

New! Employer Record System (ERS) Query Instructions Available Online!

The instructions for using the Employer Record System query function is now available as part of the ERS online manual. The query function allows users to create reports, lists and mailing labels using the information in the Employer Record System. The query function instructions can be found by clicking on the following link: http://www.dwd.state.wi.us/dwepfe/ERS/ERS_Manual%20Index.htm The query instructions link is directly below the EMPLOYER RECORD SYSTEM MANUAL heading.

Many ERS users have already been trained to use the query function. Users who attended query function training from March through July should discard the written instructions they received and refer to the instructions at the above link.

If you have not attended training on the ERS query function but would like to be able to use it, please contact Linda Williamson, the ERS Coordinator, by replying to this email. Query function users must have ERS access, and will be given access to WebIntelligence, the software that is used to produce the lists, reports and mailing labels. In addition, a diskette will be mailed to you with instructions about how to download the files on your computer. These files are necessary in order for the mailing labels to be produced.

The ERS query function requires the use of the Microsoft Internet Explorer browser. The mailing label function also requires the use of Microsoft Word and Microsoft Excel.

If you have any questions, please contact Linda Williamson by replying to this email, or by calling her at 608-264-8167.