

Record Employment Details and Exit Customer

This lab will exit the Title **1A** customer that was created earlier. Close services except for transportation, which will still be required by the customer after exit.

- 1) Search for existing customer _____(**1A**) (Name from Lab 1)
- 2) Go to Staff Menu, then to My Customers

Go to Customer Menu – List Applications

Application Menu

List Enrolled Services

Services

Click on Service Provided – Title (**Self Directed Job Search**)

Edit Required Activity Information

End Date (**1/27/2003**)

Status (**Successful Completion**)

Note (View that status changed on Services list)

Close Occupational Classroom Training & Job Search Skills Training as we did above for the Self Directed Job Search (**leave transportation open**)

Choose successful completion for both services

Close date should be at the end of the month in which they were opened

- 3) Exit a customer

Application Menu

Exit Summary

Exit Control panel

Employment at Exit (Click on Update)

Pick a job (Click on **Pick Job** in upper right of screen)

(Rion Finance Services)

Job Type – Covered under UI

Related to Training – Yes

Select – Other Appropriate Method

GENERAL section of Exit Control Panel (Click on Update)

Exit date 2/28/03

Entered Unsubsidized Employment

- 4) Enter Wages for 1st Quarter Post Exit
Date should be in March, 2003



- 5) Enter Wages for 3rd Quarter Post Exit
Date of wages should be in July, August or September, 2003
- 6) Review the Exit Summary after posting the wages
- 7) If you have extra time, post goal and credential attainment for the Youth customer
- 8) Review the Exit Summary after posting outcomes
- 9) Log off

