

Tracking VJF Participants through Connecting Colorado

1 Log in to Connecting Colorado (staff) and go to the **Reports** section.

2 Select the “(CL) Class/Services List.”

Connecting Colorado Staff

Reports Selection Menu

Click next to the report desired.

| ES | WIA | Other |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="radio"/> (SJ) Summer Job Hunt <input type="radio"/> (MP) Migrant Performance <input type="radio"/> (V2) VETS 200 (PY05) <input type="radio"/> (92) 9002 (PY05) <input type="radio"/> (UA) UI Appointments <input type="radio"/> (WE) Web Employers <input type="radio"/> (WJ) Web Jobs <input type="radio"/> (SB) SEB <input type="radio"/> (EU) EUC <input type="radio"/> (N2) 200 TEST (PY12) <input type="radio"/> (N9) 9002 TEST (PY12) <input type="radio"/> (HE) H1B Errors <input type="radio"/> (H1) H1B Performance | <ul style="list-style-type: none"> <input type="radio"/> (WY) PY03+ WIA Performance <input type="radio"/> (CS) Caseload <input type="radio"/> (SU) Supplemental <input type="radio"/> (AS) Activity Summary <input type="radio"/> (CH) Characteristics <input type="radio"/> (CO) Common Measures <p style="text-align: center;">ARRA</p> <ul style="list-style-type: none"> <input type="radio"/> (AA) ARRA Adult <input type="radio"/> (AY) ARRA Youth <input type="radio"/> (AE) ARRA ES/Reemployment <p style="text-align: center;">UI Pilot</p> <ul style="list-style-type: none"> <input type="radio"/> (DX) UI Pilot (*TEST*) | <ul style="list-style-type: none"> <input type="radio"/> (IV) IVR <input type="radio"/> (CT) Contact List <input type="radio"/> (SV) Surveys <input type="radio"/> (WV) Workforce Volume <input type="radio"/> (A7) PY07 Agent Perform <input type="radio"/> (BC) Barcode Summary <input type="radio"/> (EE) eStop Events <input type="radio"/> Client Query <input type="radio"/> Job and Employer Query <input type="radio"/> Other Queries <input type="radio"/> (CL) Class/Services List <input type="radio"/> Handouts <input type="radio"/> (SF) Service Follow-Up <input type="radio"/> MIS Meeting Minutes |

Agent Menu

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For the Required Report Criteria:

- Enter the Date Range of the virtual event.
- Always enter “WB” for the Region.

For the Optional Limiters:

- Always enter “JF” for the Activity/Service.
- Enter the Sub-Activity/Service code; this will be provided to you by the Colorado Department of Labor & Employment (CDLE) staff.

Connecting Colorado Staff

Class List

Report Criteria

Date Range: 09 / 23 / 2013 to 10 / 21 / 2013 **Enter Date Range of Virtual Event**

Region: wb **Always Enter "WB" for Region**

Optional Limiters

Activity/Service: jf **List** Sub: 78 **Always Enter "JF" for Service**

Program: **List** Sub Program: **Enter Sub-Service Code**

Current Agent: OR Agent:

Local Office: Project: E/A: Counselor:

SSN (or Mask):

Run for Employer services:

Index (Denver only):

Create Pointers: (File will be called classlist)

Submit **Reports Menu**

Agent Menu

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Select Aggregate Report from the Output Display options.

- View a list of customers that have accessed the Virtual Job Fair (VJF) website from Connecting Colorado.
- The bottom of the list has the total number of customers that accessed the VJF website.

Class List for JF 78 09/23/2013 Region:WB Web run 10/21/2013- 3:20 PM Pg 1

| SSN | Name | V | Act/S | RL | Pr | E/A | ACO | Cost | O | Rg | LOFF | Agent | Date | Time | Duration |
|-----------|----------|---|-------|----|----|-----|-------|------|---|----|------|-----------------|----------|------|----------|
| C20062829 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/17/13 | | |
| N00000077 | David | S | R | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/08/13 | | |
| R07000051 | Shirley | R | R | | | | JF 78 | | | | | WB 1000 WEB_APP | 09/25/13 | | |
| R07000051 | Shirley | R | R | | | | JF 78 | | | | | WB 1000 WEB_APP | 09/27/13 | | |
| D40000445 | Beulah | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 09/25/13 | | |
| C00000024 | Connors | T | J | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/17/13 | | |
| R37000492 | David | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 09/30/13 | | |
| G27000047 | Paul | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/07/13 | | |
| F97000004 | James | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 09/25/13 | | |
| C00000433 | J | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/08/13 | | |
| C00000450 | Melinda | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/05/13 | | |
| C00000411 | Michelle | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/21/13 | | |
| C40000008 | Deborah | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/16/13 | | |
| V70000017 | Becky | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/01/13 | | |
| G30000018 | Sharon | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 09/24/13 | | |
| R30000008 | Therese | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/07/13 | | |
| R00000048 | Shirley | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/10/13 | | |
| S11700007 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/16/13 | | |
| V04700000 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/17/13 | | |
| R00000007 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/08/13 | | |
| V17000004 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 09/26/13 | | |
| V17000004 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/03/13 | | |
| V17000004 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | 10/08/13 | | |
| 040000007 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | | | |
| Y00000040 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | | | |
| 000000004 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | | | |
| V57000007 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | | | |
| X00000008 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | | | |
| 000000007 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | | | |
| C10000009 | AMMA | | | | | | JF 78 | | | | | WB 1000 WEB_APP | | | |

3962 Total; 3500 Apps;

Customer Masked SSN & Name

Date Accessed Virtual Event

Total = # of times the link was clicked to access the VJF site (can include the same customer clicking the link more than once).
 Apps = Total # of Customers that clicked on the link (each customer is counted only once).

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Select Daily Summary from the Output Display options.

- View the total number of customers that have accessed the site & received a service each day of the date range.

Class List for JF 78
09/23/2013 to 10/21/2013
Region:WB Web

| Date | Total Services | People Served |
|------------|----------------|---------------|
| 09/23/2013 | 152 | 152 |
| 09/24/2013 | 158 | 158 |
| 09/25/2013 | 162 | 162 |
| 09/26/2013 | 138 | 138 |
| 09/27/2013 | 181 | 181 |
| 09/28/2013 | 69 | 69 |
| 09/29/2013 | 71 | 71 |
| 09/30/2013 | 234 | 234 |
| 10/01/2013 | 260 | 260 |
| 10/02/2013 | 206 | 206 |
| 10/03/2013 | 173 | 173 |
| 10/04/2013 | 141 | 141 |
| 10/05/2013 | 53 | 53 |
| 10/06/2013 | 50 | 50 |
| 10/07/2013 | 228 | 228 |
| 10/08/2013 | 227 | 227 |
| 10/09/2013 | 188 | 188 |
| 10/10/2013 | 186 | 186 |
| 10/11/2013 | 117 | 117 |
| 10/12/2013 | 45 | 45 |
| 10/13/2013 | 47 | 47 |
| 10/14/2013 | 106 | 106 |
| 10/15/2013 | 170 | 170 |
| 10/16/2013 | 141 | 141 |
| 10/17/2013 | 150 | 150 |
| 10/18/2013 | 95 | 95 |
| 10/19/2013 | 37 | 37 |
| 10/20/2013 | 41 | 41 |
| 10/21/2013 | 136 | 136 |
| Totals: | 3962 | 3962 |

Date Customer accessed Virtual Event

Total # of Job Fair (JF) & sub-services given to Customers that clicked on the VJF Website link that day.

Total # of Customers that clicked on the VJF Website link that day.