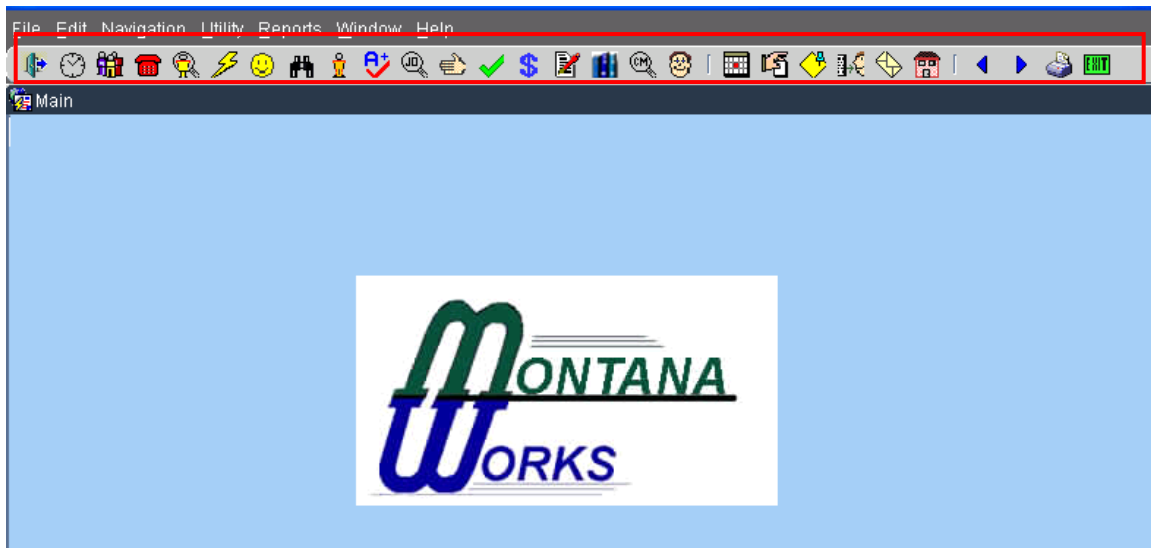


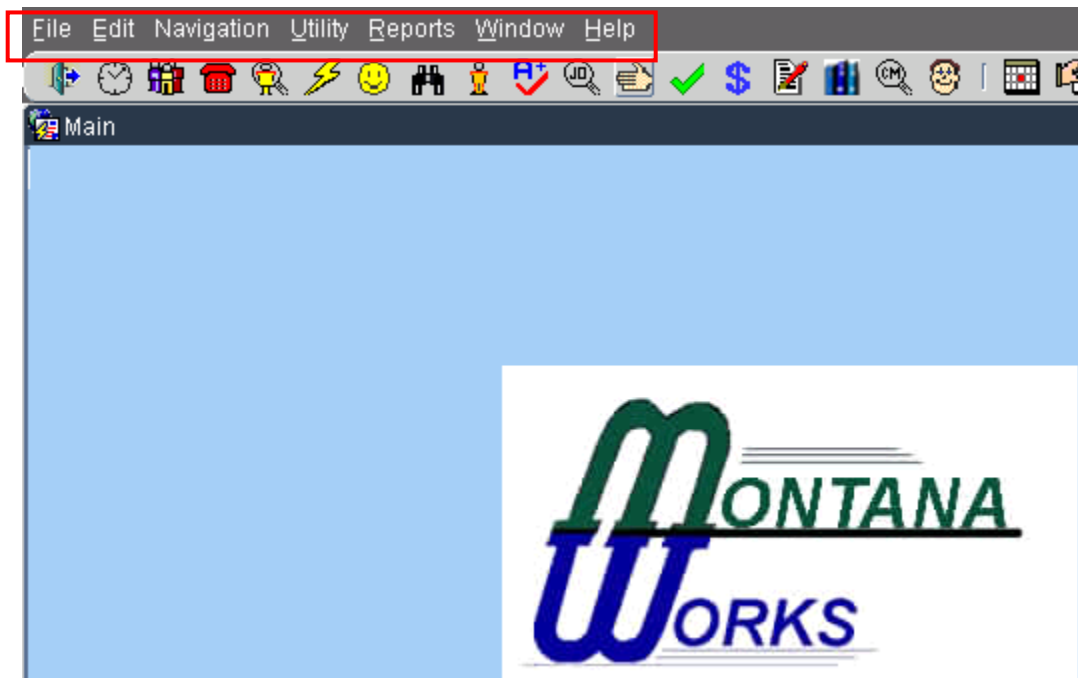
NAVIGATING IN MONTANAWORKS

There are several ways to navigate through the different sections of MontanaWorks.

The icons in the menu bar can be used to navigate through MontanaWorks. If you point at an icon, a short description of the type of information contained appears. Click on the desired icon to go directly to tabs associated with the icon.



You can also navigate using the dropdown menu items at the top of the screen.



You can also navigate using the Ctrl key plus a letter assigned to each icon. For example, to get to the Eligibility tabs, use Ctrl-Y.

The following icons and tabs are used to enter a new participant, or to work with an existing participant:



Find Seeker (Ctrl + F)

- Search for Seeker



Seeker Entry (Ctrl + K)

- Basic Tab
- Veteran Tab



Seeker (Ctrl + S)

- Seeker Info Tab



Assessment (Ctrl + A)

- Employment Tab
- Education Tab
- Support System Tab
- Financial Needs Tab
- Tests Tab



Eligibility (Ctrl + Y)

- Application Tab
- Eligibility Tab
- Enrollment Tab



Employment Plan (Ctrl + E)

- Employment Plan Tab
- Appropriateness Tab
- Funding Tab
- Progress Tab
- Case Notes Tab
- Closure Tab

The following tabs can help you to schedule your work or pull information for special reports:



Scheduler (Ctrl + D)

- Daily Schedule
- Weekly Schedule
- Team Schedule
- Inbox
- Groups
- Query



Case Management Search (Ctrl + G)

- General
- Additional
- Demographics
- WIOA Eligibility