROM NORTH OR SOUTH:**

Take Rte. 495 to **Exit 24B - Northborough (Route 20 West)**. Travel towards Northborough approximately one-half mile. At the bottom of the hill, **immediately after the Starbucks/Boston Market** building, turn right at the traffic light into the parking lot of the R. K. Centre. The Training Center is located on the second floor of the 4-story building standing at the entrance to the R. K. Centre (this is the same building in which the Metro South/West Employment & Training Resources One-Stop career Center is located). **Phone: 508-786-0928**

#### **FROM EAST OR WEST:**

Take Rte. 9 or Massachusetts Turnpike to Rte. 495 and follow directions above. **Phone: 508-786-0928.**