

Employer Record System Training Sessions

Refresher/New User Training: 9:00 – 11:30 AM

- Who should attend?
- Anyone who has never been trained.
 - Anyone who has been trained, but hasn't used the system extensively and needs a refresher.
 - Anyone who wants to learn more about how the system can be used to track employer relations activities.
- What will be covered?
- Walk-through of each screen, describing each field, and including suggestions for use.
 - Discussions on data collection, mandatory fields and screens, implementing ERS at the local level, and how central office staff utilize ERS.
 - Update on the changes and enhancements that are being made to ERS.
 - Instructions on how to create a record from scratch for new employers.
- Will the training be hands-on, using a computer? Yes
- Will I have a chance to practice using the system? Yes. Participants will work with a sample record and enter data on every screen in the system.

Creating Reports and Mailing Labels: 1:00 – 3:00 PM

- Who should attend?
- Anyone who has never been trained on how to use the query function.
 - Anyone who wants to learn more about how the system can be used to support employer relations activities.
 - Anyone responsible for creating reports, lists, mailing labels or other support documents.
- What will be covered?
- Builds on skills and knowledge acquired during the morning training session.
 - Walk-through of system, demonstrating several reports and usage.
 - Demonstration of how to create mailing labels.
 - Ideas about how to use labels.
- Will the training be hands-on, using a computer? Yes
- Will I have a chance to practice using the system? Yes. Participants will prepare a sample report and sample mailing labels.