

ETO Report Changes

Updated 4/18/2023



**Employment
Security
Department**
WASHINGTON STATE

Agenda



Today we will cover the following:

- Report Outage
- Report Changes
- Questions / Comments / Help

Report Outage



Report outage—

- The vendor is implementing a software upgrade which affects reports.
- Reports will be unavailable beginning Friday, 4/14/2023 @ 5pm (PST) through Monday, 4/17/2023 @ 6am (PST).

Report Changes



Report changes—

- Initial prompts
- Report view
- Export button

Please note, there are no changes to the report menu, just when you select a report.

Report Changes – Initial Prompts & View



Initial prompts—

- How you select the initial prompts for the reports.
- Depending on the report you select to run, each report currently has different report prompts.
- Those report prompts are not changing.
- How you select your prompts has changed.

Report view—

- The report view looks different than what it is today.

Initial Prompts—Current



Prompts

Available prompt variants

Prompts Summary

- ✓ * Enter WDA: **WDA 05 - Seattle-King County**
- * Begin Date
- * End Date

Enter WDA:

Refresh Values

Program Group Name

- Central Office
- WDA 01 - Olympic
- WDA 02 - Pacific Mountain
- WDA 03 - Northwest
- WDA 04 - Snohomish
- WDA 05 - Seattle-King Cot**
- WDA 06 - Tacoma-Pierce
- WDA 07 - Southwest
- WDA 08 - North Central
- WDA 09 - South Central
- WDA 10 - Eastern
- WDA 11 - Benton-Franklin
- WDA 12 - Spokane

March 28, 2023 1:59:50 PM
GMT-04:00

* Required prompts

OK

Prompts

Available prompt variants

Prompts Summary

- ✓ * Enter WDA: **WDA 05 - Seattle-King County**
- * Begin Date
- * End Date

Begin Date

M/d/yyyy h:mm:ss a

March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Today

Initial Prompts—Future



Prompts 🗑️

Search 🔍

i Enter Report Start Date
Please select at least one value

i Enter Report End Date
Please select at least one value

i Enter WDA
Please select at least one value

Enter Report Start Date 🗑️ ⚙️

Enter a date manually + 🔍 📅

Selected value(s)

No selected value

OK Cancel

Initial Prompts—Future



Click the calendar icon, select the date, and click OK.

The screenshot shows a 'Prompts' dialog box with the title 'Enter Report Start Date'. The dialog has a text input field with the placeholder text 'Enter a date manually'. To the right of the input field are icons for a plus sign, a search icon, and a calendar icon. The calendar icon is highlighted with a red box. Below the input field, the 'Selected value(s)' section shows '4/1/2023 12:00:00 AM'. A calendar for April 2023 is displayed, with the date 17 highlighted. The time selection area shows '12:00:00 AM'. The 'OK' button is highlighted with a red box.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours
13	26	27	28	29	30	31	1	10
14	2	3	4	5	6	7	8	11
15	9	10	11	12	13	14	15	12 00 00 AM
16	16	17	18	19	20	21	22	1
17	23	24	25	26	27	28	29	2
18	30	1	2	3	4	5	6	∨

Initial Prompts—Future



To select a WDA and/or Office, click the checkbox, and click OK. For multiple WDAs or Offices, click on multiple checkboxes. If the list does not display, click on the refresh icon.

A screenshot of a software dialog box titled "Prompts". The dialog has a search bar at the top left and a "Search or enter value(s) manually" field at the top right. Below the search bar, there are three prompts listed on the left: "Enter Report Start Date (1)" with a date of "4/1/2023 12:00:00 AM", "Enter Report End Date (1)" with a date of "4/17/2023 12:00:00 AM", and "Enter WDA" with the instruction "Please select at least one value". The "Enter WDA" prompt is currently selected. On the right side of the dialog, there is a list of "Program Group Name" entries, each with an unchecked checkbox. The list includes: Central Office, WDA 01 - Olympic, WDA 02 - Pacific Mountain, WDA 03 - Northwest, WDA 04 - Snohomish, WDA 05 - Seattle-King County, WDA 06 - Tacoma-Pierce, WDA 07 - Southwest, WDA 08 - North Central, WDA 09 - South Central, WDA 10 - Eastern, WDA 11 - Benton-Franklin, and WDA 12 - Spokane. A red box highlights the refresh icon (a circular arrow) in the top toolbar of the dialog. At the bottom right, there are "OK" and "Cancel" buttons.

Questions / Comments / Help



Questions / Comments?

- Are there any questions or comments about the changes?

Help?

- After implementation of these changes, if you run into any issues and need help, please submit a remedy ticket.
 - Instructions for submitting a remedy ticket are located on the WPC site - [Workforce Professionals Center - How to report issues \(wa.gov\)](#).