


August 13, 2013

## **EFM TIP: New Functionality in the Employ Florida Marketplace Event Calendar**

Geographic Solutions has added a new checkbox that will assist staff members with attendance tracking in EFM. When staff members set up an event, such as a reemployment workshop or job fair, there may be circumstances where services associated with the event are not selected, or service tracking is not turned on. By checking a new box that states, "Insert services for the above attendees that were not present/ available at the time of registration," staff members can be assured that services associated with the event will automatically appear in their clients' service plans even when the services are selected much later. For additional information, please contact Danielle McNeil by phone at (850)245-7498 or e-mail, [Danielle.McNeil@deo.myflorida.com](mailto:Danielle.McNeil@deo.myflorida.com).



The screenshot shows a software interface window with a grey header bar containing the text "Total Users: 7" and "Attended: 7". Below the header, there are two checkboxes with associated text:

- Insert services for the above attendees that were not present/available at the time of registration.
- On clicking Save update the Completion Code for services related to this event for above attendees using the following criteria:

At the bottom of the window, there are two blue buttons labeled "Status" and "Completion Code".

Please share this information with the appropriate staff members.