WOTCBatch Owner's Manual

The WOTC Multiple Submissions Generator

Abstract

Familiarize yourself with the WOTCBatch application.

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About This Manual

This manual is an attempt to explain the user interface for the WOTCBatch application.

Important

The California Employment Development Department, where WOTC applications are submitted, does *not* have a "Sandbox" environment for testing the WOTCBatch's generated XML file. This means, that the generated XML file is untested by the developer, so when the XML file is uploaded to the California EDD via their "Multiple WOTC Applications" web page, the submitted file *may* be rejected.

If the generated XML file is rejected, it is important to relay any/all information regarding the rejection that the EDD might provide so that corrections can be made to the WOTCBatch application. In other words, be prepared to screenshot, write down, or record by any other means, the details of any/all rejected uploads. The more information that you can provide to the developer, the better!

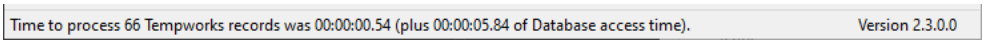
FYI

Screenshots used in this document might not reflect the actual appearance of the Tab Page that you see due to slight variations in the current version of the application.

Editing Data

As data is added or modified in the Tab Pages, it is immediately saved to the appropriate XML data record and validated (i.e., there is no need to manually "save" any changes).

Notification Area



At the bottom of the application's window is a "Notification" and "Version" area.

The "Notification" area appears on the left-hand side. This is where messages generated by the application, either in direct response to what the user is doing or in response to what the application is doing regarding the user's most recent activity. Although many notifications are generated by the application, the user might not see all of them as the next notification replaces the previously displayed notification.

The "Version" appears on the right-hand side and is used to ensure that you and the developer are both on 'the same page', should you need to discuss anything regarding this application.

First Run

The very first time you run the WOTCBatch application, all button controls, except for the "Set Save Path" button, are disabled.

Therefore, the first thing to do is click on the "Set Save Path" button. A folder browser dialog box will open, from which you can select the folder that you want the generated XML file(s) to be written to.

Once you have selected a folder, the application will remember your selection. This means that the next, and all future time(s) that you run the application, the generated XML file(s) will be written to the folder you specify.

You can change which folder is to be used at any time (and the new selection will be remembered for the future).

Confirmation of the setting for this folder during the first run is provided in two ways:

1. A message an "XML Save Path has been registered." notification appears.
2. The "Load Tempworks Data" button is enabled (i.e., becomes yellow).

Tab Page Tour

The application has the following nine (9) Tab Pages:

- General
- Applicant Info
- Form 8850
- Form 9061
- Employer Info
- Agent Info
- Tempworks
- Raw XML
- Mapping Table

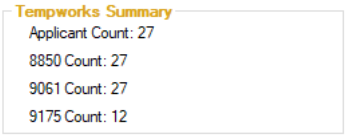
Each Tab Page is discussed below.

General

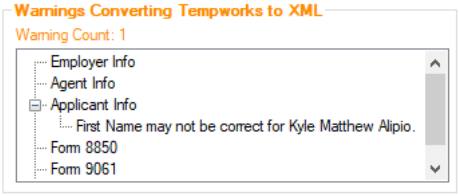
This is where you:

- Set the folder where the XML files will be written to (the “Set Save Path” button).
- Cause the currently available Tempworks Data to be loaded and processed (the yellow “Load Tempworks Data” button).
- Generate the XML file to be uploaded to the EDD for WOTCH Batch Application Processing (the green “Generate WOTC Batch XML File” button).
- View the number of Applicants, 8850, 9061 and 9175 Tempworks records processed (top, right-hand side “Tempworks Summary” section).
- View any raw data manipulation that occurred while loading the Tempworks records (bottom, left-hand side “Warnings Converting Tempworks to XML” section).
- View any validation errors discovered during the Tempworks processing (bottom, right-hand side “Errors Converting Tempworks to XML” section).
- View how long it took to process the Tempworks records (Notification area, displayed as hours, minutes, seconds and milliseconds).

Tempworks Summary



Warnings Converting Tempworks to XML



As Tempworks data is being loaded into the application, some minor adjustments may have to be made to the data.

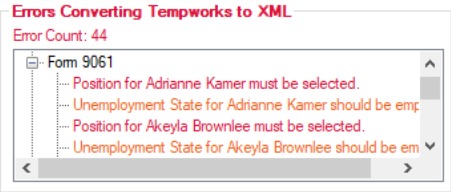
Examples:

> One applicant used his entire address (street, city, state and zip code) for his street address. WOTC has a length restriction of 50 characters for the street address, therefore, this applicant's address had to be truncated to 50 characters. A relevant entry is added to the 'Warnings' list.
>
> If an applicant's 'full name' is composed of more than just a first name and last name (e.g., includes a middle name or suffix like "Sr.", "Jr.", "III", etc.), the last name field may or may not include the suffix or may or may not include the middle name. A relevant entry is added is added to the 'Warnings' list.

Any/all warnings listed should be manually verified/checked in the appropriate Tab Page.

Warnings are not cleared if adjustments are made to the offending field.

Errors Converting Tempworks to XML



As the application validates the records, any validation errors appear in this list.

Any/all errors listed should be manually verified/checked in the appropriate Tab Page.

Manually changing data, if the data is invalid, will add a new error to the list. If the data is valid, the error will be removed from the list.

There are two types of “errors”:

- **Errors** appear in a red font and denote an invalid entry in accordance with the WOTC XML “spec.” (e.g., incorrect date format, no value when a value is expected, etc.).
- **Warnings** appear in an orange font and denote that the entry is valid, in respect to the WOTC XML “spec.”, but should probably be corrected to keep things “copacetic”.

The text color of the “Errors Converting Tempworks to XML” and its “Error Count” reflects the data’s ‘error status’:

- Green indicates that no errors were found,
- Red indicates that at least 1 data was ‘invalid’.

If any errors are discovered, click on the Treeview’s item(s) to expand the parent item and reveal what errors were discovered.

Note: The EDD ‘requirements’ were obtained from their XML Template’s XSD file. An ‘untested’ theory is that some of EDD’s ‘required’ fields aren’t actually required for the submission to be accepted. It will be known for certain that the theory is correct or not, once a batch submission is uploaded to EDD. The theory is derived from some comments made about what values are being used for some of the fields when submitting applications manually.

About the Data Navigators

Two ‘data navigators’ appear at the bottom of the “Applicant Info”, “Form 8850” and “Form 9061” Tab Pages.

With these navigators, you can step forward and backward through each applicant’s data as well as jump to the first or last applicant’s data.

You can also type a record number into the edit box of the left ‘data navigator’ to jump directly to that record’s data.

The navigators also provide a dropdown list of all (see below) available applicants to allow the user to navigate directly to the named applicant’s data.

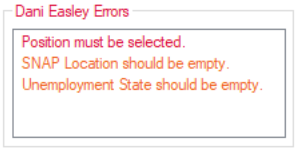
The ‘data navigator’ on the left allows you to access every applicant record.

The ‘data navigator’ on the right allows you to access every applicant record which has a data validation error for the current Tab Page.

Currently, every applicant record has an error so both ‘data navigators’ list the same applicants. As data entry personnel improve their process, you will find that the ‘data navigator’ on the right helps you to more quickly navigate to only those applicant records having a validation error (as opposed to using the ‘data navigator’ on the left to step through each of the applicant records until you find one that has validation errors for the current Tab Page).

Note: This may seem a little confusing until you get used to it, but when you navigate to an Applicant’s record using the ‘data navigator’ on the right, the ‘data navigator’ on the left is automatically set to the same record.

Applicant Errors List



The “Applicant Errors” list (on the right-hand side of the Tab Page, above the ‘data navigators’) displays the errors that are relevant to both the current Tab Page *and* the Applicant appearing in the left ‘data navigator’.

For example, if you are on the “Applicant Info” Tab Page, the list only shows the errors relevant to the “Applicant Info” fields. If the applicant also has Form 8850 and/or Form 9061 errors, you have to switch to those Tab Pages to see the errors in that Tab Page’s “Applicant Errors” list.

Rather than switching through all Tab Pages for every applicant to find all errors, simply switch back to the “General” Tab Page and note the errors which are listed in the “Errors Converting Tempworks to XML” list.

Applicant Info

This is where you can see/edit the Applicant data that will be submitted to EDD for the specified applicant.

The “Required” box contains all the fields designated by EDD as ‘requiring a value’.

The “Optional” box contains all the fields designated by EDD as ‘not requiring a value’.

A notification informs the user of which applicant’s data is displayed in the form (e.g., “Applicant Info for Doug Williams”).

Form 8850

This is where you can see/edit the Form 8850 data that will be submitted to EDD for the specified applicant.

The “Required” box contains all the fields designated by EDD as ‘requiring a value’.

The “Optional” box contains all the fields designated by EDD as ‘not requiring a value’.

A notification informs the user of which applicant’s data is displayed in the form (e.g., “Form 8850 for Doug Williams”).

Form 9061

This is where you can see/edit the Form 9061 data that will be submitted to EDD for the specified applicant.

The “Required” box contains all the fields designated by EDD as ‘requiring a value’.

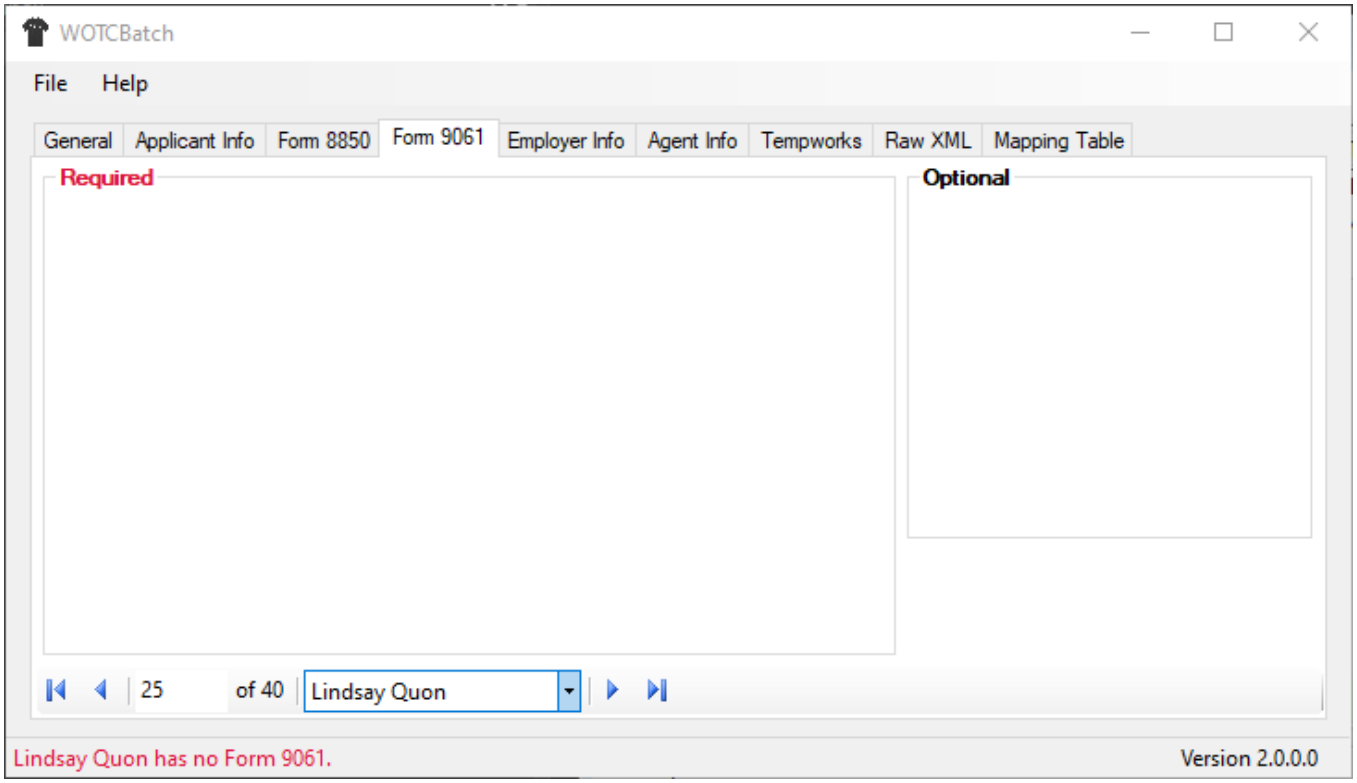
The “Optional” box contains all the fields designated by EDD as ‘not requiring a value’.

A notification informs the user of which applicant’s data is displayed in the form (e.g., “Form 9061 for Doug Williams”).

Applicant Without a 9061 Form

If an applicant has no 9061 data in Tempworks, an empty form may tempt the user to modify the applicant’s data when there is no record available to receive the modifications. Instead, I display the Form 9061 Tab Page as shown below.

Note: It appears that this situation will no longer occur as Applicant data is now being filtered by the Tempworks Database to not include the applicant until their Form 9061 is available.



Form 9061 Page When No 9061 Data for the Applicant Exists in Tempworks
(from a previous version, but you get the idea…)

Employer Info

Note that there are no ‘data navigators’ available for this Tab Page.

The data being displayed is for the applicant that is currently selected for the Applicant Info, Form 8850 or Form 9061 Tab Pages.

The reason for not having a data navigator available is to strongly discourage the user from wanting to modify the data.

If the need arises that the Employer data *should* be modified, the developer should be contacted immediately to have the application updated instead of the user having to go to a different Tab Page to select an applicant record and then return to the Employer Tab Page to modify the employer record, and back and forth like this until all records have been modified.

Agent Info

Note that there are no ‘data navigators’ available for this Tab Page.

The data being displayed is for the applicant that is currently selected for the Applicant Info, Form 8850 or Form 9061 Tab Pages.

The reason for not having a data navigator available is to strongly discourage the user from wanting to modify the data.

If the need arises that the Agent data *should* be modified, the developer should be contacted immediately to have the application updated instead of the user having to go to a different Tab Page to select an applicant record and then return to the Agent Tab Page to modify the agent record, and back and forth like this until all records have been modified.

Tempworks

This page displays the data received from Tempworks. The page is for reference only. You can *not* edit *any* cell on this page.

Raw XML

This page displays the data that will be written into the XML file when the green “Generate WOTC Batch XML File“ button is clicked.

The page is for reference only. You can *not* edit *any* cell on this page. To edit any data, go to the relevant Tab Page and select the appropriate applicant record using the Tab Page’s ‘data navigators’.

Mapping Table

You get no screenshot of this Tab Page. Attempting to select this Tab Page will be met with denial (what goes on in the Mapping Table, stays in the Mapping Table, to coin a phrase!).

Error Table

You get no screenshot of this Tab Page. Attempting to select this Tab Page will be met with denial (what goes on in the Error Table, stays in the Error Table!).

Generating the XML File

Once you have corrected any reported errors, return to the General Tab Page and click on the “Generate WOTC Batch XML File” button.

You will be notified of the file’s name and location when the file has been saved.

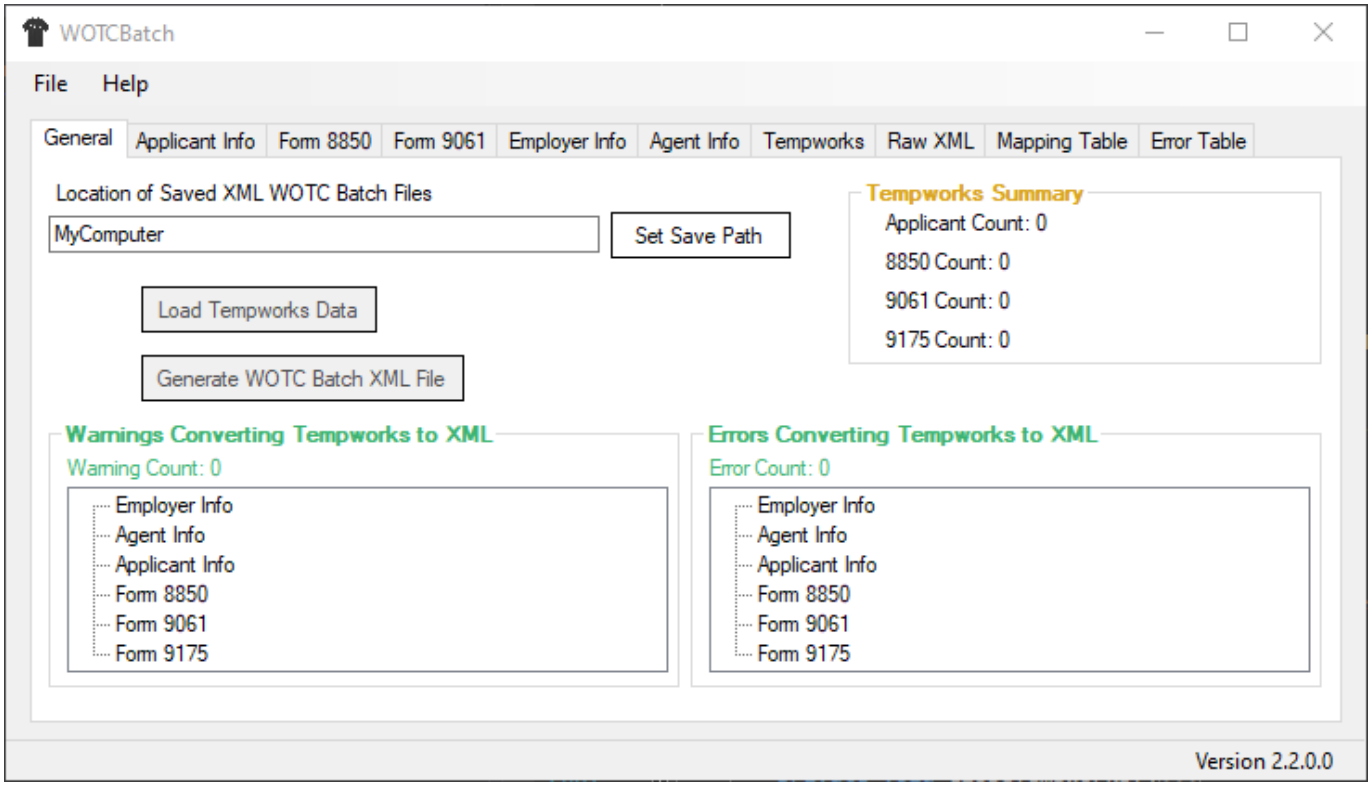
If you have any uncorrected errors in any of the Tab Pages, a popup dialog box will appear warning you of the consequences of generating an XML file containing errors. The decision is yours whether to submit the XML file or not.

Final Words

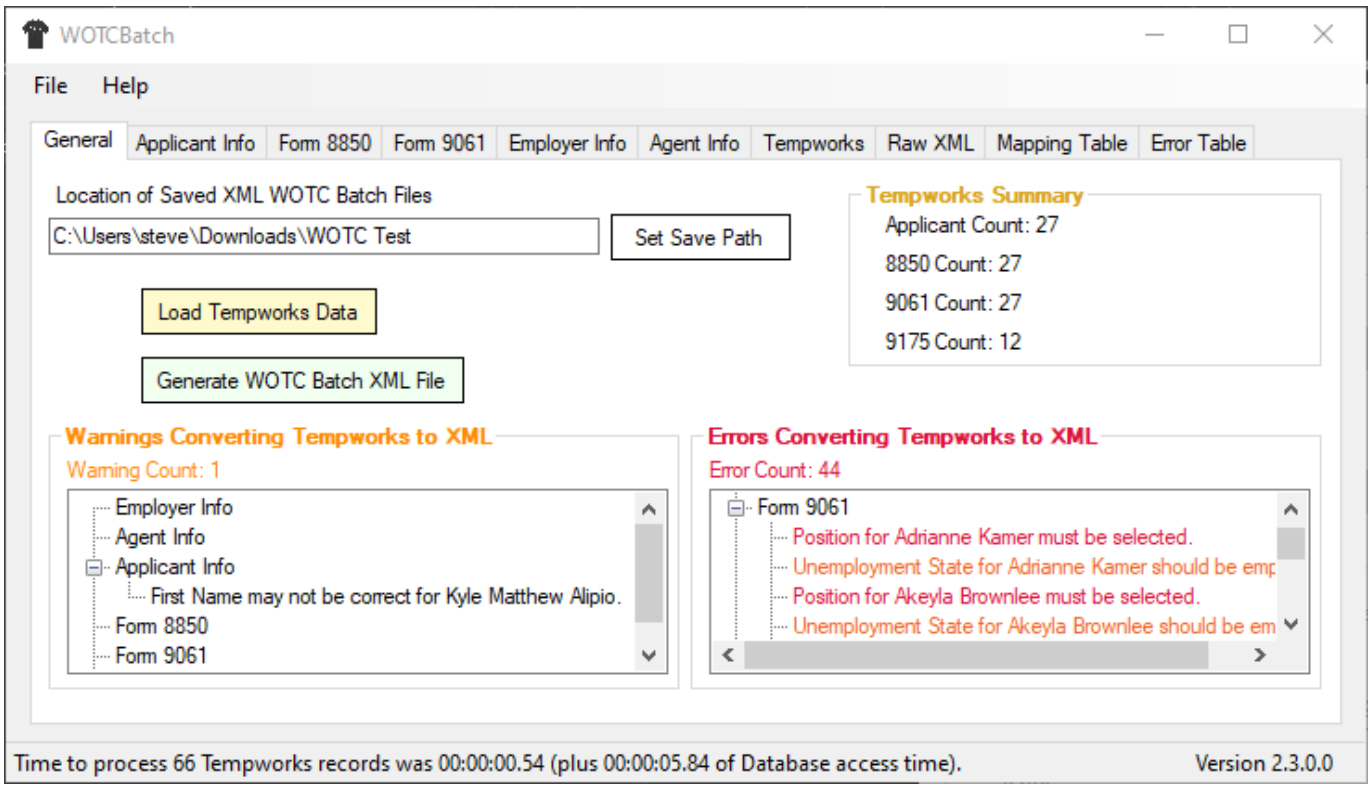
If you edit any records and you completely mess things up, simply return to the General Tab Page and click on the yellow “Load Tempworks Data” button again to reload all of the data and start over again.

Full Window Screenshots

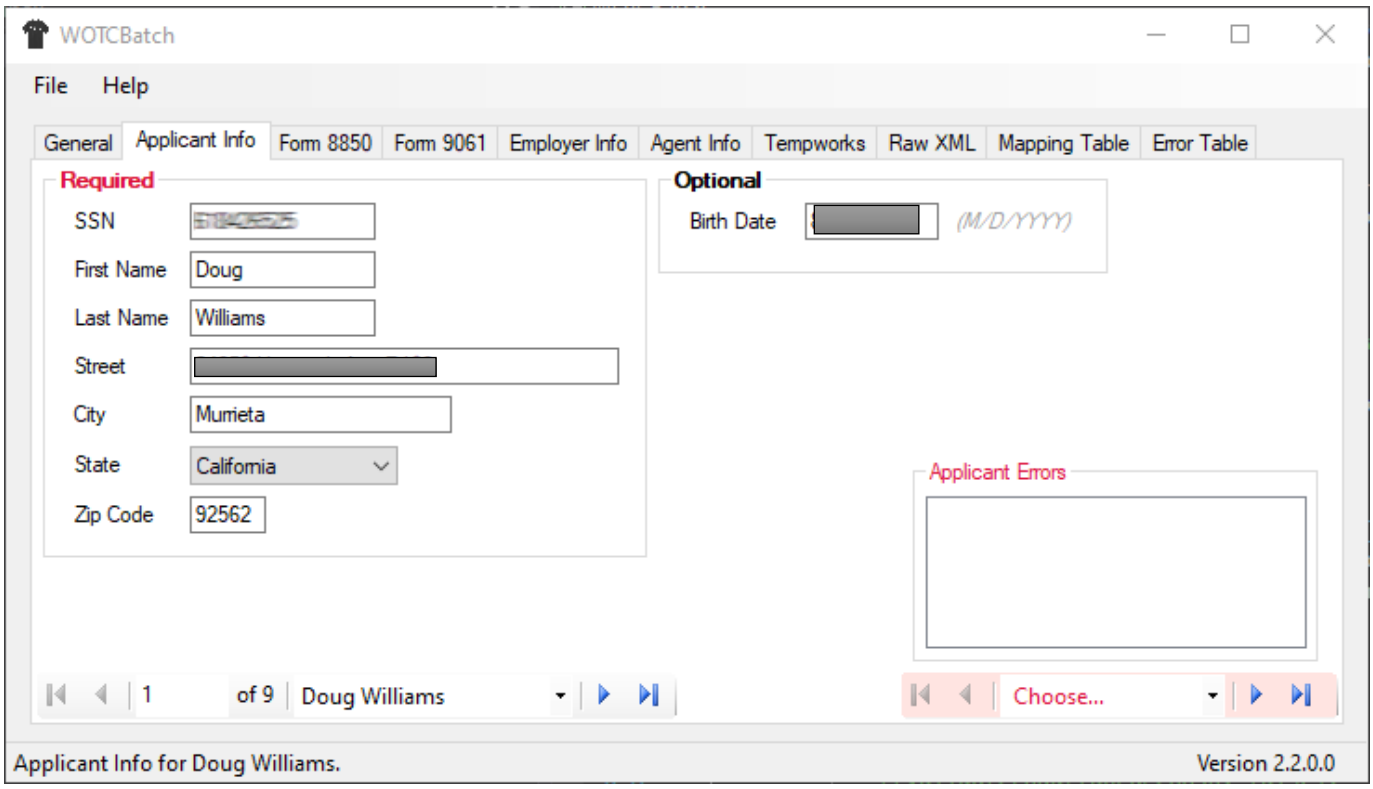
First Run



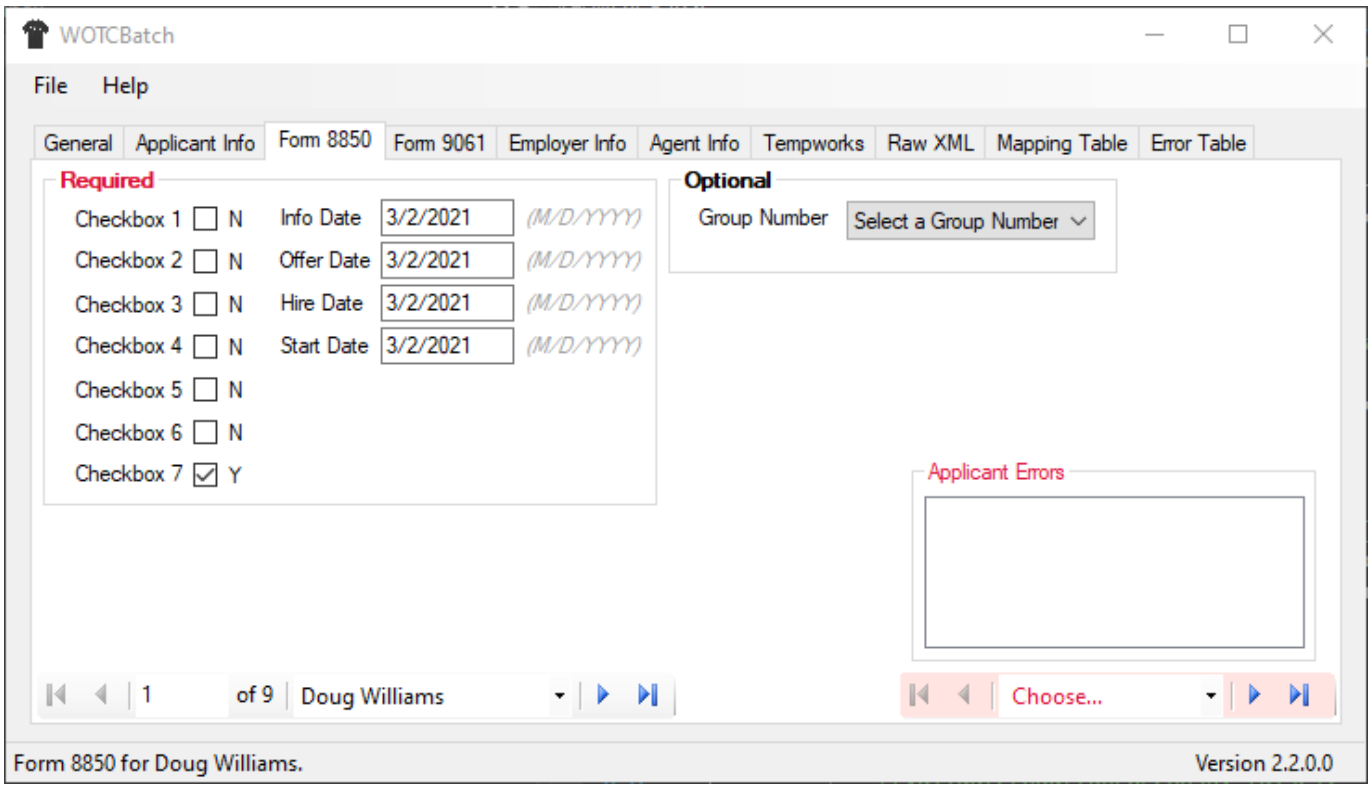
General Tab


WOTCBatch
File
Help
General
Applicant Info
Form 8850
Form 9061
Employer Info
Agent Info
Tempworks
Raw XML
Mapping Table
Error Table
Location of Saved XML WOTC Batch Files
C:\Users\steve\Downloads\WOTC Test
Set Save Path
Load Tempworks Data
Generate WOTC Batch XML File
Tempworks Summary
Applicant Count: 27
8850 Count: 27
9061 Count: 27
9175 Count: 12
Warnings Converting Tempworks to XML
Warning Count: 1
Employer Info
Agent Info
Applicant Info
First Name may not be correct for Kyle Matthew Alipio.
Form 8850
Form 9061
Errors Converting Tempworks to XML
Error Count: 44
Form 9061
Position for Adrianne Kamer must be selected.
Unemployment State for Adrianne Kamer should be emp
Position for Akeyla Brownlee must be selected.
Unemployment State for Akeyla Brownlee should be em
Time to process 66 Tempworks records was 00:00:00.54 (plus 00:00:05.84 of Database access time).
Version 2.3.0.0

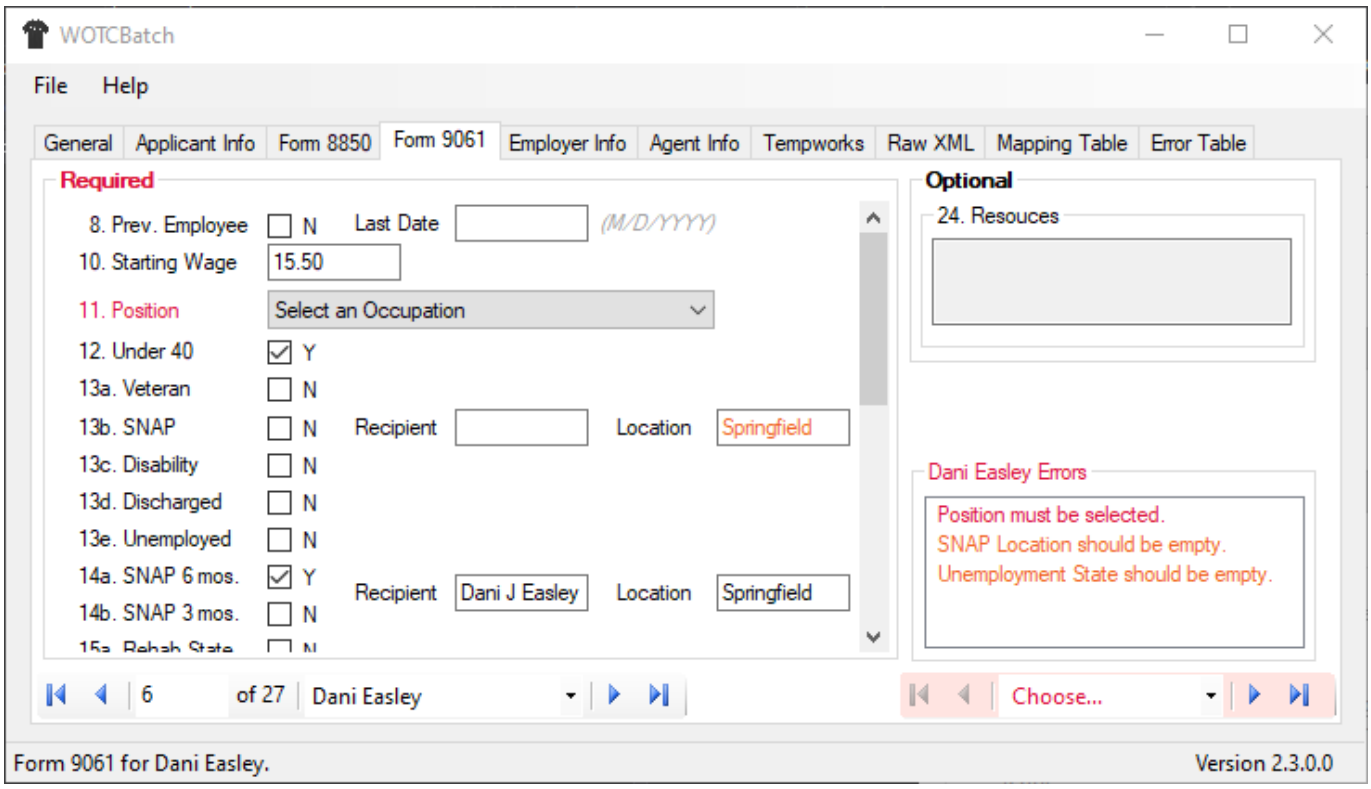
Applicant Info Tab



Form 8850 Tab



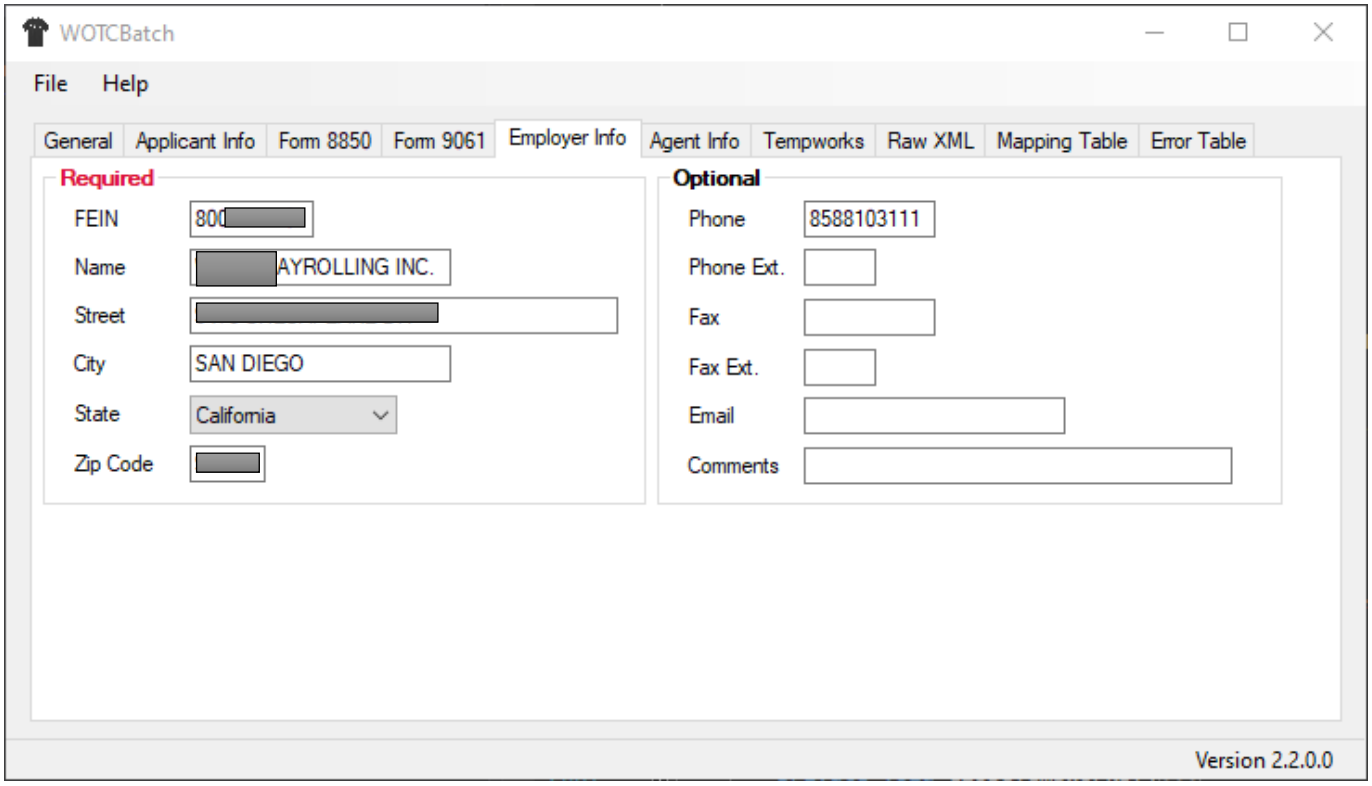
Form 9061 Tab



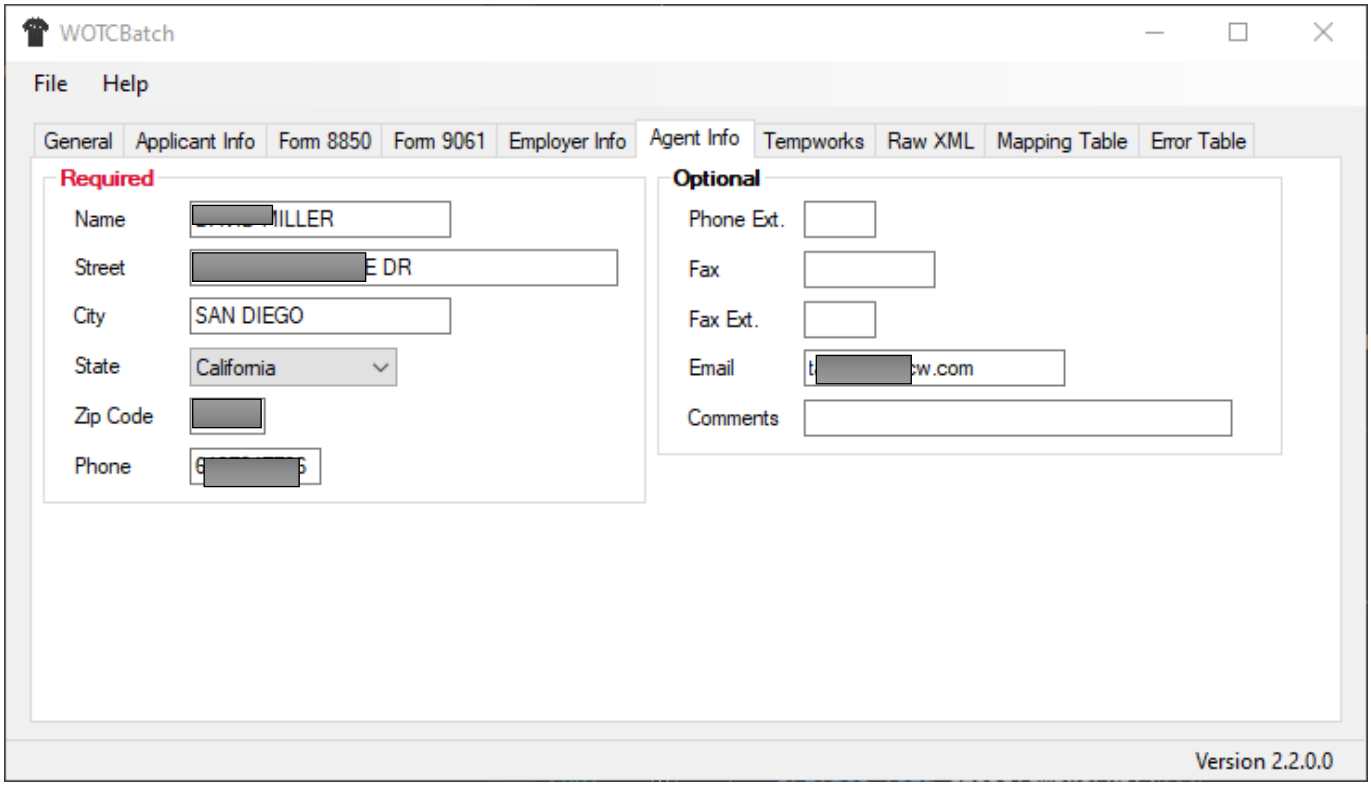
Form 9175 Tab

Although any/all 9175 records in the Tempworks data are processed, there is no “Form 9175” Tab Page because the data retrieved from the record(s) actually appears on the 9061 Form.

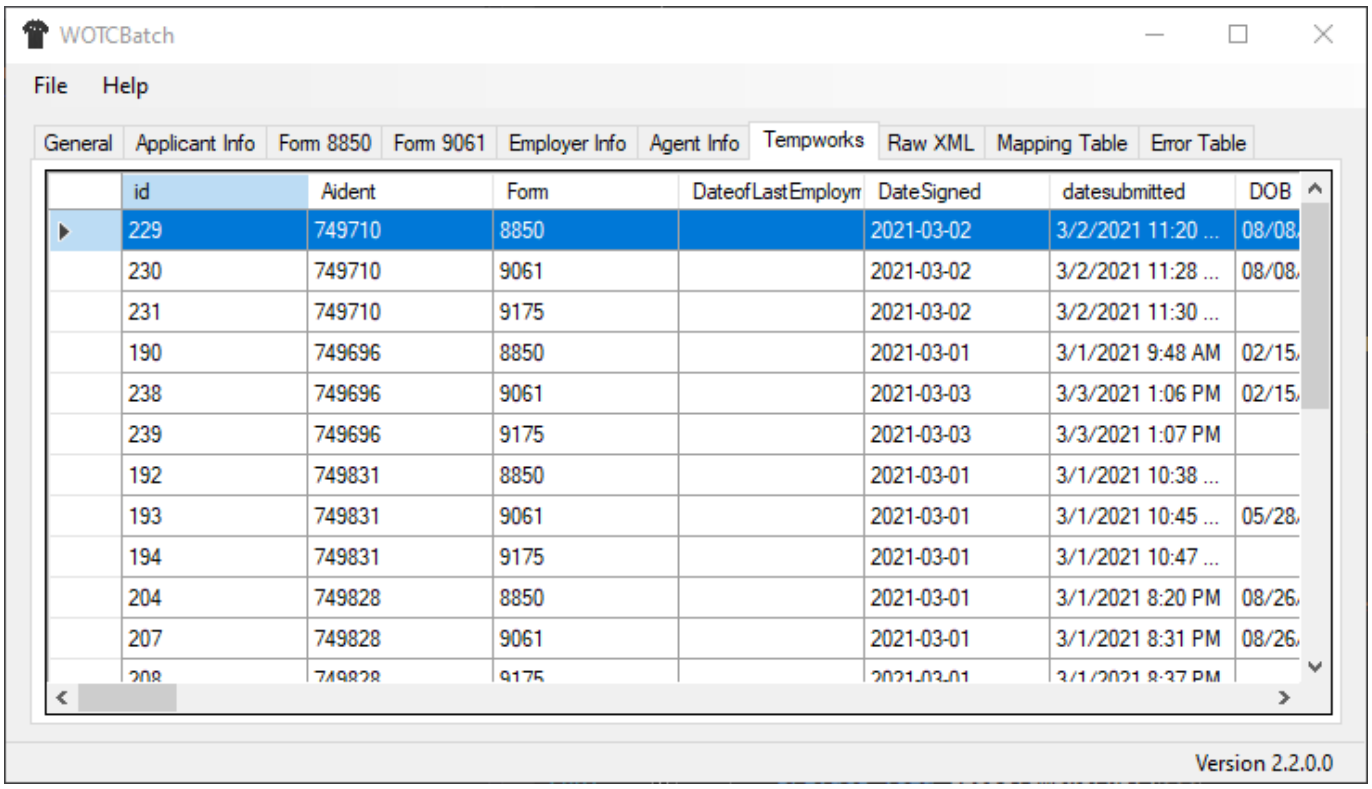
Employer Info Tab



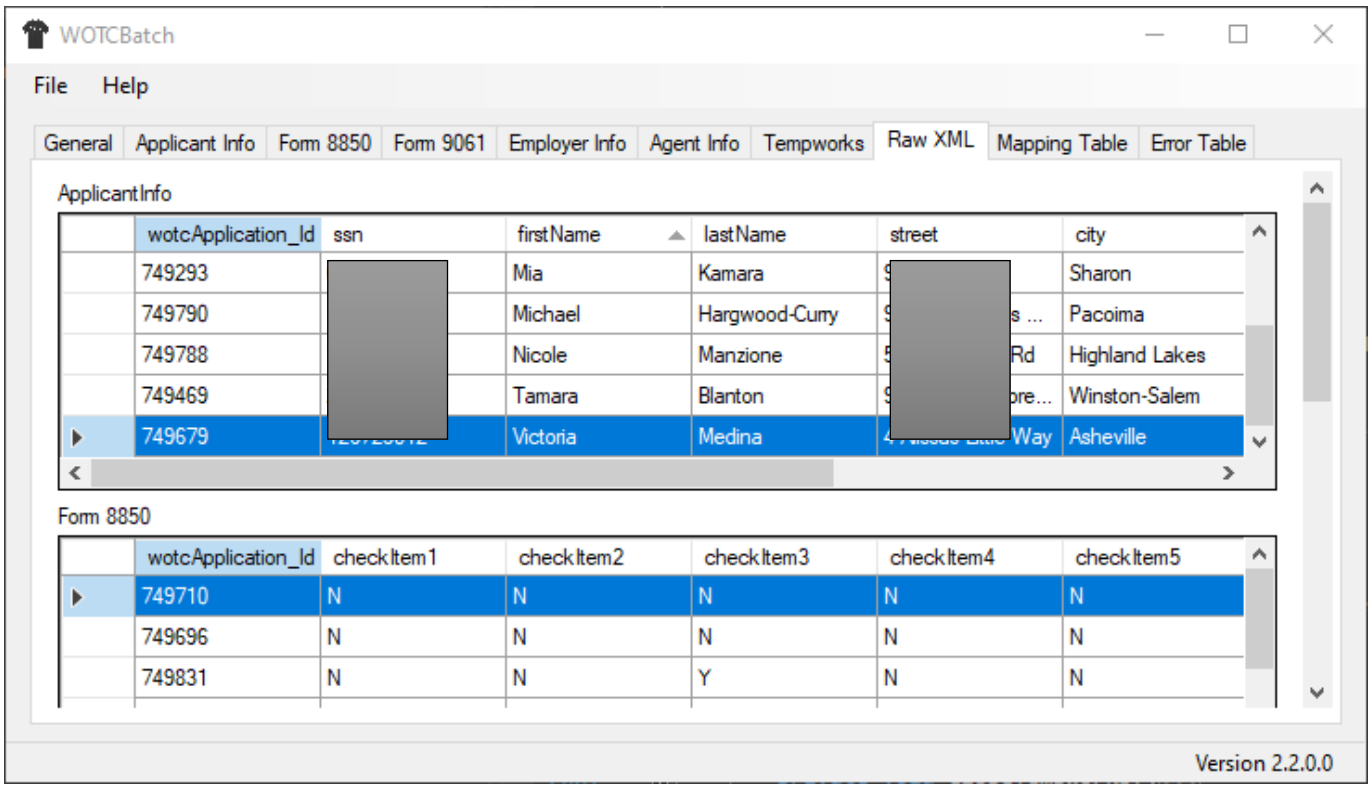
Agent Info Tab



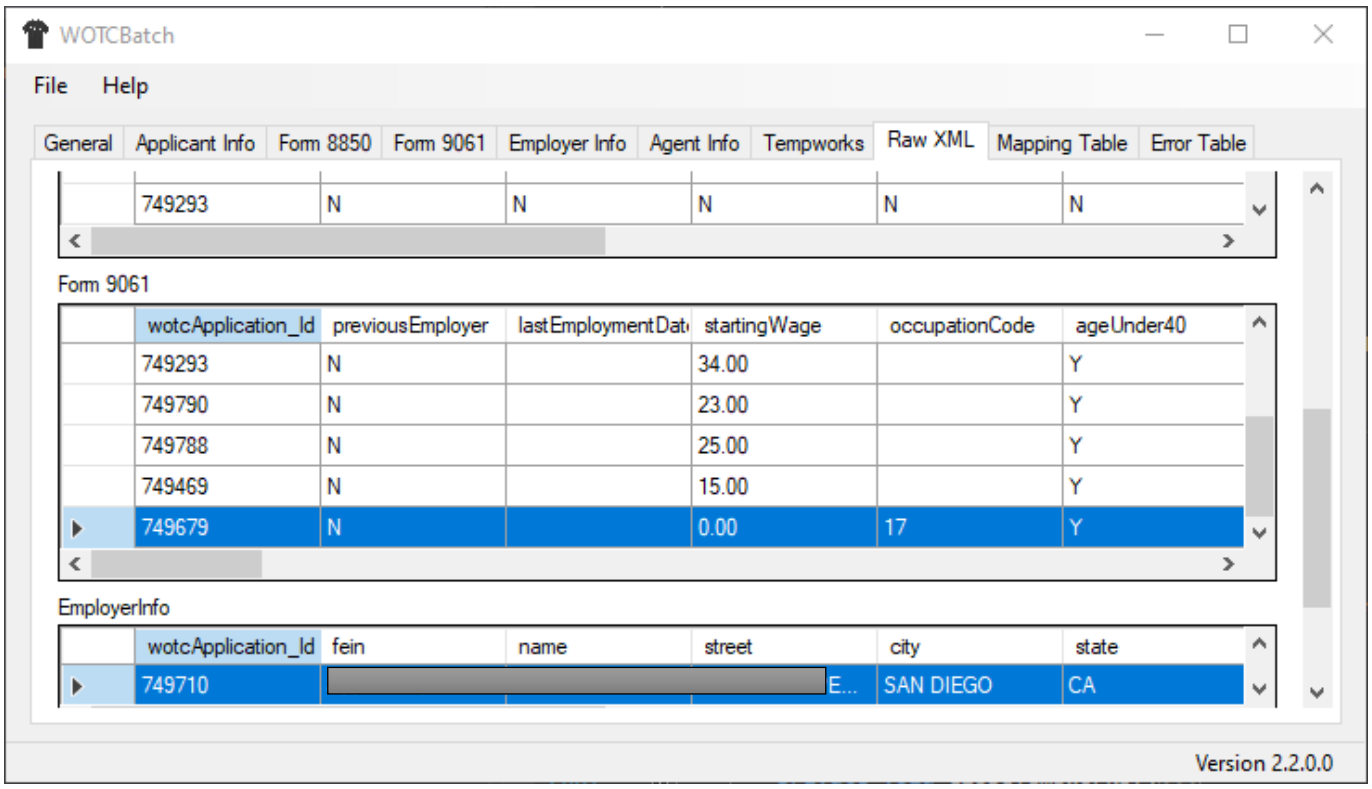
Tempworks Tab



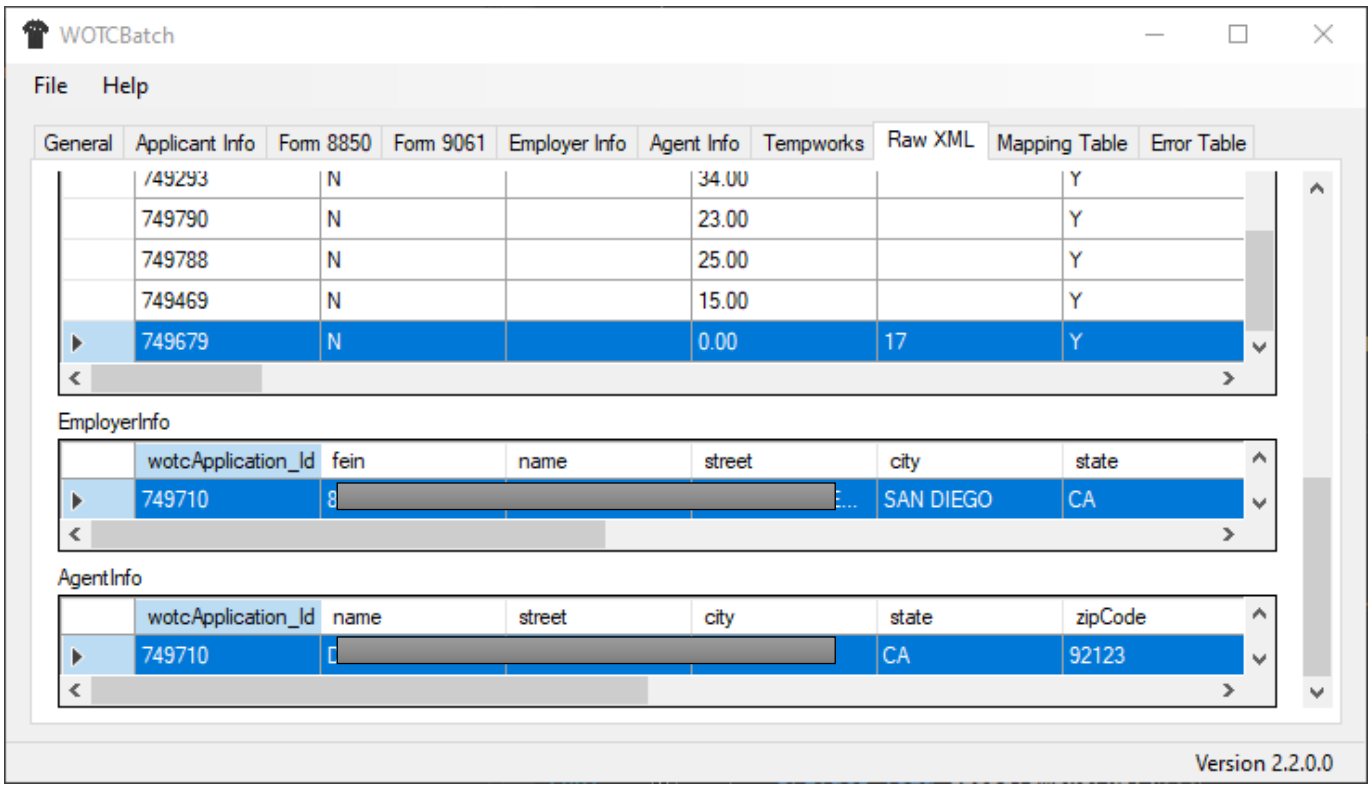
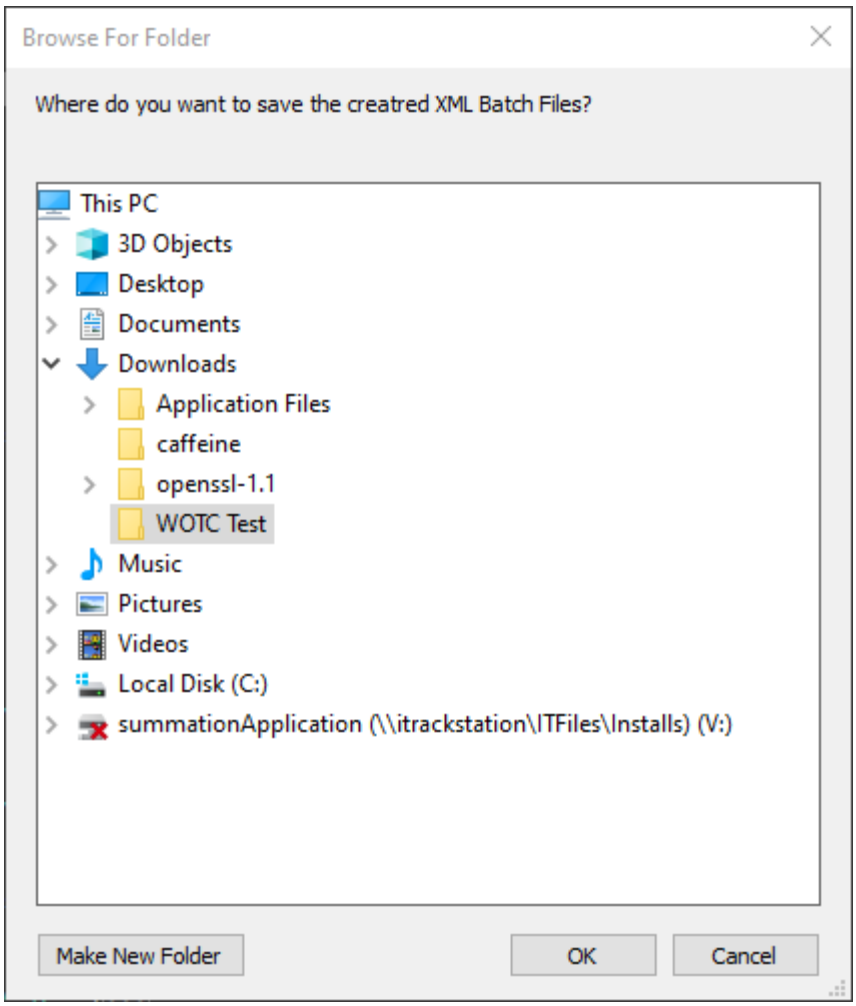
Raw XML Tab


WOTCBatch
File
Help
General
Applicant Info
Form 8850
Form 9061
Employer Info
Agent Info
Tempworks
Raw XML
Mapping Table
Error Table
ApplicantInfo
wotcApplication_Id
ssn
firstName
lastName
street
city
749293
Mia
Kamara
Sharon
749790
Michael
Hargwood-Curry
Pacoima
749788
Nicole
Manzione
Highland Lakes
749469
Tamara
Blanton
Winston-Salem
749679
Victoria
Medina
Asheville
Form 8850
wotcApplication_Id
checkItem1
checkItem2
checkItem3
checkItem4
checkItem5
749710
N
N
N
N
N
749696
N
N
N
N
N
749831
N
N
Y
N
N
Version 2.2.0.0

Raw XML Tab (cont'd)



Raw XML Tab (cont'd)



Folder Browser Dialog Popup Window