Work Search Record
OSOS Guide

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![OSOS One-Stop Operating System logo]

PURPOSE

Users with the **Professional** permission level or higher, will have access to the **Work Search Record and Reports** for Active, and SS/IO customers that are UI claimants, as well as Inactive customers with an existing work search records.

CUSTOMER JOBZONE DATA ENTRY

Customer's access the **Work Search Record** through **JobZone**:

Reports are created in the **JobZone History** tab:

Any customer may enter and track their work search efforts through JobZone. Unemployment Insurance claimants are usually required to enter their work search activities in their **JobZone Work Search Record**. Customers create reports when they data enter their activities into the **Work Search Record**. Customers may also upload an Excel Spreadsheet, Word document, etc, into their **Work Search Record**.

The customer clicks the **Add New Record or Activity** button:

| | Introduction | UI Work Search Requirements | Add New Employer Contact or Activity | History | Reports | Address Book |
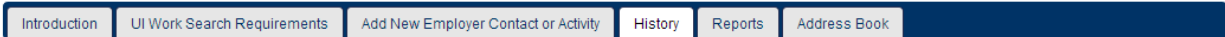
View Work Search History. Sort by: Activity Date submitted, Activity Type, Contact Name or Business/Organization name using the ^arrows.

Edit: Selecting Edit you will be able to edit the entered work Search activity in your History.

Delete: Selecting Delete you can delete the entry.

Note: Saved Contacts and Activities are submitted into Weekly and Four Week reports.

7 Results Found ◄ ◄◄ 1 ►► ►| 10 ▼ **Items per Page** **(1 of 1)**

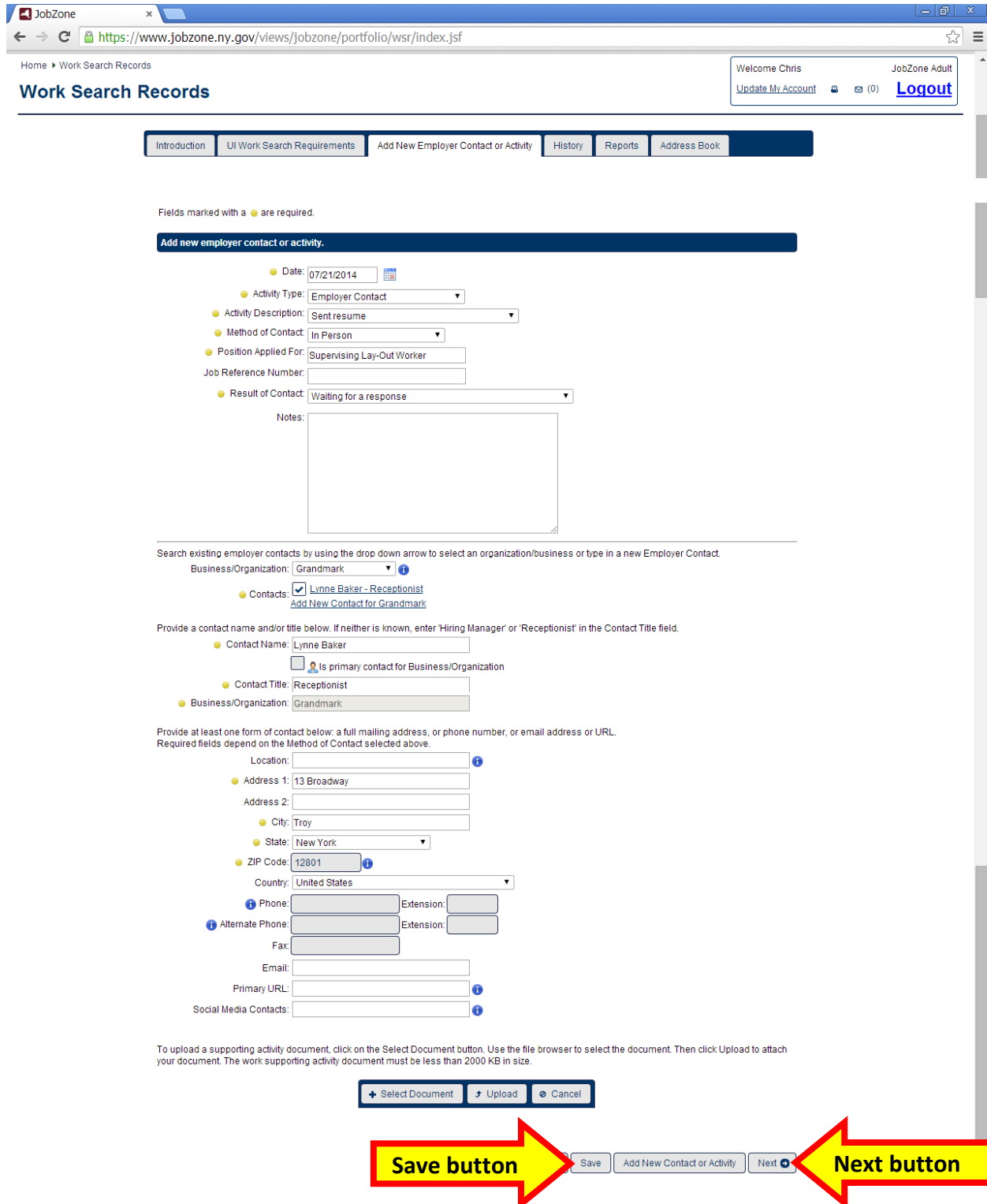|	Activity Date ⬍	Organization ⬍	Contact Name/Title/Location⬍	Activity Description ⬍	Action	Create Date ⬍	Edit Date ⬍
Edit	11/18/2013	Miller Contracting	Bob Miller / Owner / Albany	Sent resume	Delete	11/18/2013	11/18/2013
Edit	11/14/2013	Grandmark	Lynne Baker / Receptionist / Troy	Submitted job application	Delete	11/18/2013	11/18/2013
Edit	11/13/2013	John and Sons Inc	Mary Blais / General Manager	Sent resume	Delete	11/13/2013	11/13/2013
Edit	11/12/2013	Intec	John Westenburg / Manager	Inquiry	Delete	11/13/2013	11/13/2013
Edit	11/11/2013			One Stop workshop / seminar	Delete	11/13/2013	11/13/2013
Edit	10/04/2012	ABC corp.	Mr. Smith / HR Manager / Albany	Inquiry	Delete	10/04/2012	05/31/2013
Edit	09/17/2012	DR Inc	HR / HR manager	Sent resume	Delete	10/04/2012	05/31/2013

7 Results Found ◄ ◄◄ 1 ►► ►| 10 ▼ **Items per Page** **(1 of 1)**

Save a copy of your activities to your desktop
◉ Export all data
○ Export this page only

Add New Record or Activity button ➡ | Add New Contact or Activity | Next ➡

The new contact, activity, or uploaded document is then added to the **Work Search Record History** and the customer clicks the **Save** button. If another activity needs to be entered, the customer then clicks the **Next** button:

The new activity has been added to the customer record:

The customer may only view their own reports In **JobZone**:

Only customers directly logged into their JobZone account can add or modify their own Work Search Record. Staff may assist a JobZone customer that has logged into their own account to edit their History.
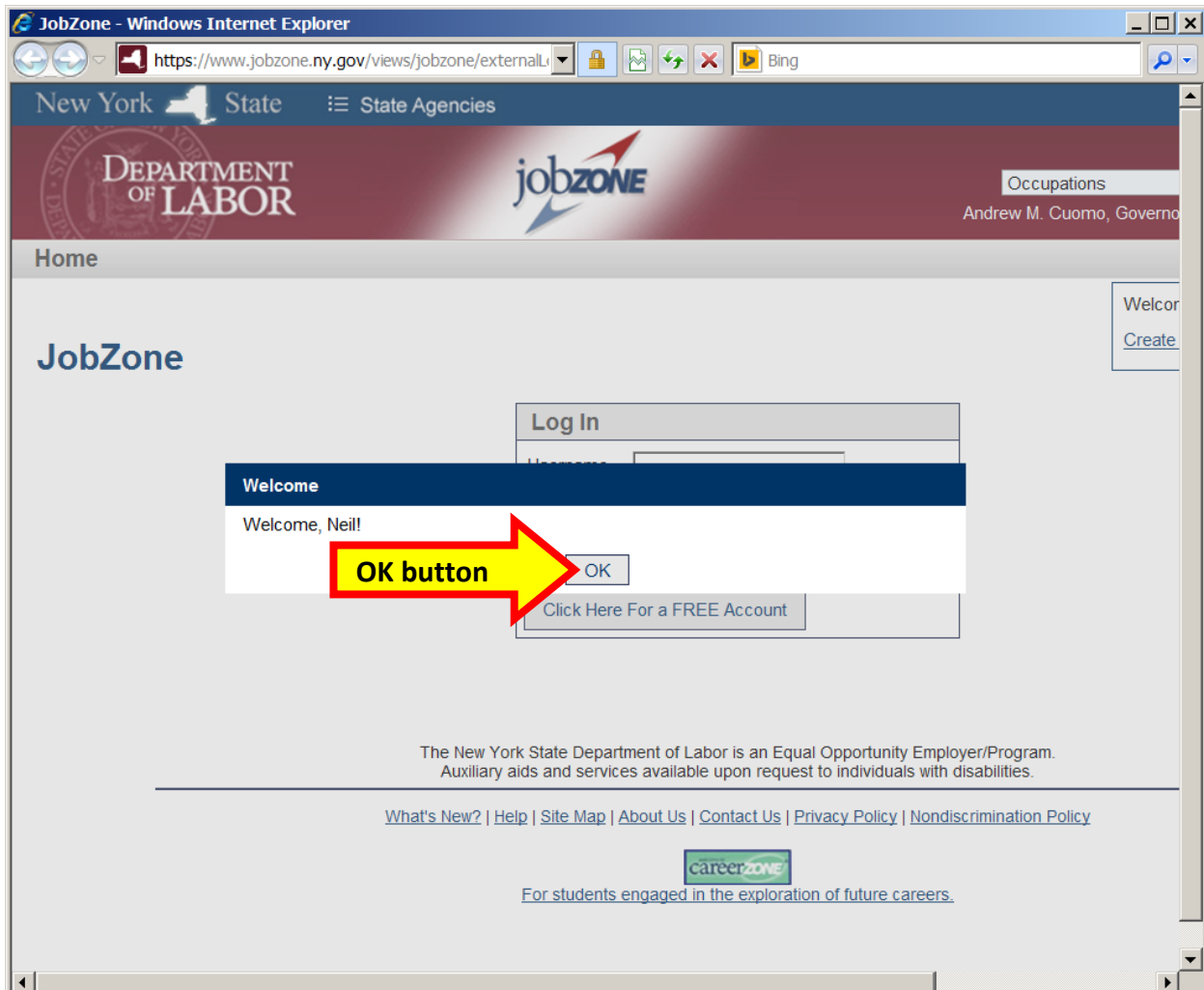
STAFF JOBZONE DATA ENTRY

Staff may create reports in the customer's **Work Search Record**.
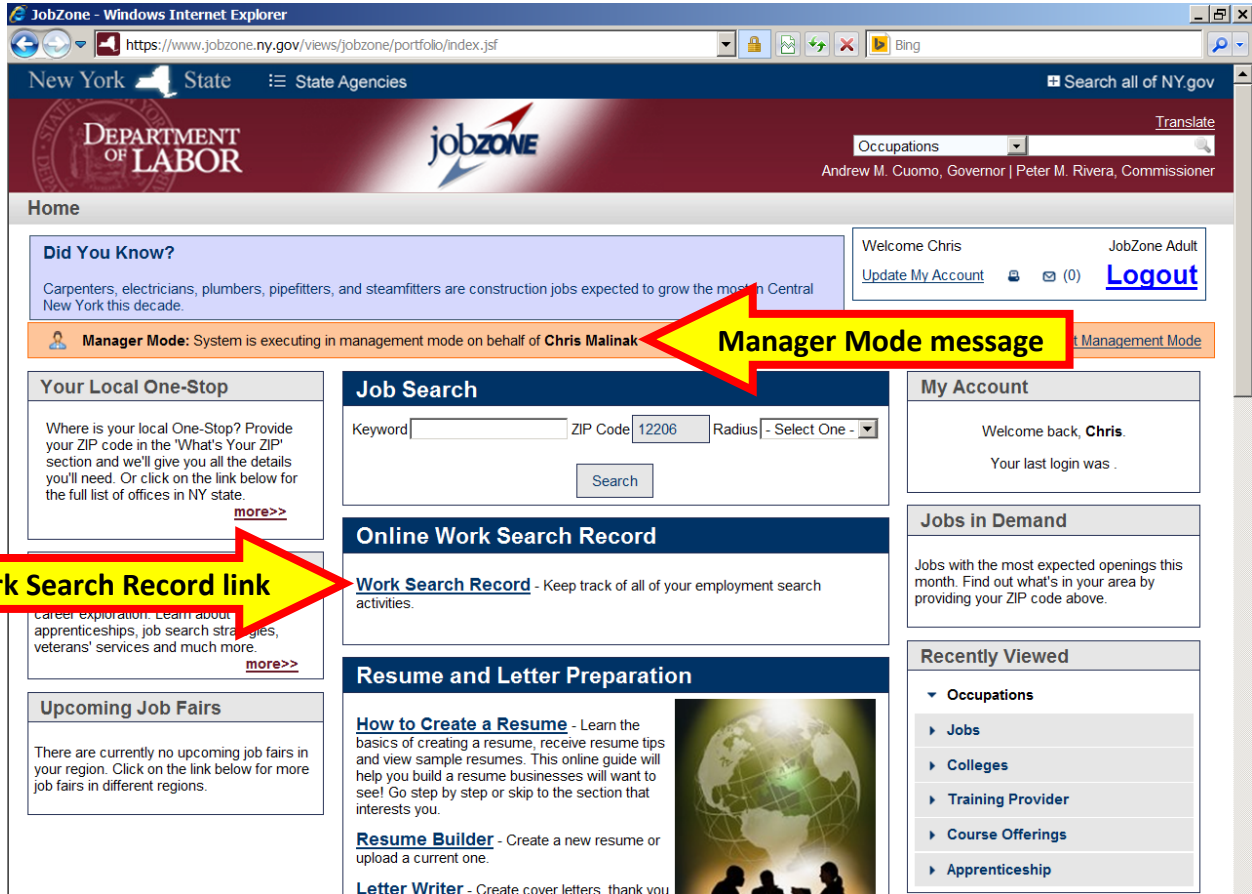
Click the JobZone window in OSOS to enter the customer's **JobZone** account.

Although **JobZone** is best viewed in Google Chrome, The OSOS **JobZone** window defaults to Internet Explorer. Click the **OK** button:

JobZone will navigate to the customer's Home page and a message will appear indicating that staff is viewing the record in **Manager Mode**. Click the **Work Search Record** link:
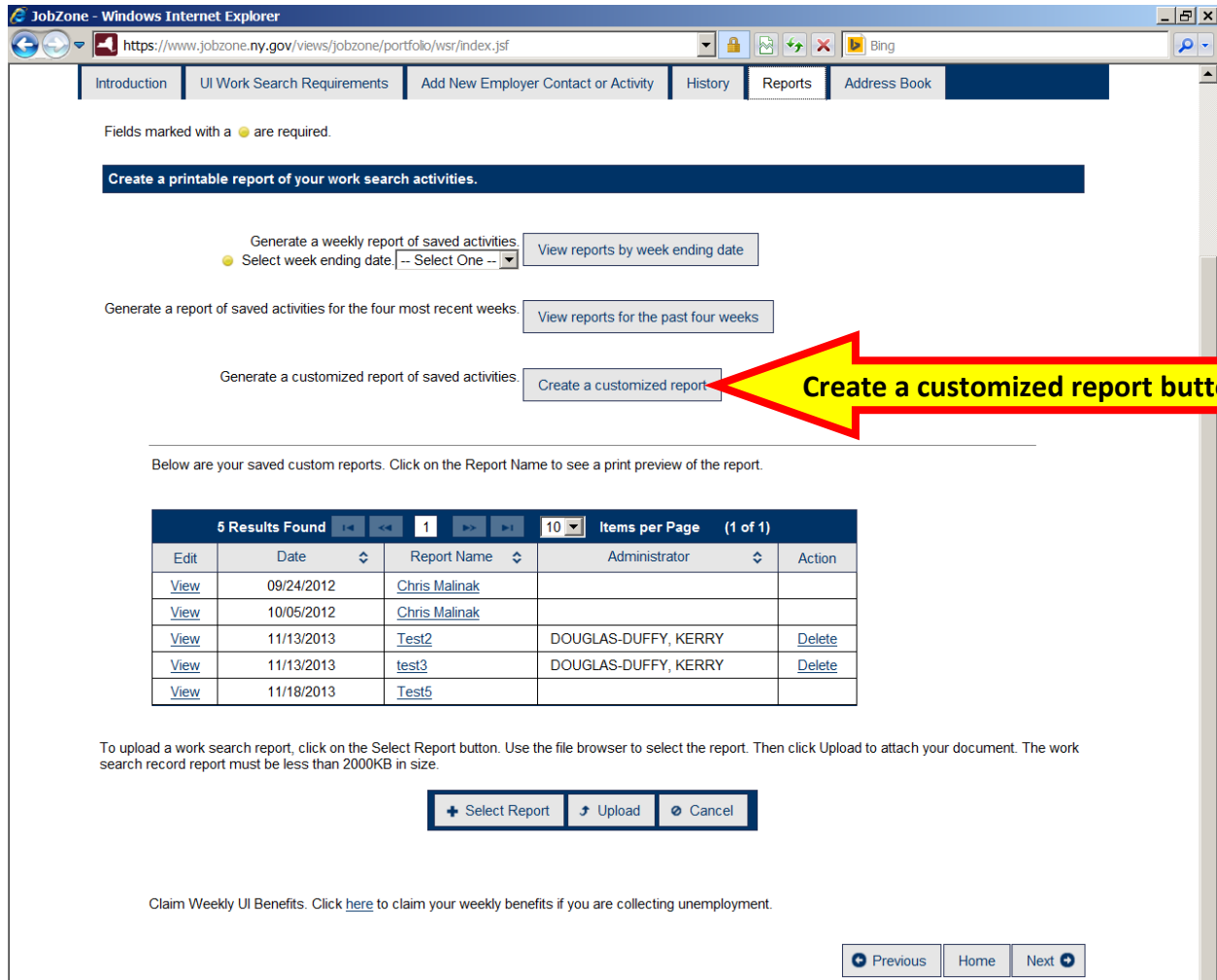
The same **Work Search Record** reports are available to staff in Manager Mode as is available to the customer with the addition of any staff created reports. To create a Customized staff report, click the **Create a customized report** button.

Enter the **Report Name**, select the activities to be included in the report, and click **Save** button:

The report is now visible in the list of customized reports:

OSOS DATA ENTRY

The **Work Search Record** button is located next to the **UI Claimant** data field in the **General Information** tab within the Customer Detail window.
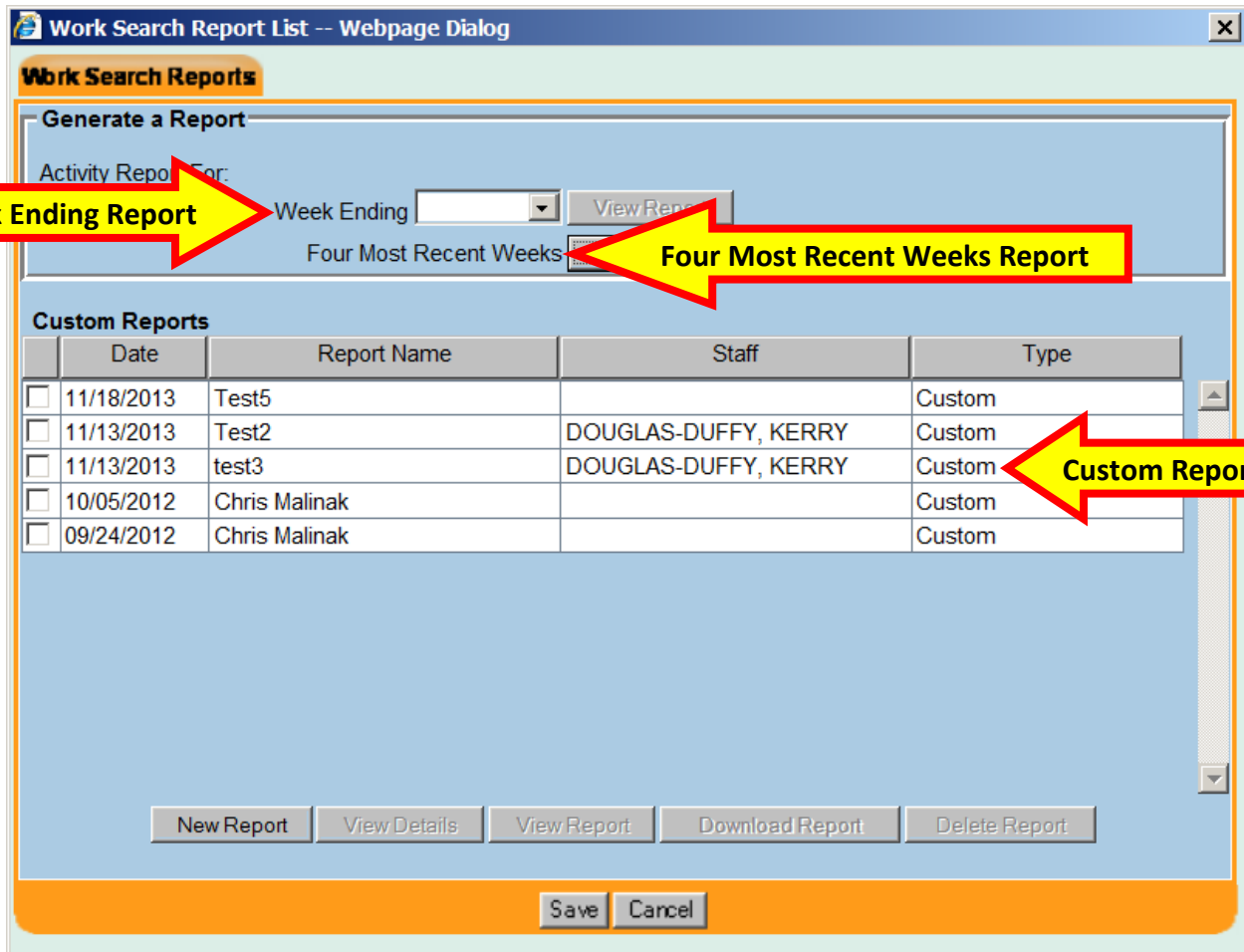
The **Work Search Record** reports are created through the customer's **JobZone** account.

Clicking the **Work Search Record** button brings up the **Work Search Report List - - Webpage Dialog** popup window. There are three **View Report** buttons available that allow a search by:

1. the **Week Ending** date to obtain a weekly report,
2. Four Most Recent Weeks or,
3. selecting from a list of **Custom Reports** created by the customer in **JobZone**.

![OSOS One-Stop Operating System logo]

WEEK ENDING REPORT

The **Week Ending** Report allows staff to select a report from a drop down menu of any activity for that specified week. Once a week ending date has been selected, the View Report button will become accessible:

Click the View Report button to access the report:

FOUR MOST RECENT WEEKS REPORT

The **Four Most Recent Weeks** Report allows staff to select a report of all entered activities for the four week immediately prior to the current date:

Work Search Report List -- Webpage Dialog

Work Search Reports

Generate a Report

Activity Report For:

Week Ending [▼] View Report

Four Most Recent Weeks   View Report   → **View Report button**

Work Search Record Report -- Webpage Dialog

Work Search Record

Chris Malinak
← **Four Week Report date range**   **06/16/2014 - 07/17/2014**

List all of the employers and labor unions contacted each week while claiming unemployment benefits. Present this list when we request it.

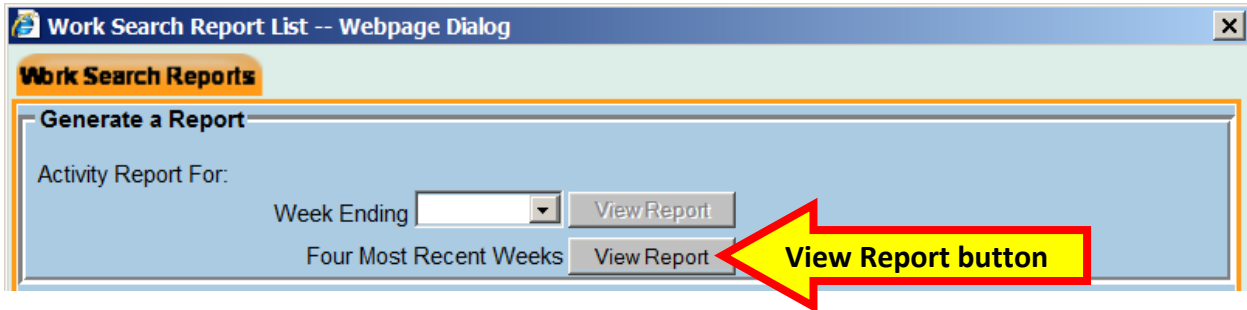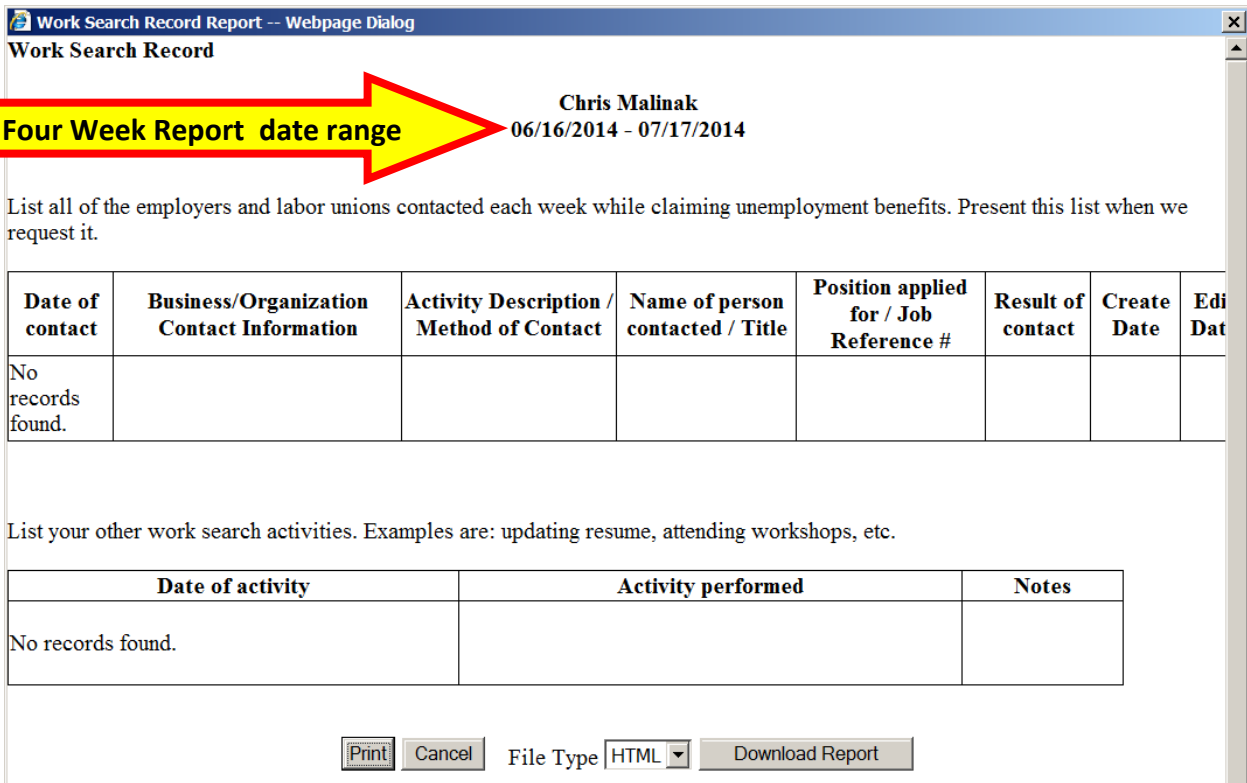| Date of contact	Business/Organization Contact Information	Activity Description / Method of Contact	Name of person contacted / Title	Position applied for / Job Reference #	Result of contact	Create Date	Edi Dat
No records found.							

List your other work search activities. Examples are: updating resume, attending workshops, etc.

Date of activity	Activity performed	Notes
No records found.		

Print   Cancel   File Type [HTML ▼]   Download Report

CUSTOM REPORTS

Highlight the custom report that you want and click Edit Details or View Report.
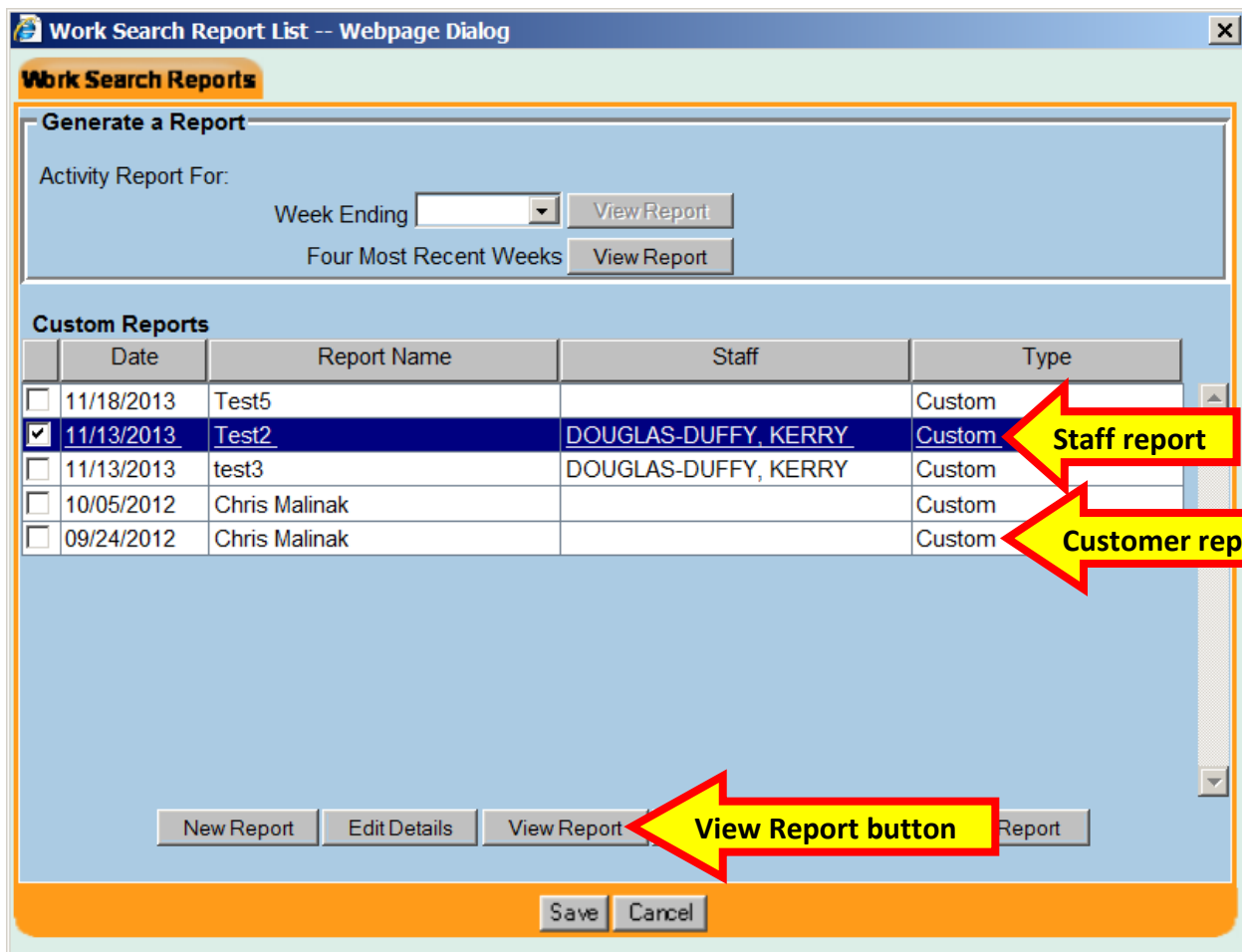
The staff data field will be empty when the report was created by the customer. A name will be visible when the report was created by a staff person.

For security purposes, staff cannot enter JobZone through the JobZone window and add, enter or alter a customer Work Search report.
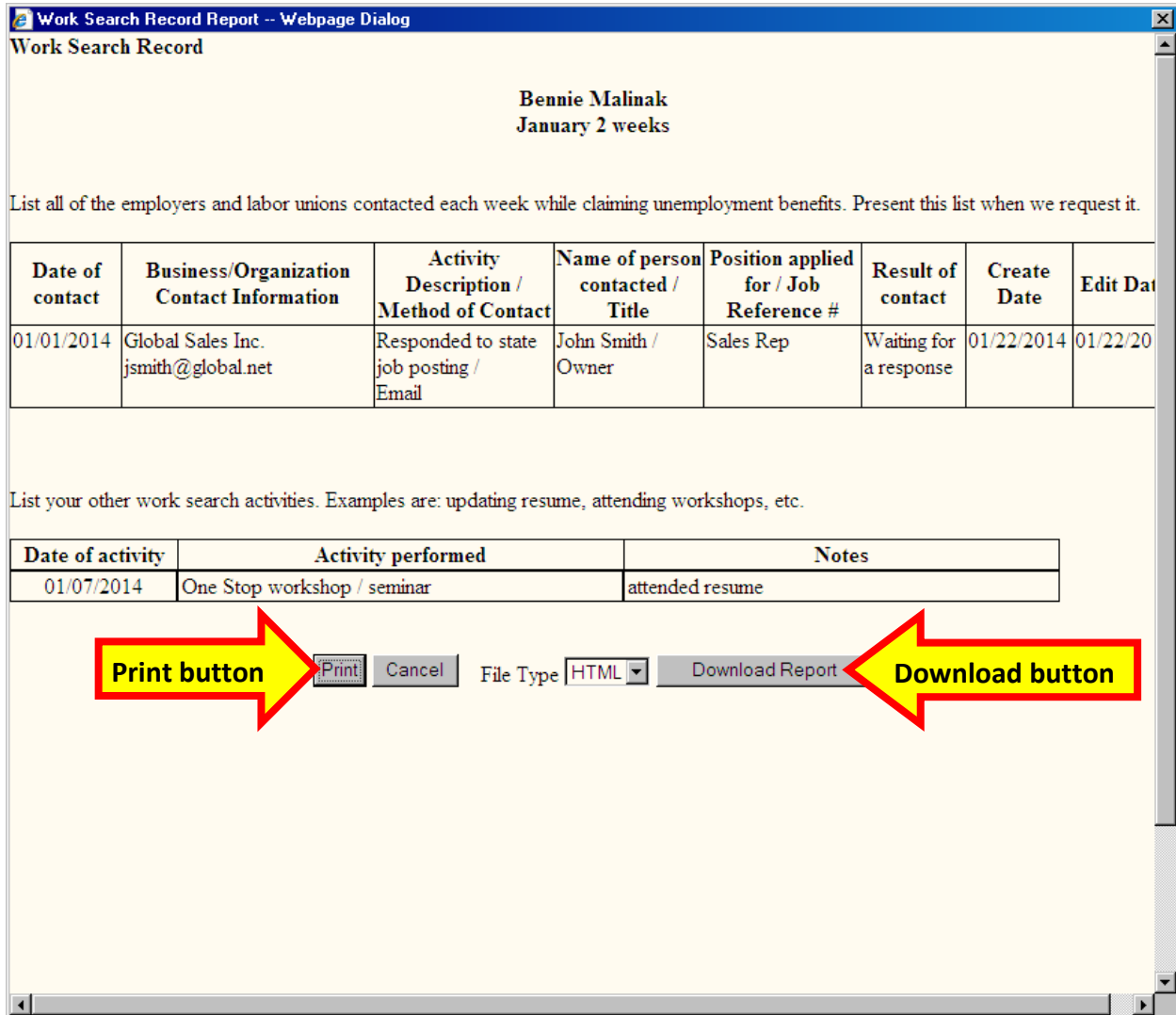
Staff may only edit reports that they create.

Users cannot edit the **Week Ending** report, **Four Most Recent Weeks** report, or **Custom** reports entered by the customer or other staff.

Clicking the **View Report** button will bring up the specified weekly work search report, which may be printed or downloaded.
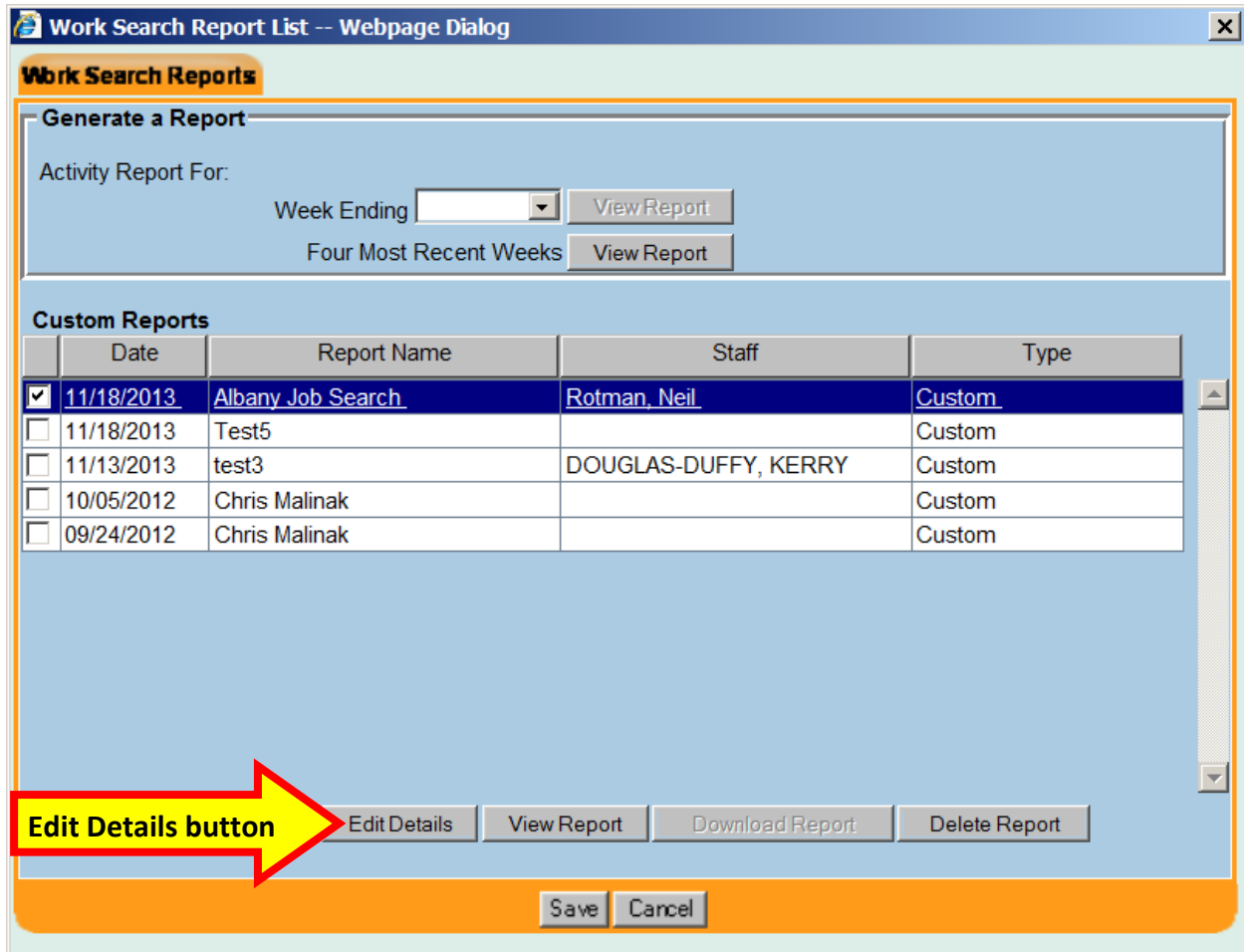

Reports may not be edited in PDF or HTML format.

Staff may edit their own Custom Reports by selecting the specific report and clicking the **Edit Details** button.

Clicking the **Delete Report** button will allow staff to delete a record.

Select any activity that needs to be added or removed and click the appropriate button:

Remember to click the **Save** button to save the results.

Staff directly logged into OSOS can add or modify their own Work Search Reports. Click the Add New Report button:

Name the new report and select each activity to be included:

The new report will now appear with the new report:

RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

http://labor.ny.gov/workforcenypartners/osos.shtm

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov