

US DEPARTMENT OF LABOR

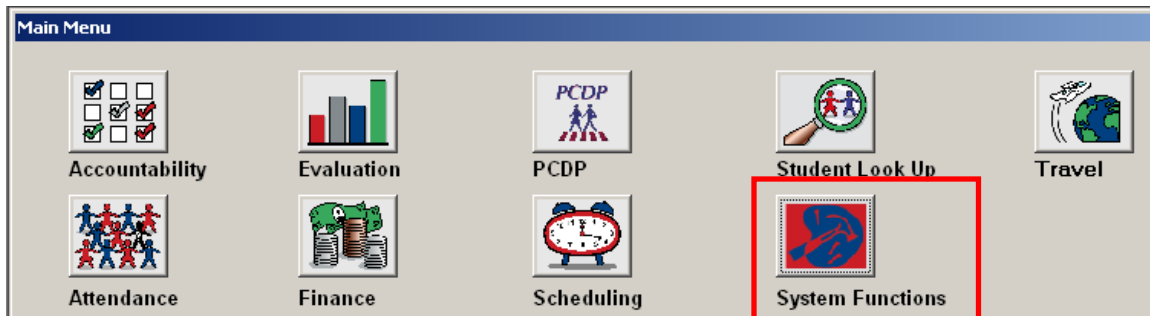
Office of Job Corps



Maintain Center Information in CIS

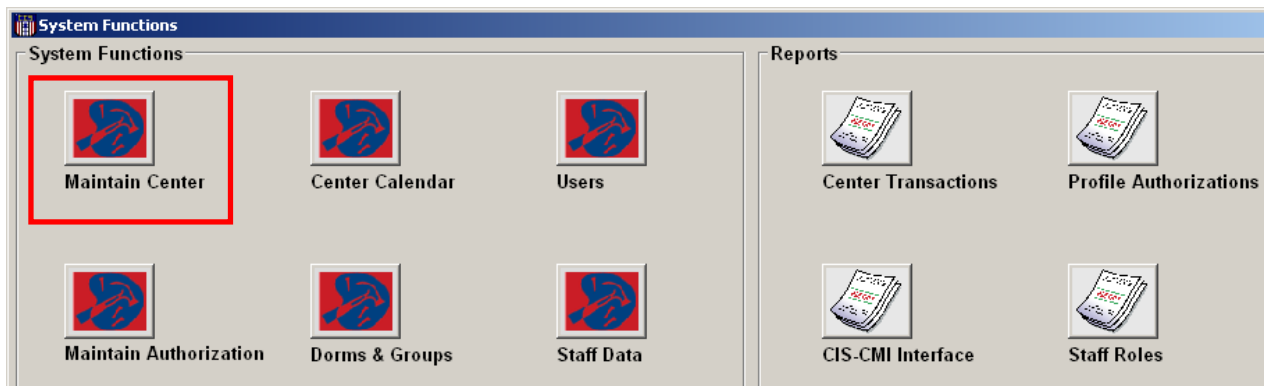
CIS Maintain Center Information

Maintain your center details with the System Functions Module->Maintain Center window and its tabs.



The National Office will use this information to generate up-to-date directories. Also, OA agencies will use it to assist recruiting students to your center. The following information may be included:

- Center address
- Center contact information
- Special features
- Travel directions
- Vocational offerings
- Documentation (uploaded flyers and recruitment materials).



Center Contact Information

Keep the Center's name, address, phone and Web site information up-to-date at the top of the Maintain Center window. Then, use the Management tab to save the Center Director, Business Community Liaison, and Regional Office Project Manager name and address information. National Office will retrieve it for use in Center Directories.

1. From the System Functions module, click the **Maintain Center** button. The Maintain Center window opens.

The screenshot shows the 'Maintain Center' window with the following fields and tabs:

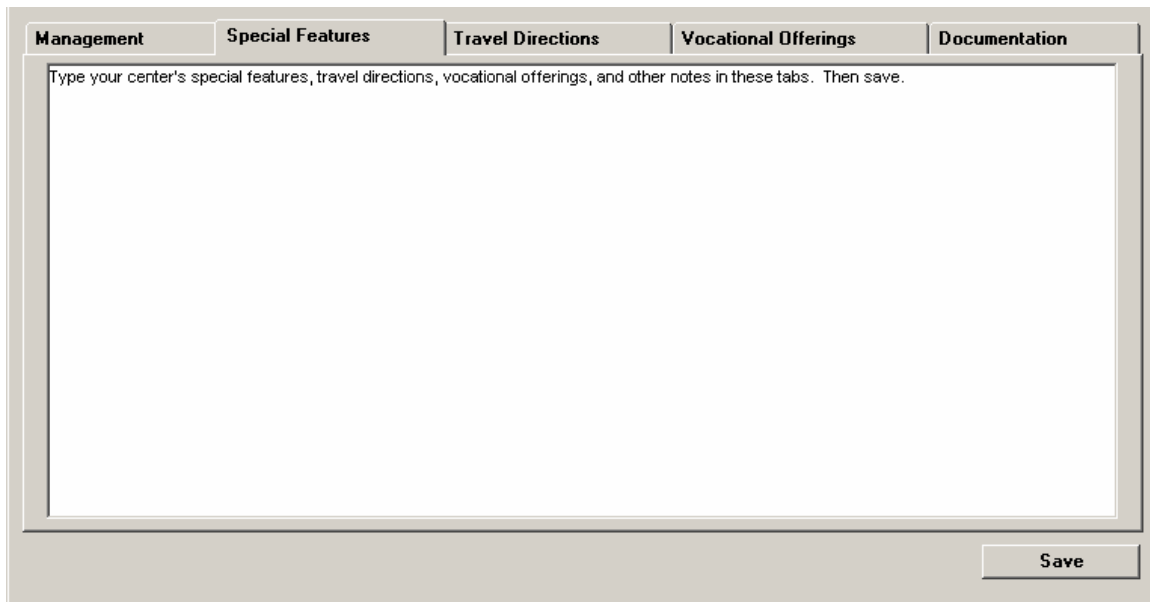
- Center Information:**
 - Center Code: [text box]
 - Center Name: [text box] Job Corps Center
 - Address1: [text box] Address2: [text box]
 - City: [text box] State: Georgia [dropdown] Zip: [text box]
 - Phone: [text box] Fax: [text box]
 - Website: [text box]
- Management Tab:**
 - Center Director:**
 - Name: [dropdown]
 - Phone: [text box] Extension: [text box]
 - Fax: [text box]
 - Email: [text box]
 - Business Community Liaison:**
 - Name: [dropdown]
 - Phone: [text box] Extension: [text box]
 - Fax: [text box]
 - Email: [text box]
 - Project Manager:**
 - Name: [dropdown]
 - Phone: [text box] Extension: [text box]
 - Fax: [text box]
 - Email: [text box]
- Save Button:** [button]

2. Add or edit the Center's address and phone number information on the top portion of the window.
3. List a Web site if your center has one.
4. Set the Center Director, Business Community Liaison and Regional Project Manager contact details.
5. Click the **Save** button to retain changes.

Special Features

On the Special Features tab, list those attributes of your Center that makes it unique among Job Corps centers, such as ESL program, AT/ACT program, Childcare, etc.

1. Type the attributes.
2. Spell check your typing, as needed, using the Spell Checker function in CIS.
3. Click the **Save** button when you are satisfied.

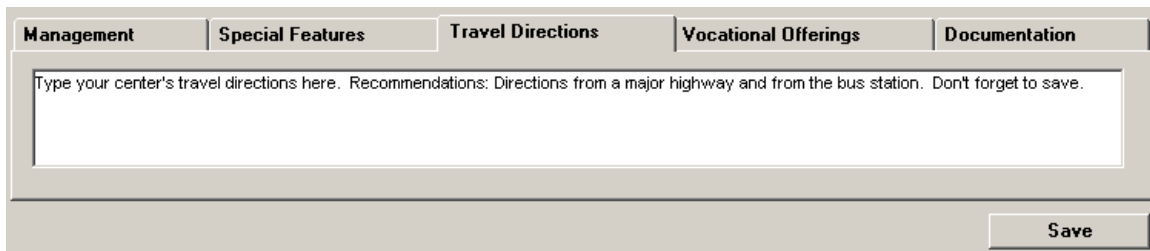


The screenshot shows a software window with five tabs: Management, Special Features, Travel Directions, Vocational Offerings, and Documentation. The 'Special Features' tab is selected and active. Below the tabs is a large text input area with the placeholder text: "Type your center's special features, travel directions, vocational offerings, and other notes in these tabs. Then save." At the bottom right of the window is a button labeled "Save".

Travel Directions

Include directions for arriving on center and visiting the center here.

1. Type the directions.
2. Spell check your typing, as needed, using the Spell Checker function in CIS.
3. Click the **Save** button when you are satisfied.

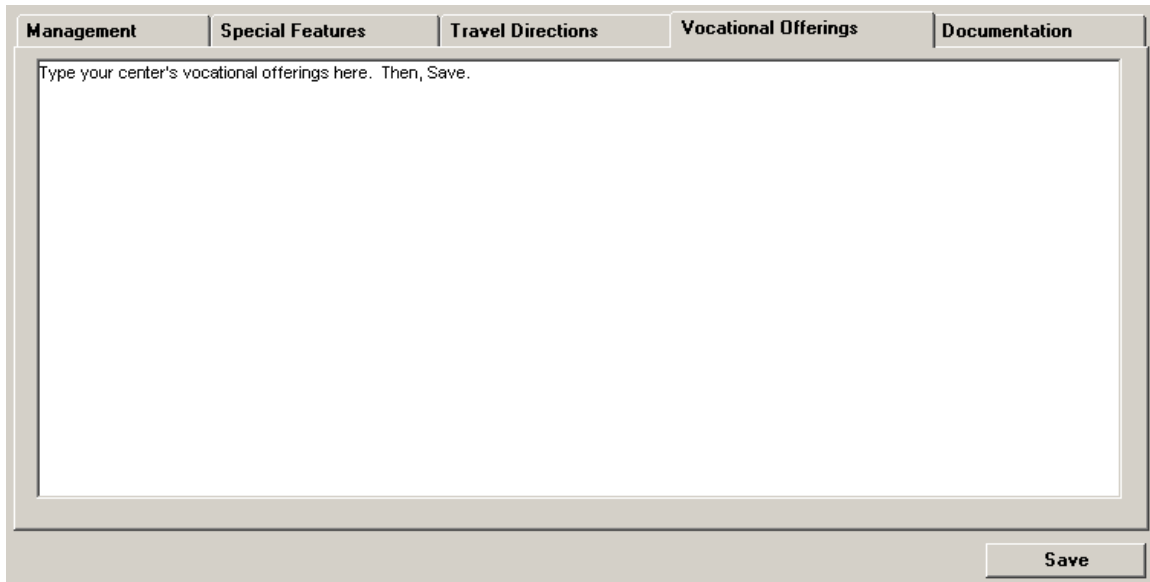


The screenshot shows the same software window as above, but with the 'Travel Directions' tab selected and active. The text input area contains the placeholder text: "Type your center's travel directions here. Recommendations: Directions from a major highway and from the bus station. Don't forget to save." The "Save" button is visible at the bottom right.

Vocational Offerings

List the trades (vocations) currently available at your center. Update it as trades are added or removed. This will be made available in OASIS for OA staff to use for recruiting.

1. Type the vocations, one per line or with semi-colons between them. Including projected open slots and availabilities.
2. Spell check your typing, as needed, using the Spell Checker function in CIS.
3. Click the **Save** button when you are satisfied.



The screenshot shows a web interface with a navigation bar at the top containing five tabs: Management, Special Features, Travel Directions, Vocational Offerings, and Documentation. The 'Vocational Offerings' tab is selected. Below the tabs is a large text input area with the placeholder text 'Type your center's vocational offerings here. Then, Save.' At the bottom right of the form is a 'Save' button.

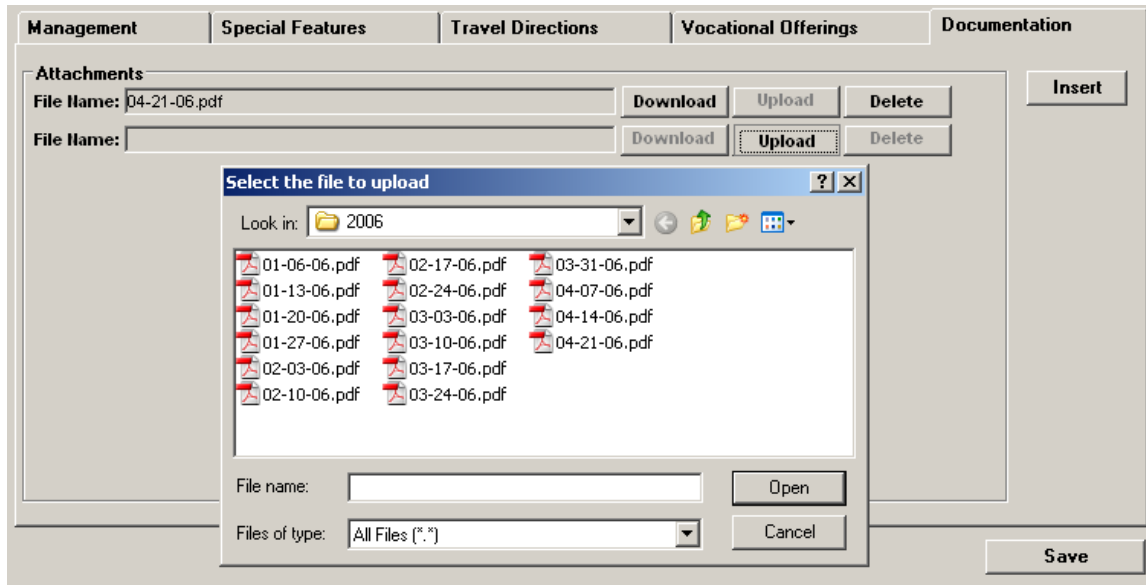
Documentation

From CIS you may upload files such as center-specific recruiting materials for use by OA agencies and for storage purposes. These files will be made available in OASIS for OA staff to use. You may also download them for maintenance and printing.

Uploading Documentation

Use the Documentation Tab to upload and store center-specific recruiting materials and other marketing materials.

1. For the first document, click the **Upload** button. The Select the File to Upload window opens.

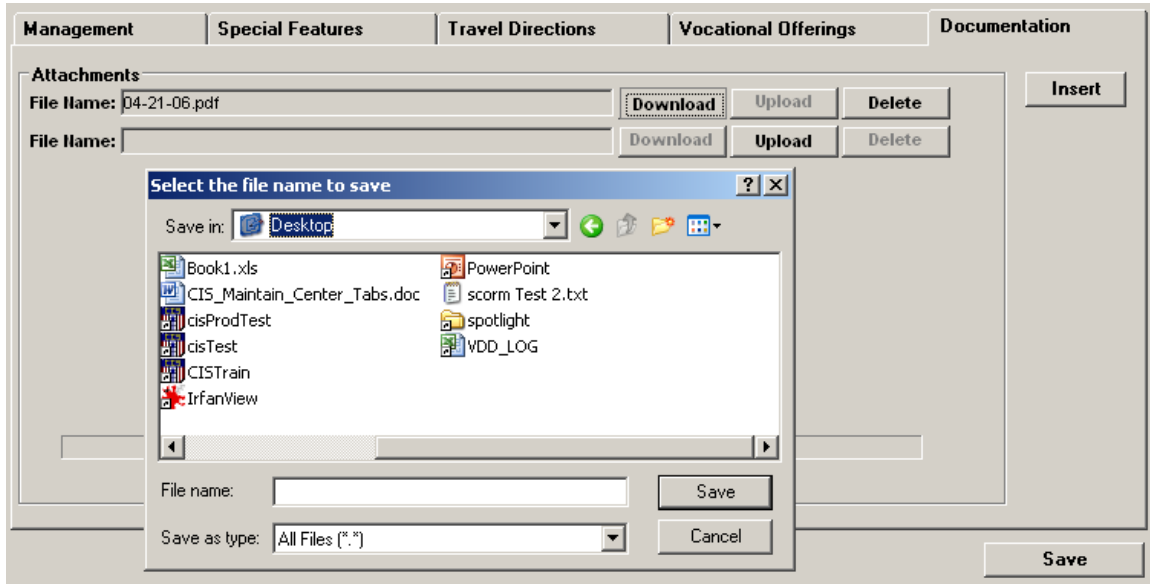


2. Navigate to the file you want to store for use by OAs and double-click it or highlight it and click the **Open** button. CIS uploads the file.
3. To upload an additional file, click the **Insert** button. CIS displays a new File Name row in the Attachments area. Repeat this process to upload additional documents.

Downloading Documentation

Use the Documentation Tab to download center-specific recruiting materials and other marketing to your personal computer.

1. Click the **Download** button to the right of the file you want to save to your personal computer or network. The Select the File Name to Save window opens.



2. Navigate to the destination where you want to store the document.
3. Name the file and click the **Save** button.