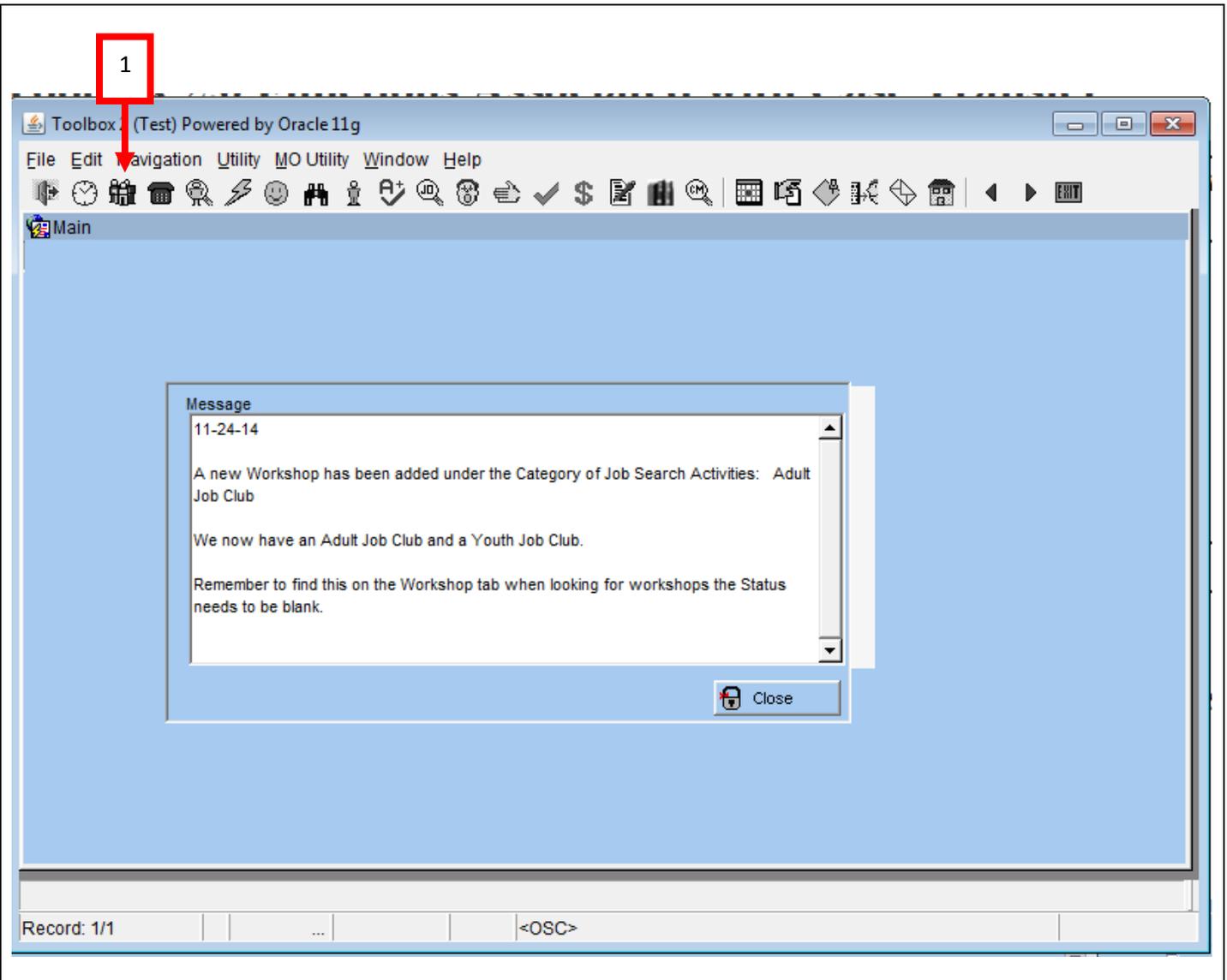


Employer Query

This desk aid will cover how to locate an employer within the Toolbox Database

1. Click **Employers** icon



2. Enter Search Criteria

- a. **Phone Number**-Searches based off a contact's phone number.
- b. **Employer Name**-Searches for name of the employer. *Best to use only part of the employer name*
- c. **Key Words**-Searches employer sites using a key word
- d. **FEIN**-Searches for the employers Federal Employer Identification Number
- e. **UI ID**-Searches for the employers Missouri Unemployment ID Number

The screenshot shows the 'Toolbox 2 (Test) Powered by Oracle 11g - Employer' application. The interface includes a menu bar (File, Edit, Nav, Options, Utility, MO Utility, Window, Help), a toolbar with various icons, and a main workspace. The workspace has tabs for 'Emp Query', 'Emp Summary', 'Emp Update', 'Letter', 'Worksite Learning', and 'Adv Query'. Below the tabs are search input fields: 'Phone Number' (with '573' entered), 'Employer Name', 'Key Words', 'FEIN', 'UI ID', 'Status' (set to 'Active'), 'Web Account', and 'Show Me Hero Flag' (set to 'No'). There are also radio buttons for 'Return' (Legal, Worksite, Both) and 'Search Area' (Office, Statewide, Region). A 'Search' button and an 'Add Employer' button are present. Below the search fields is a table with columns: Status, Name, Address, City, Last Job, UI ID, FEIN, and UI WS ID. The table is currently empty. At the bottom, there are buttons for 'Select All', 'Deselect All', and 'Export to Excel', along with a 'Total Selected: 0' indicator. The status bar at the very bottom shows 'Record: 1/1' and '<OSC>'.

Name Search

Search Criteria- Employer name entered and both selected for return

5. Click **Search** button

Toolbox 2 (Test) Powered by Oracle 11g - Employer

File Edit Navigation Options Utility MO Utility Window Help

Employer

Emp Query Emp Summary Emp Update Letter Worksite Learning Adv Query

Phone Number: 573
Employer Name: ZEBRA
Key Words: [] Contains All
Search [5] Web Account: [] Show Me Hero Flag: No
FEIN: [] UI ID: [] Status: Active
Return: Legal Worksite Both
Search Area: Office Statewide Region

| Status | Name | Address | City | Last Job | UI ID | FEIN | UI WS ID |
|--------------------------|------|---------|------|----------|-------|------|----------|
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |

Select All Deselect All Export to Excel Total Selected: 0

Record: 1/1 ... <OSC>

6. Search Results

The screenshot shows a web application interface for searching employers. The search criteria include Phone Number: 573, Employer Name: ZEBRA, and Key Words: (empty). The search results table is highlighted with a red border and contains 13 rows of data. A red box with the number '6' is positioned above the table, with an arrow pointing to the first row. Below the table are buttons for 'Select All', 'Deselect All', and 'Export to Excel', along with a 'Total Selected: 0' indicator. The status bar at the bottom shows 'Record: 1/17'.

| Status | Name | Address | City | Last Job | UI ID | FEIN | UI WS ID |
|--------|--------------------------------|-----------------------|----------------|----------|--------|------------|----------|
| Active | ZEBRA | 123 MAIN | JEFFERSON CITY | 05/16/14 | 028008 | 55-4433221 | 032 |
| Active | ZEBRA | RED RIVER VALLEY | JEFFERSON CITY | | 028008 | 55-4433221 | 062 |
| Active | ZEBRA COLTS | 421 E DUNKLIN | JEFFERSON CITY | | 028008 | 55-4433221 | 055 |
| Active | ZEBRA JR EMPLOYER TEST | 421 E. DUNKLIN | JEFFERSON CITY | | 028008 | 55-4433221 | 050 |
| Active | ZEBRA NATION | 421 E. DUNKLIN | JEFFERSON CITY | | 028008 | 55-4433221 | 050 |
| Active | ZEBRA TEST | 127 MAIN | JEFFERSON CITY | 10/26/11 | 028008 | 55-4433221 | 005 |
| Active | ZEBRA TEST EMPLOYER | 1 NEED A BREAK LANE | BONNOTS MILL | | 028008 | 55-4433221 | 002 |
| Active | ZEBRA TEST EMPLOYER | RED RIVER VALLEY | JEFFERSON CITY | | 028008 | 55-4433221 | 062 |
| Active | ZEBRA TEST EMPLOYER | 44 RUNNING WATER LANE | BONNOTS MILL | | 028008 | 55-4433221 | 018 |
| Active | ZEBRA TEST EMPLOYER LEGAL NAME | 421 DUNKLIN CORNER | JEFFERSON CITY | 08/21/14 | 028008 | 55-4433221 | 021 |
| Active | ZEBRA TEST EMPLOYER LEGAL NAME | RAINBOW ST | JEFFERSON CITY | 09/03/14 | 028008 | 55-4433221 | 026 |
| Active | ZEBRA TEST EMPLOYER LEGAL NAME | TURTLE LANE | BONNOTS MILL | 05/21/10 | 028008 | 55-4433221 | 010 |

10. **Search Results**-Notice Toolbox returned any employer with the entered FEIN number regardless of assigned office and name of employer.

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| Status | Name | Address | City | Last Job | UI ID | FEIN | UI WS ID |
|--------|------------------------|------------------|----------------|----------|--------|------------|----------|
| Active | ANOTHERTEST | 125 MAIN | COLUMBIA | | 028008 | 55-4433221 | 058 |
| Active | ANOTHERTEST | 125 MAIN | COLUMBIA | 10/16/14 | 028008 | 55-4433221 | 057 |
| Active | ANOTHERTEST | 123 JOE LN | JEFFERSON CITY | | 028008 | 55-4433221 | 056 |
| Active | ANOTHERTEST | 123 JOE LN | JEFFERSON CITY | | 028008 | 55-4433221 | 043 |
| Active | BLAZE'S TOYS & MORE | 123 MAIN STREET | MOBERLY | 11/06/14 | 028008 | 55-4433221 | 013 |
| Active | BURKE ROCK COLLECTIONS | 4444 BURKE ROAD | BONNOTS MILL | 09/10/14 | 028008 | 55-4433221 | 038 |
| Active | CAMDENTON DOUGHNUTS | 109 HWY 54 | CAMDENTON | 11/12/14 | 028008 | 55-4433221 | 046 |
| Active | CHIEF BROWN | 1500 VANDIVER DR | COLUMBIA | | EX_OTH | 55-4433221 | 047 |
| Active | COLTS | 1212 TRUMAN BLVD | JEFF CITY | | EX_OTH | 55-4433221 | 053 |
| Active | COLTS | 421 E DUNKLIN | COLUMBIA | | EX_OTH | 55-4433221 | 054 |
| Active | COLTS | 421 E DUNKLIN | JEFF CITY | 10/28/14 | EX_OTH | 55-4433221 | 048 |
| Active | COLTS2 | 421 DUNKLIN | JEFF CITY | | EX_OTH | 55-4433221 | 049 |

12. **Search Results-Notice** Toolbox returned any employer with the entered UI ID number regardless of assigned office and name of employer.

The screenshot shows the 'Employer' search interface. The search criteria include UI ID: 028008 and Status: Active. The search results table is as follows:

| Status | Name | Address | City | Last Job | UI ID | FEIN | UI WS ID |
|--------|------------------------|---------------------------|----------------|----------|--------|------------|----------|
| Active | BURKE ROCK COLLECTIONS | 4444 BURKE ROAD | BONNOTS MILL | 09/10/14 | 028008 | 55-4433221 | 038 |
| Active | CAMDENTON DOUGHNUTS | 109 HWY 54 | CAMDENTON | 11/12/14 | 028008 | 55-4433221 | 046 |
| Active | CITY TREND | 3256 LACLEDE STATION ROAD | SAINT LOUIS | 10/10/13 | 028008 | 55-4433221 | 030 |
| Active | COLTSRTHEBEST | 12 COLTS ROAD | COLTS | 07/05/12 | 028008 | 55-4433221 | 042 |
| Active | DEMONSTRATION ACCOUNT | 1520 MARKET ST. | SAINT LOUIS | | 028008 | 55-4433221 | 014 |
| Active | DOG ACCESSORIES | 212 TURNER BLVD | ST. PETERS | | 028008 | 55-4433221 | 039 |
| Active | ITISATEST | 123 JOE LN | JEFFERSON CITY | | 028008 | 55-4433221 | 056 |
| Active | ITISATEST | 125 MAIN | COLUMBIA | | 028008 | 55-4433221 | 058 |
| Active | ITISATEST | 123 JOE LN | JEFFERSON CITY | | 028008 | 55-4433221 | 043 |
| Active | ITISATEST | 125 MAIN | COLUMBIA | 10/16/14 | 028008 | 55-4433221 | 057 |
| Active | JENNIFER'S ZOO | 111 MAIN ST | BONNOTS MILL | 12/16/14 | 028008 | 55-4433221 | 063 |
| Active | JENNIFERS TEST RECORD | 280 CITY VIEW LN | BONNOTS MILL | | 028008 | 55-4433221 | 059 |