

ERS and WebIntelligence Changes Related to Solving the EXPOE Quarterly Update Overwriting Problem October 21, 2003

As a result of the changes implemented last month to solve the EXPOE Quarterly Update Overwriting Problem, one or both of the "Do not mail to this site" checkboxes may be checked on the Location screen in ERS. The programmers had to do that in order to make the changes related to correcting the Quarterly Update overwriting problem. The checkboxes determine which records will have a mailing label produced when that function is utilized in WebIntelligence.

The Mailing Address fields no longer exist in ERS. They have been replaced with the EXPOE Reported Address fields. The Webi reports and mailing label sets have not yet been renamed to reflect this. Until further notice, anywhere in Webi where you can pull a report or mailing labels and it has "Mailing Address" in the title of the report or label set, it is now pulling the EXPOE Reported Address.

Any time staff are working with an ERS record, they should check the Location screen to see if one or both of the "Do not mail" checkboxes is checked. If so, staff should take the following action:

1. Look at the Address fields. Determine if the employer is still in business at that location. If yes, staff should uncheck the box directly underneath the Fax number that is labeled "Do not mail to this site".
2. Look at the EXPOE Reported Address fields. Determine if the address is (a) correct, and (b) one you would want to use for mailing labels. If the answer to both (a) and (b) is yes, staff should uncheck the box directly underneath the Fax number that is labeled "Do not mail to this EXPOE Reported Site".

See the next page for an example of a Location screen.

Wisconsin Employer Record System - Location

Trade Name:

EXPOE Reported Trade Name: THE BIKE PLACE

Company Description

UI Account Root Number: 999984

Inactive Employer

Account Representative Information

Name:

Telephone:

Address

Street Address or PO Box:

City:

State:

Zip Code: -

Telephone: -

Fax: -

Do not mail to this site

EXPOE Reported Address

Street Address: 5560 OLD SAUK RD

City: MIDDLETON

State: WI

Zip Code: 53562 -

Telephone:

Fax:

Do not mail to this EXPOE Reported site

Web Site Address

This is the Corporate Location

Workforce Development Area: **South Central**

County

Metropolitan Statistical Area

Created: 04/12/1998 07:43:32 AM By: EXPOE202

Last Updated: 10/20/2003 03:15:12 PM By: \WILLILI

Some Location screens will have both checkboxes checked (as shown at left), some will have only one checkbox checked, and some will have neither checkbox checked.

When these checkboxes are checked, they prevent a mailing label from being produced.