

Daily Schedule:

Start: 9:00AM End: 3:30PM Breaks: 15mins @ 10:30AM and 2:30PM, 1 Hour at 12:00PM

Run the **GWA-OW Calculator** software by double-clicking on the icon found on your desktop. Type in **ADMIN** in the username field and **ADMIN** in the password field and then click the OK button.

Topics To Be Covered In This Module: Employment Assistance Entry, Reports, etc.

- Update Local Databases**
 - Agencies
 - Facilities and Resources
 - Job Orders
 - Sponsors
 - Placements
 - Organizations
 - Staff

- Add / Update Participant Information**
 - Program Information
 - Language
 - Driver's Licence
 - Health / Disability
 - Service Supports & Personal Supports
 - Employment Needs
 - Resource Utilization
 - Caseworker Bring Forward Dates
 - Placement / Hours Tracking
 - Education and Training
 - Child Care Expenses
 - Employment Expenses
 - Workshops
 - Job Referrals & Follow-ups
 - Referral To Employment Agency
 - References

- Bulk Entry Functions**
 - Basic Education & Training
 - Caseworker Notes
 - Employment Assistance Expenses
 - Workshops

Employment Reports

- Profile Report
- Registration Information
- Resource Centre Questionnaire
- Resource Centre Statistics for a Date Range
- Client Résumé
- Active Participants Report
- Expenditure Detail Report
- Clients With A Particular Driver's Licence
- Age Range Report
- Waiting for Workshop
- Active Participants with Deferrals
- Hours Report
- Sponsors Report
- Levels Report For Active Participants
- Basic Education & Training Report
- Placement Details
- Employment Assistance Statistics
- Participants With Disabilities
- Agencies Report
- Employment Goals Report
- Planned Activities Report
- Multiple Search Criteria Report
- Participants With Possible Literacy Issues
- To-Do List
- Application For Community Participation Placement
- Community Participation Placement Plan
- Community Participation Placement Rights & Responsibilities
- Referral To Community Partner Form