



# Add Customer Record



Fields with an  are required. All other fields are optional

2. Enter customer's SSN
3. **Date**-Auto populates
4. **Entered By**-Auto populates
5. Enter customer's Name (First, MI, Last)
6. Enter **Mailing Address**
  - a. **Address Line 1**
  - b. **City**
  - c. **St**
  - d. **Zip**
7. Enter **Email & Verify Email**
8. Enter **Phone Numbers**
9. Enter customer's **Gender**
10. **Citizen**-This field will be "Yes" for this project.
11. **Homeless**- "Yes" or "No"
12. **Hisp/Latino**- "Yes" or "No"

13. **Race Codes**-Enter appropriate code. (double-click in field to view options)
14. **Disabled**-Is the customer disabled “Yes” or “No”
15. **Disability Type**- If disabled, click the arrow to select the applicable choice.
16. **Laid Off**- Has the customer been laid off from their job? “Yes” or “No”
17. **Notice of Layoff**-Has the customer received a notice that they will be laid off from their job? “Yes” or “No”
18. **Date of Birth**-Enter customer’s date of birth
19. **Currently Employed**- Click the arrow to select the applicable choice.
20. **Low Income**-Is customer low income? “Yes” or “No”

The screenshot shows the 'Seeker Data Entry' application window. The interface includes a menu bar (File, Edit, Navigation, Utility, MO Utility, Window, Help) and a toolbar with various icons. The main area is divided into tabs: Basic, Vet/Mig, Desired Emp, Job Info, Emp His, Education, Eligibility, and Skills. The 'Basic' tab is active, showing a form for entering seeker information. The form includes fields for SSN, Date, Entered By, Name, Address Line 1, Address Line 2, City, St, Zip, Mailing Address, Street Address, Email Address, Phone Numbers (Home, Cell, Work, Other), Verify Email, Gender, Date of Birth, DOB Verified, Birth Date, Citizen, Currently Employed, Vrfy Cur. Employment, Homeless, Low Income, Vrfy Low Inc, Race Codes, Receiving GA/RCA/Food Stamps, Receiving TANF, Verify Low Inc, Disabled, Disability Type, Vrfy Rcvd GA/RCA/FS/SSN, Alien Reg Number: A, Laid Off, Vrfy Rcvd TANF, Notice of Layoff, Farmworker Status, Migrant Status, and Farmwork Type. Red boxes with numbers 13 through 20 are placed over the form, with arrows pointing to the corresponding fields: 13 points to Race Codes, 14 to Disabled, 15 to Disability Type, 16 to Laid Off, 17 to Notice of Layoff, 18 to Date of Birth, 19 to Currently Employed, and 20 to Low Income. At the bottom of the window, there are 'Save' and 'Cancel' buttons, and a status bar showing 'Seeker's SSN.' and 'Record: 1/1'.

- 21. **Receiving GA/RCA/Food Stamps**-Is the customer receiving General Assistance, Refugee Cash Assistance, or Food Stamps? **“Yes”** or **“No”**
- 22. **Receiving TANF**-Is the customer receiving TANF? **“Yes”** or **“No”** .
- 23. **SSI**-Is the customer receiving Supplemental Social Security Income? **“Yes”** or **“No”**
- 24. **SSDI**-Is the customer receiving Social Security disability insurance? **“Yes”** or **“No”** .
- 25. **LEP**-Is customer Limited English Proficient? **“Yes”** or **“No”** .
- 26. **Farm Worker Status**-Is the customer a farm worker? **“Yes”** or **“No”** .

The screenshot shows the 'Seeker Data Entry' application window. The interface includes a menu bar (File, Edit, Navigation, Utility, MO Utility, Window, Help) and a toolbar with various icons. Below the menu is a tabbed interface with tabs for 'Basic', 'Vet/Mig', 'Desired Emp', 'Job Info', 'Emp His', 'Education', 'Eligibility', and 'Skills'. The 'Basic' tab is active, showing a form for entering customer data. The form includes fields for SSN, Date, Entered By, Name, Address Line 1, Address Line 2, City, St, Zip, Mailing Address, Street Address, Email Address, Phone Numbers (Home, Cell, Work, Other), Verify Email, Gender, Date of Birth, DOB Verified, Vrfy Birth Date, Currently Employed, Low Income, Vrfy Cur. Employment, Verify Low Inc, Receiving GA/RCA/Food Stamps, Receiving TANF, Verify Rcvd WRCA/FS/SS, Disabled, Disability Type, Vrfy Rcvd TANF, Alien Reg Number, Laid Off, LEP, Notice of Layoff, Farmworker Status, Migrant Status, and Farmwork Type. Red boxes and arrows highlight the following fields: 21 points to 'Receiving GA/RCA/Food Stamps', 22 points to 'Receiving TANF', 23 points to 'SSI', 24 points to 'SSDI', 25 points to 'LEP', and 26 points to 'Farmworker Status'. At the bottom of the window, there are 'Save' and 'Cancel' buttons, and a status bar showing 'Seeker's SSN.' and 'Record: 1/1'.

- 27. **Migrant Status**-Only needs to be completed if Farmworker status is a “Y”
- 28. **Farmwork Type**- Only needs to be completed if Farmworker status is a “Y”
- 29. **DOB Verified**-Do not complete
- 30. **Verify Boxes**- Do not complete

The screenshot shows the 'Seeker Data Entry' application window. The interface includes a menu bar (File, Edit, Navigation, Utility, MO Utility, Window, Help) and a toolbar with various icons. The main area is divided into tabs: Basic, Vet/Mig, Desired Emp, Job Info, Emp His, Education, Eligibility, and Skills. The 'Basic' tab is active, showing a form for entering seeker information. Fields include SSN, Date, Entered By, Name, Address Line 1, Address Line 2, St, Zip, Mailing Address, Street Address, Email Address, Phone Numbers (Home, Cell, Work, Other), Verify Email, Gender, Date of Birth, DOB Verified, Citizen, Currently Employed, Homeless, Low Income, Receiving GA/RCA/Food Stamps, Receiving TANF, Race Codes, Disabled, Disability Type, Alien Reg Number, Laid Off, Notice of Layoff, Farmworker Status, Migrant Status, and Farmwork Type. A red box labeled '29' highlights the 'DOB Verified' checkbox. A red box labeled '30' highlights a group of five checkboxes: 'Vrify Birth Date', 'Vrify Cur. Employment', 'Verify Low Inc', 'Vrify Rcvd GA/RCA/FS/SSi', and 'Vrify Rcvd TANF'. A red box labeled '27' highlights the 'Migrant Status' checkbox, and a red box labeled '28' highlights the 'Farmwork Type' dropdown menu. At the bottom, there are 'Save' and 'Cancel' buttons, and a status bar showing 'Seeker's SSN.' and 'Record: 1/1'.

31. Click **Save** button

32. Select the **Vet/Mig** tab

The screenshot shows the 'Seeker Data Entry' application window. The 'Vet/Mig' tab is selected, and a red box labeled '32' points to it. The 'Save' button is highlighted with a red box labeled '31'. The form contains the following data:

SSN:	999627523	Date:	04/08/14	Entered By:	EDWARD GREENSLIT	Last Update:	
Name:	JOE	TESTER					
Mailing Address:	123 MAIN	Address Line 2:		City:	JEFFERSON CITY	St:	MO
Street Address:						Zip:	65101
Email Address:		Phone Numbers:	Home	Cell	Work	Other	
Gender:	M	Date of Birth:	09/01/1994	DOB Verified:	<input type="checkbox"/>	Vrfy Birth Date:	
Citizen:	Y	Currently Employed:	No			Vrfy Cur. Employment:	
Homeless:	N	Low Income:	N			Vrfy Low Inc:	
Hisp./Latino:	N	Receiving GA/RCA/Food Stamps:	N			Vrfy Rcvd GA/RCA/FS/SSI:	
Race Codes:	W	Receiving TANF:	N			Vrfy Rcvd TANF:	
Disabled:	N	SSI:	N				
Disability Type:		SSDI:	N				
Alien Reg Number:	A	LEP:	N				
Laid Off:	N	Farmworker Status:	N	Migrant Status:		Farmwork Type:	
Notice of Layoff:	N						

Fields with an  are required. All other fields are optional

33. If veteran indicate Veteran Type
- a. **Special Disabled**-30% >
  - b. **Disabled**- <30%
  - c. **Eligible Veteran**-180 days or more not counting training.
  - d. **Other Eligible**-Spouse of KIA/MIA or 100% service connected veteran.
  - e. **Veteran (less than 181 days)**-Served less than 181 days
  - f. **National Guard/Reservist**-Member of a reserve component under an order to active duty, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.

33

Special Disabled:

Disabled Veteran:

Eligible Veteran:

Other Eligible:

Veteran (Less than 181 days):

National Guard/Reservist:

Spouse of Deployed Guard/Reservist or spouse deployment ended w/ the past year:

Campaign Badge:

Transitional Service Member:

Service Dates	Served From	Served To

Branch:

Veteran Status Displayed:

Migrant Worker Code:

Are you a current member of the Missouri National Guard or Missouri Air Guard?  Yes  No

Save Cancel

Is Seeker's military related disability greater than 30 percent? 1 or (Y)es, 2 or (N)o

Record: 1/1 <OSC>

- 34. **Service dates**-Enter the **Served From** and **Served To** dates.
- 35. **Branch**- Click the arrow to select the applicable choice.
- 36. **Are you a current member of the Missouri National Guard or Missouri Air Guard?** “Yes” or “No”
- 37. If yes to #41 choose the unit they are assigned to

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g - Seeker Data Entry". The main area is the "Seeker Entry Screen" for "JOE TESTER (999-62-7523)". The interface has several tabs: Basic, Vet/Mig, Desired Emp, Job Info, Emp His, Education, Eligibility, and Skills. The "Vet/Mig" tab is active, showing "Veteran Verification Information".

Fields and callouts:

- 34**: Points to the "Service Dates" section, which includes a table with columns "Served From" and "Served To".
- 35**: Points to the "Branch" dropdown menu.
- 36**: Points to the question "Are you a current member of the Missouri National Guard or Missouri Air Guard?" with radio buttons for "Yes" and "No".
- 37**: Points to the dropdown menu for selecting a unit, which is only visible if the answer to question 36 is "Yes".

Other visible fields include: Special Disabled (N), Disabled Veteran (N), Eligible Veteran (N), Other Eligible (N), Veteran (Less than 181 days) (N), National Guard/Reservist (N), Spouse of Deployed Guard/Reserve or spouse deployment ended w/ the past year (checkbox), Campaign Badge (N), Transitional Service Member (checkbox), Veteran Status Displayed (N), and Migrant Worker Code (checkbox). At the bottom, there are "Save" and "Cancel" buttons, and a footer with the text "Is Seeker's military related disability greater than 30 percent? 1 or (Y)es, 2 or (N)o" and "Record: 1/1".

38. Click **Save** button

39. Select the **Desired Emp** tab

Toolbox 2 (Test) Power e 11g - Seeker Data Entry

File Edit Navigation Utility Window Help

Seeker Entry Screen - JOE WESTER (999-62-7523)

Basic Vet/Mig **Desired Emp** Job Info Emp His Education Eligibility Skills

Special Disabled:  N  
Disabled Veteran:  N  
Eligible Veteran:  N  
Other Eligible:  N  
Veteran (Less than 181 days):  N  
National Guard/Reservist:  N  
Spouse of Deployed Guard/Reserve or spouse deployment ended w/ the past year:  N  
Campaign Badge:  N  
Transitional Service Member:

Veteran Verification Information

Are you a current member of the Missouri National Guard or Missouri Air Guard?  Yes  No

Service Dates:	Served From	Served To

Branch:

Veteran Status Displayed:  N

Save Cancel

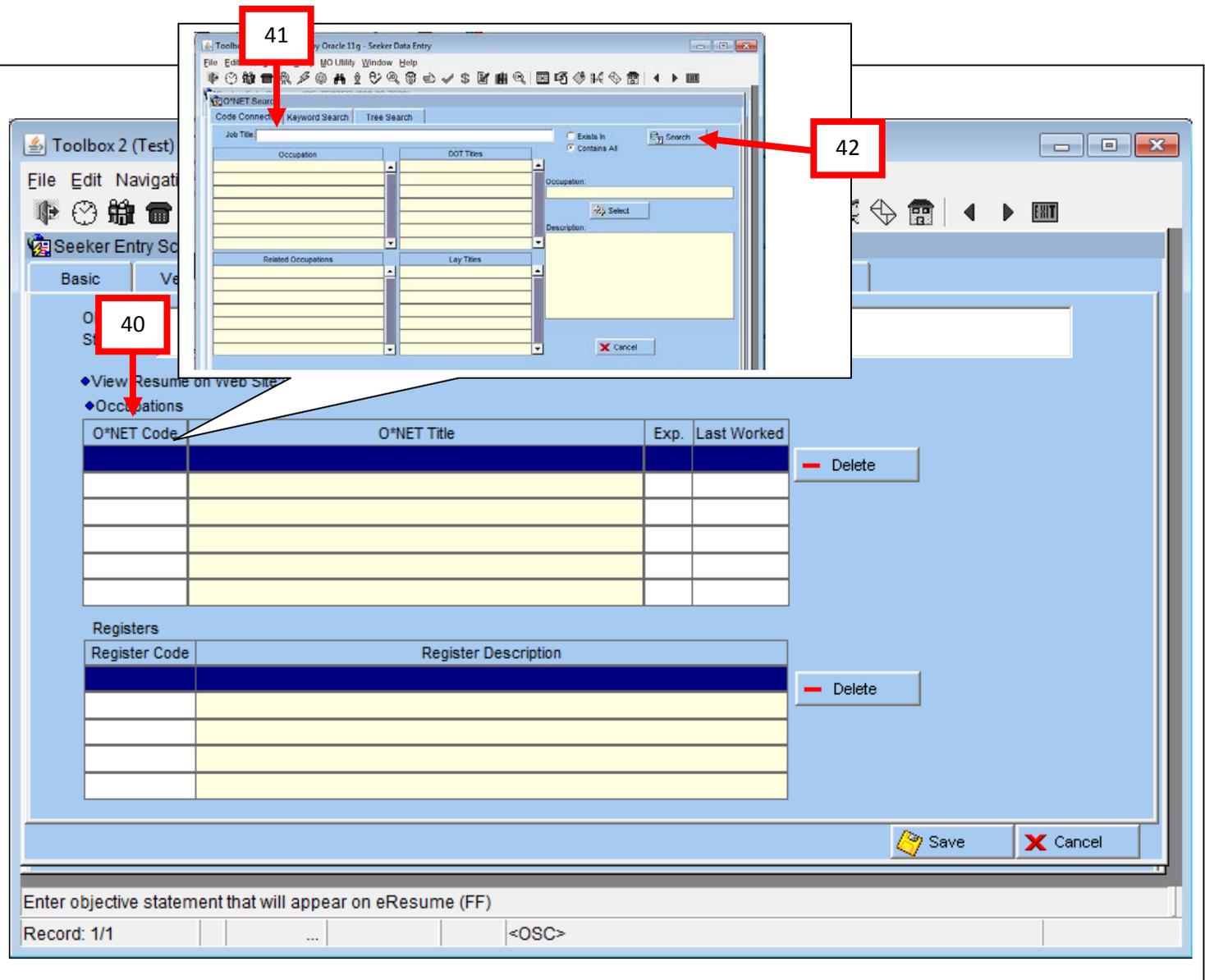
Was a campaign badge awarded while on active duty? 1 or (Y)es, 2 or (N)o

Record: 1/1 ... <OSC>

Fields with an  are required. All other fields are optional

The **Desired Employment** screen is used to enter O\*NET titles related to work experience and desired employment. Registers are used to link seeker to employers

40. Double-click in the **O\*Net Code** field (This will bring up a O\*Net Search screen)
41. Enter a keyword to search.
42. Click **Search** button



The screenshot displays the Oracle 11g - Seeker Data Entry application. The main window is titled 'Toolbox 2 (Test)' and contains a 'Seeker Entry Screen' with tabs for 'Basic' and 'Ve'. The 'Occupations' section is expanded, showing a table with columns: O\*NET Code, O\*NET Title, Exp., and Last Worked. A red callout box labeled '40' points to the 'O\*NET Code' field. Below this table is a 'Registers' section with a table for 'Register Code' and 'Register Description', also featuring a 'Delete' button. An 'O\*NET Search' dialog box is open, showing a 'Job Title' field with a red callout box labeled '41' pointing to it, and a 'Search' button with a red callout box labeled '42' pointing to it. The dialog also includes 'Occupation' and 'Description' fields, a 'Select' button, and a 'Cancel' button. At the bottom of the main window, there is a 'Save' button and a 'Cancel' button. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'. A footer at the bottom of the page reads 'DWD Training April 2014' on the left and 'Page 11' on the right.

43. Click on the title you wish to use.

44. Click **Select** button

The screenshot shows the O\*NET Search application window. At the top, there are tabs for 'Code Connector', 'Keyword Search', and 'Tree Search'. The 'Job Title' field contains the text 'production'. To the right of the search field are radio buttons for 'Exists In' and 'Contains All', and a 'Search' button. Below the search field are four columns of results: 'Occupation', 'DOT Titles', 'Related Occupations', and 'Lay Titles'. In the 'Occupation' column, 'Production Workers / Helpers (51-9198.00)' is highlighted in blue, and a red box with the number '43' points to it. In the 'DOT Titles' column, 'Utility Worker, Production' is highlighted in yellow. In the 'Related Occupations' column, 'Medical and Clinical Laboratory Technologists (29-1042.00)' is highlighted in yellow. In the 'Lay Titles' column, 'MANAGER,FOOD PRODUCTION' is highlighted in yellow. On the right side of the window, there is a 'Select' button with a red box and the number '44' pointing to it. Below the 'Select' button is a 'Description' field containing the text: 'Help production workers by performing duties of lesser skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment.' At the bottom right of the window is a 'Cancel' button.

- 45. O\*Net Code & O\*Net Title populates.
- 46. Enter **Exp.** 0-99 months
- 47. Click **Save** Button
- 48. Click on **Job Info** Tab

Toolbox 2 (Test) Powered by Oracle 11g

File Edit Navigation Utility MO Utility Help

Seeker Data Entry

Basic Vet/Mig Desired Emp **Job Info** Emp His Education Eligibility Skills

Objective Statement: To obtain employment to become self sufficient

View Resume on Web Site:  Y

Occupations

O*NET Code	O*NET Title	Exp.	Last Worked
51-9198.00	Helpers--Production Workers		

Registers

Register Code	Register Description

Save Cancel

Enter objective statement that will appear on eResume (FF)

Record: 1/1 <OSC>

Fields with an  are required. All other fields are optional

The **Job Information** screen is used to set the seeker desired work requirements.

- 49. **Minimum Salary**-Enter minimum salary wanted.
- 50. **Commission**-Default is "N" (Leave on "N" SPYC are hourly employees)
- 51. **Available to Work**-Indicate customer availability to work (double-click in field to view options)
- 52. **Shifts**-Indicate shift(s) customer is willing to work (double-click in field to view options)
- 53. **Domestic Jobs**-Defaults to "N." (Leave on "N" SPYC jobs are not domestic)
- 54. **Drivers License**-Enter "Y" or "N"
- 55. Click on "**Save**" button
- 56. Select the **Emp His** Tab

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Save Cancel

Salary displayed by 1 or (H)our, 2 or (M)onth, 3 or (Y)ear

Record: 1/1

Fields with an  are required. All other fields are optional

57. **Employer Name**-Enter the name of the employer.

58. **Job Title**-Enter job title worked for this employer.

59. **Job Description/Duties/Tools**-  
Enter the job description, any duties, and tools use while working for this employer.

60. Click **Save** button

61. Select the **Education** tab

**NOTE: Repeat step 62 to 65 to enter additional work history.**

Toolbox 2 (Test) Powered by Oracle 11g - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

57

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59

58

60

Save Cancel

Name of seeker's employer

Record: 1/1

The **Education** tab is used to enter Schooling/Education History, Licenses & Certificates, Accomplishments, and other educational information

Fields with an  are required. All other fields are optional

- 62. **Current School Status-** Click the arrow to select the applicable choice.
- 63. **Elementary/HIS Completed-** Click the arrow to select the applicable choice.
- 64. **Are you attending College or have a college Degree or certificate?-** Click the arrow to select the applicable choice.
- 65. **Degree-** Enter the degree type (double-click in field to view options).
- 66. **School Name-** Enter the name of the school attended.

The screenshot shows the 'Education' tab in the 'Seeker Data Entry' application. The interface includes a menu bar (File, Edit, Navigation, Utility, MO Utility, Window, Help) and a toolbar with various icons. The 'Education' tab is selected, showing fields for 'Current School Status', 'Elementary/HIS Years Completed', and 'Are you attending college or have a college degree or certificate?'. Below these are two school entry forms, each with fields for 'Degree', 'School Name', 'Major Code', 'Minor Code', 'City', 'ST', 'Country', and 'Date Completed'. A 'Certificates/Licenses' table and an 'Accomplishments' section are also visible. The bottom of the window shows a 'Save' button, a 'Cancel' button, and a status bar with the text 'Is seeker a full time student or plans to attend school within 4 months? 1 or (Y)es, 2 or (N)o' and 'Record: 1/1'.

**NOTE: Repeat step 70 & 71 to enter additional degree types. Him and**

67. **Certificates/Licenses**-Enter any certificates or licenses customer has

68. **C or L**-Indicate whether certificate or license.

69. **Code**-Double-click to bring up a list of Certificates and Licenses.

70. **Description**-Populates from **Code** field

71. **State**-Enter the state where the certificate or license was obtained.

72. **Date**-Enter the date certificate or license was obtained.

73. **Accomplishments**-Enter any accomplishments.

74. **Other Education**-Enter any additional education.

75. Click **Save** button.

76. Select **Eligibility** tab

The screenshot shows the 'Seeker Data Entry' application window. The 'Eligibility' tab is selected. The interface includes a menu bar (File, Edit, Navigation, Utility, MO Utility, Window, Help) and a toolbar with various icons. The main form area contains several sections:

- Basic Information:** Fields for 'Current School Status', 'Elementary/HS Years Completed', and 'Are you attending college or have a college degree or certificate?'.
- Education Section:** Fields for 'Degree', 'City', 'ST', 'Country', 'Date Completed', 'School Name', 'Major Code', and 'Minor Code'. Callouts 67, 69, 70, 71, 72, and 73 point to these fields.
- Certificates/Licenses Table:** A table with columns 'C or L', 'Code', 'Description', 'State', and 'Date'. Callout 68 points to the 'C or L' column. A 'Delete' button is located below the table.
- Accomplishments Section:** A text area for entering accomplishments. Callout 73 points to this section.
- Other Education Section:** Fields for 'School Name', 'Type of Education', 'State', and 'Date Received'. Callout 74 points to the 'Type of Education' field.
- Buttons:** 'Save' and 'Cancel' buttons are at the bottom right. Callout 75 points to the 'Save' button.
- Navigation:** A 'Delete' button is also present in the top right of the Education section. Callout 76 points to the 'Eligibility' tab.

At the bottom of the window, there is a status bar with the text: 'Is seeker a full time student or plans to attend school within 4 months? 1 or (Y)es, 2 or (N)o' and 'Record: 1/1 <OSC>'.

The **Eligibility** tab is used to enter information that may create WIA barriers to employment

Fields with an  are required. All other fields are optional

77. **Large Layoff**-Is the customer part of a large lay off, indicate “Y” or “N”

78. **Out Of Workforce**- Is the customer out of the workforce, indicate “Y” or “N”

79. **Lost Assistance**-

80. **Lack Marketable Work Skills**-Does the customer lack marketable work skills, indicate “Y” or “N”

81. **Selective Service** If Male born after 1959 indicate “Y” or “N”

82. **Underemployed Worker** populates from **Basic** tab

Toolbox 2 (Test) Powered by Oracle 11g - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Large Layoff:  77

◆ Out of Workforce:  78

◆ Lost Assistance:  79

◆ Lack Marketable Work Skills:  80

81 ◆ Selective Service:

◆ Underemployed Worker: N 82

◆ Dislocated Worker: N

◆ Long-Term Unemployed:

Additional Comments:

Save Cancel

(Y) Yes or (N) No

Record: 1/1 ... <OSC>

83. **Dislocated Worker**

populates from **Basic** tab

84. **Long Term Unemployed-**

Click the arrow to select the applicable choice.

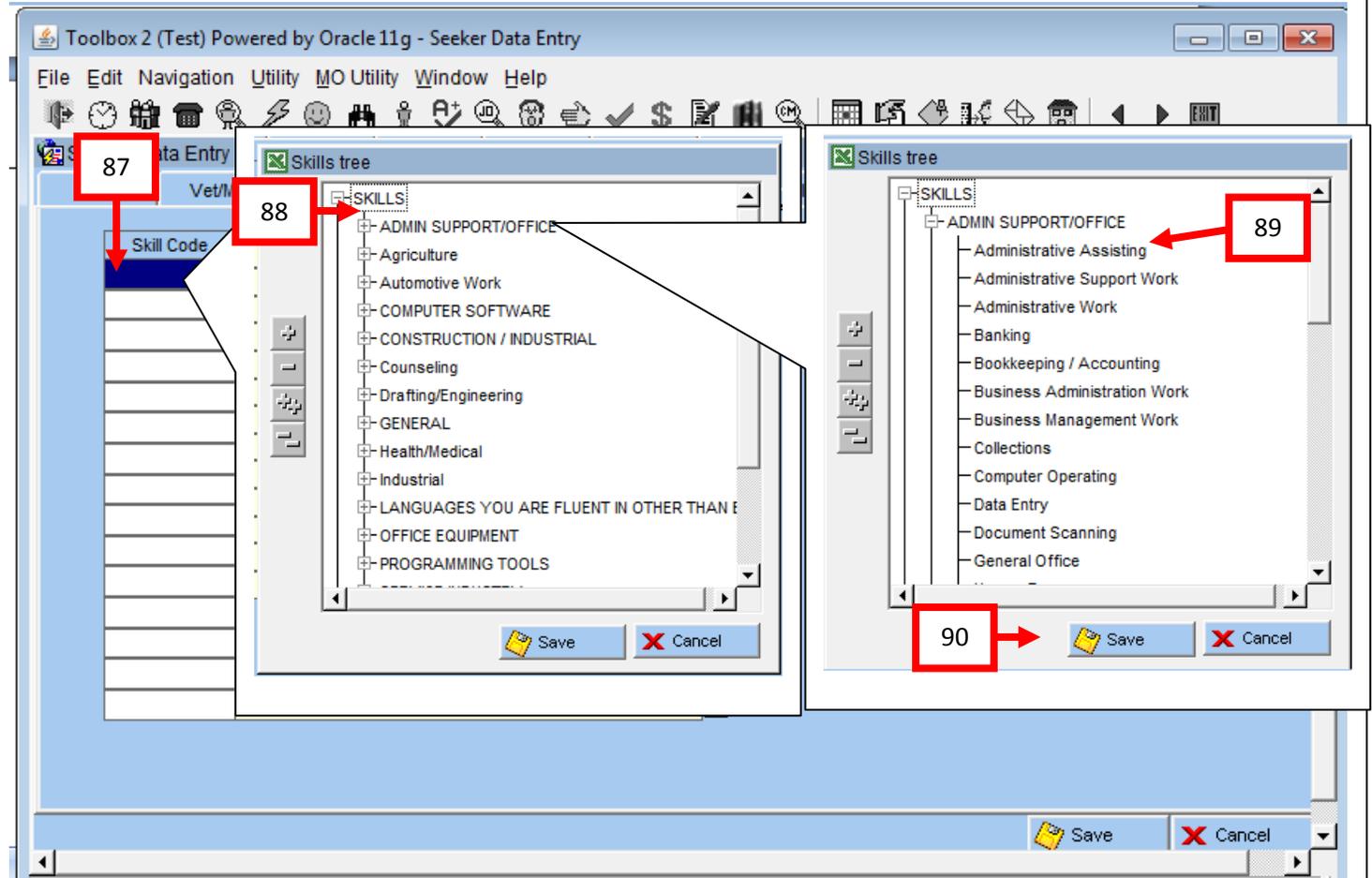
85. Click **Save** button

86. Select **Skills** tab

The screenshot shows the 'Seeker Data Entry' application window. The title bar reads 'Toolbox 2 (Test) Powered by Oracle 11g - Seeker Data Entry'. The menu bar includes 'File', 'Edit', 'Navigation', 'Utility', 'MO Utility', 'Window', and 'Help'. The toolbar contains various icons for navigation and data entry. The main window has several tabs: 'Basic', 'Vet/Mig', 'Desired Emp', 'Job Info', 'Emp His', 'Education', 'Eligibility', and 'Skills'. The 'Skills' tab is selected. The form contains several fields with dropdown menus and checkboxes. The fields are: 'Large Layoff:', 'Out of Workforce:', 'Lost Assistance:', 'Lack Marketable Work Skills:', 'Selective Service:', 'Underemployed Worker:' (with value 'N'), 'Dislocated Worker:' (with value 'N'), and 'Long-Term Unemployed:' (with a dropdown arrow). Below these is an 'Additional Comments:' text area. At the bottom right are 'Save' and 'Cancel' buttons. A status bar at the bottom shows '(Y) Yes or (N) No', 'Record: 1/1', and '<OSC>'. Red callout boxes with numbers 83, 84, 85, and 86 are overlaid on the image. Callout 86 points to the 'Skills' tab. Callout 83 points to the 'Dislocated Worker' dropdown. Callout 84 points to the 'Long-Term Unemployed' dropdown. Callout 85 points to the 'Save' button.

The **Skills** tab is used to enter skills of the job seeker possesses.

87. **Skill Code**-Double-Click to get the list of skills.
88. Click on the skills category.
89. Choose the skills apply to the job seeker. (Hold control key to select multiple skills)
90. Click **Save** button



91. **Skills** have been added

92. Click **Save** button

This completes adding a new **customer record**.

The screenshot shows the 'Seeker Data Entry' application window. The window title is 'Toolbox 2 (Test) Powered by Oracle 11g - Seeker Data Entry'. The menu bar includes 'File', 'Edit', 'Navigation', 'Utility', 'MO Utility', 'Window', and 'Help'. The toolbar contains various icons for navigation and editing. The 'Skills' tab is selected, and the 'Skill Code' and 'Skill Description' columns are visible. The list contains the following entries:

Skill Code	Skill Description
COMOP	Computer Operating
DATAE	Data Entry
GENOFF	General Office
ADAS	Administrative Assisting

A red box labeled '91' points to the list of skills. A red box labeled '92' points to the 'Save' button at the bottom right. A red box labeled '93' points to the 'Skills' tab at the top. The 'Save' button is highlighted with a yellow background. The 'Cancel' button is also visible next to it. The status bar at the bottom reads 'Code for seeker's skills or tools owned (LOV)'.