



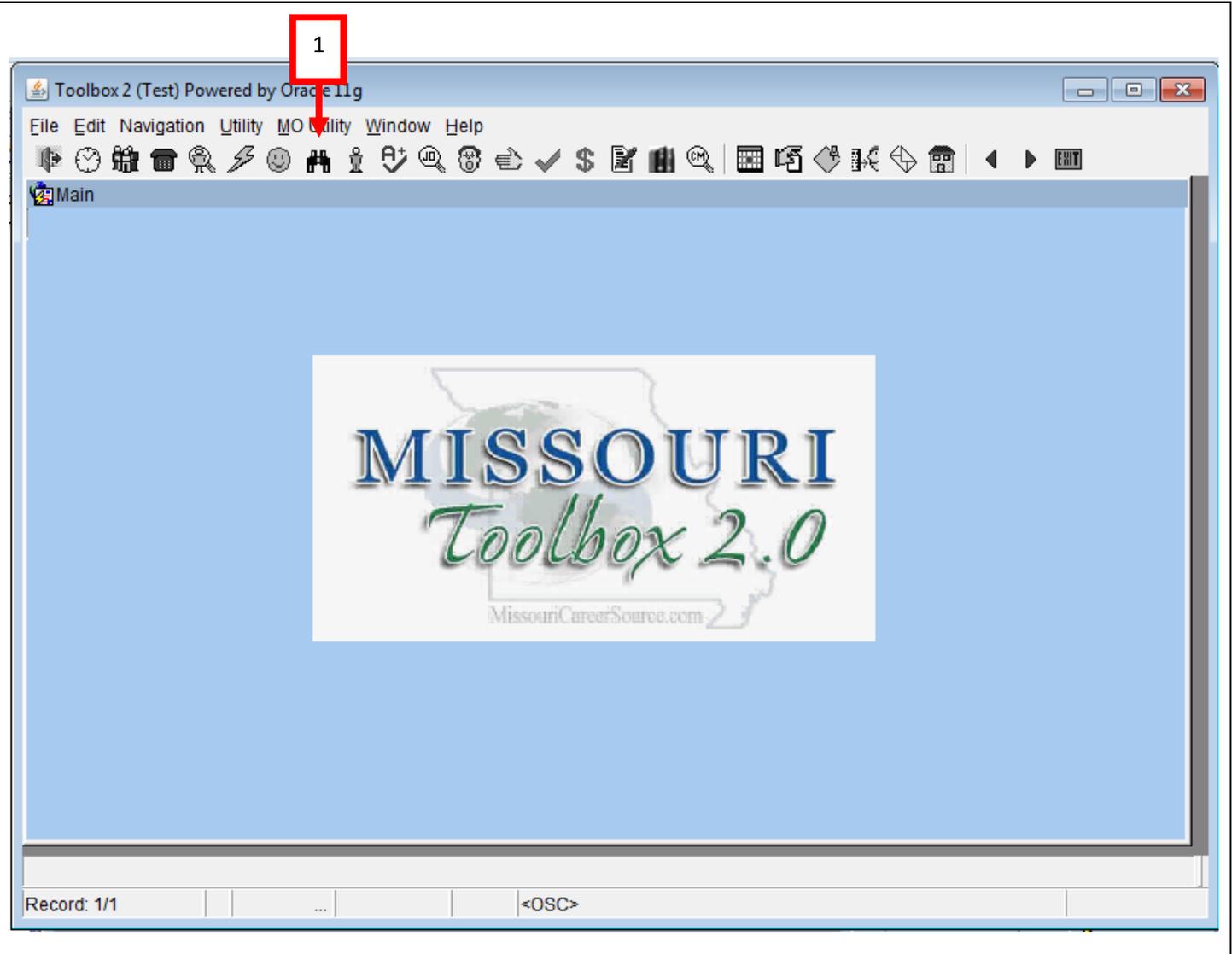
Find Seeker

NOTE: Selecting a field then clicking the F1 Key on your computer keyboard will display field help.

This desk aid will cover how to look up a Job Seeker record in the Toolbox system.

NOTE A Find Seeker search using the SSN, app id, web user id, and DCN will bring back a single record. A Find Seeker search by phone, last name, and email may bring back multiple records.

1. Click **Find Seeker** icon



2. Enter **Search Criteria**
3. Click **Search** button

2

3

Seeker Name	Status	Type	Address	City/State/Zip	DOB

Enter seeker's SSN

Record: 1/1 ... <OSC>

4. If more than one job seeker record is returned identify the correct seeker record then double-click on the correct site.

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

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-3017

Find Seeker Seeker Info Des Job Title Edu/Cert Work History Referrals Core Enroll Other Scratch Pad Svc Referral Adv. Query

Search Criteria

SSN: Phone:

Name
Last: EXAMPLE
First: I AM Middle:

Date of Birth: App ID: DCN: Web User Id: Email:

Search Partial Entry

Default Screen

Seeker Info Referral History Assessment
 Desired Job Title Scratch Pad History Eligibility
 Education/Certifica... Testing Funding
 Work History Service History Employment Plan
 Other Initial Interview Change History

Seeker Name	Status	Type	Address	City/State/Zip	DOB
EXAMPLE II, I AM A	I	S	123 MAIN	JEFFERSON CITY, MO 65101	12/01/1969
EXAMPLE III, I AM A	A	SC	123 MAIN	JEFFERSON CITY, MO 65101	12/01/1995
EXAMPLE IV, I AM A	A	SC	12345 MAIN	JEFFERSON CITY, MO 65101	09/01/1994

Enter seeker's SSN

Record: 1/1 ... <OSC>

5. Seeker Record

5

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

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Find Seeker Seeker Info Des Job Title Edu/Cert Work History Referrals Core Enroll Other Scratch Pad Svc Referral Adv. Query

Name and Address Information

I AM A EXAMPLE III Mailing Address: 123 MAIN Street Address:

Phone Numbers

Home: Cell: Work: Other: JEFFERSON CITY MC 65101

Personal Information

Date of Birth: 12/01/1995 Age: 18 Gender: M

Searchable Deceased Share resume

Veteran Information

Vet Status: N - None Transition: Retirement

Recently Separated Served From: 08/06/1987 Served To: 05/02/2014

Services Provided

Date	Type of Service	Employment Counselor
05/07/14	JobsMoGov Self Job search	Counselor Web
05/07/14	Job Referral	Counselor Web
05/07/14	Job Referral	Counselor Web
05/06/14	JobsMoGov Self Job search	Counselor Web

Query Returned no Rows!

Record: 1/1 <OSC>