

Rapid Response
Search for Employer

1. Select the Employers icon located on the navigation bar (Figure 1)

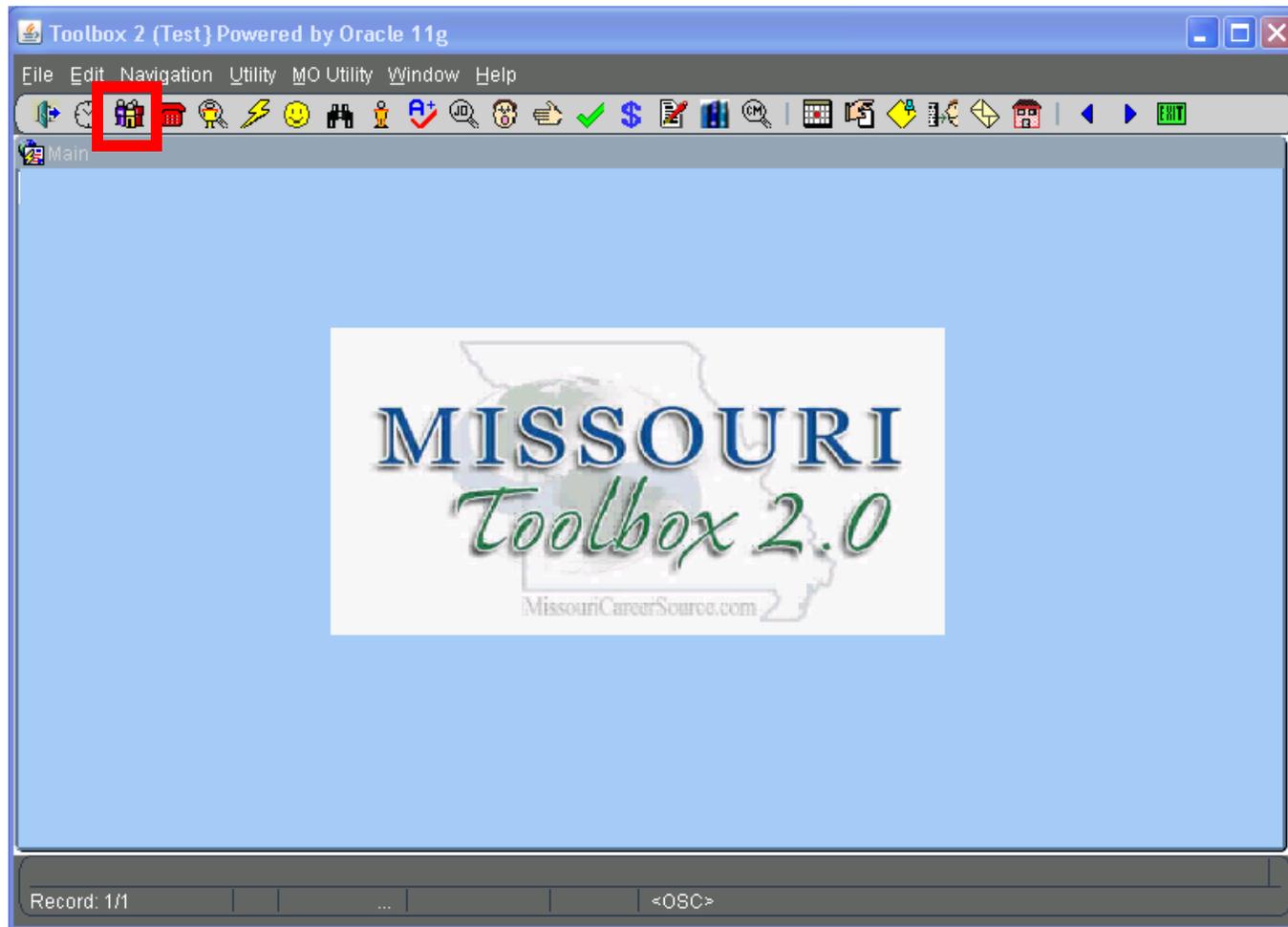


Figure 1

2. Enter the search criteria you wish to use to locate the employer (Figure 2). You can search for employer by

- a. Employer phone number
- b. Employer name
- c. Keyword
- d. FEIN
- e. UI ID

NOTE: When searching by name, change the return to both and search area to office. Please search by more than one method to locate the employer record.

3. Select the search button to perform the search. (Figure 2)

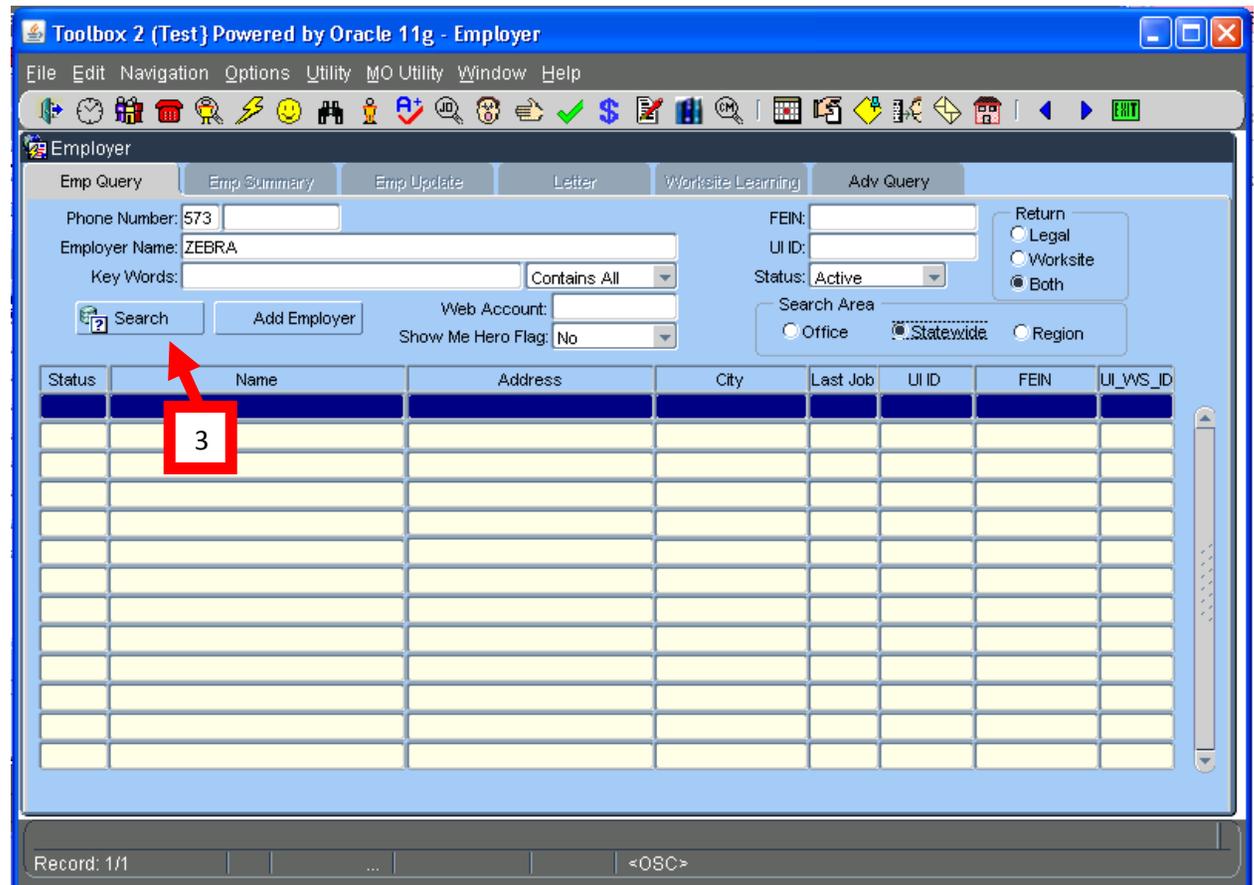


Figure 2

4. Double click on the employer you wish to view. (Figure 3)

The screenshot displays the 'Employer' search results in the 'Toolbox 2 (Test) Powered by Oracle 11g - Employer' application. The interface includes a search bar with fields for Phone Number (573), Employer Name (ZEBRA), Key Words, FEIN, UI ID, Status (Active), and Search Area (Office, Statewide, Region). A table of search results is shown below, with the fourth row highlighted in blue. A red box with the number '4' and an arrow points to this row.

Status	Name	Address	City	Last Job	UI ID	FEIN	UI_WS_ID
Active	ZEBRA	123 MAIN STREET	JEFFERSON CITY	12/12/11	028008	55-4433221	025
Active	ZEBRA	123 MAIN	JEFFERSON CITY		028008	55-4433221	032
Active	ZEBRA	500 ZEBRA AVENUE	SAINT LOUIS	08/23/12	028008		035
Active	ZEBRA	12 MAIN	JEFFERSON CITY		EX_OTH		000
Active	ZEBRA AT KENNETT	SOUTH BY PASS	KENNETT	08/27/09	028008	55-4433221	017
Active	ZEBRA BRANSON TEST	BRANSON DRIVE	BRANSON	12/20/12	028008	55-4433221	006
Active	ZEBRA CENTRAL MISSOURI VETERAN	VETERAN DRIVE	COLUMBIA	08/08/12	028008	55-4433221	020
Active	ZEBRA COLTS	421 E DUNKLIN	JEFFERSON CITY	03/26/13	028008	55-4433221	055
Active	ZEBRA INC.	421 EAST DUNKLIN	JEFFERSON CITY	10/03/12	025008	55-4433221	041
Active	ZEBRA INC. (J. TEST)	421 EAST DUNKLIN	JEFFERSON CITY	10/03/12	025008	55-4433221	041
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 OF WASHINGTON	222 MAIN STREET	WASHINGTON	08/29/12	028008	55-4433221	015

Figure 3

5. This is the employer record (Figure 4)

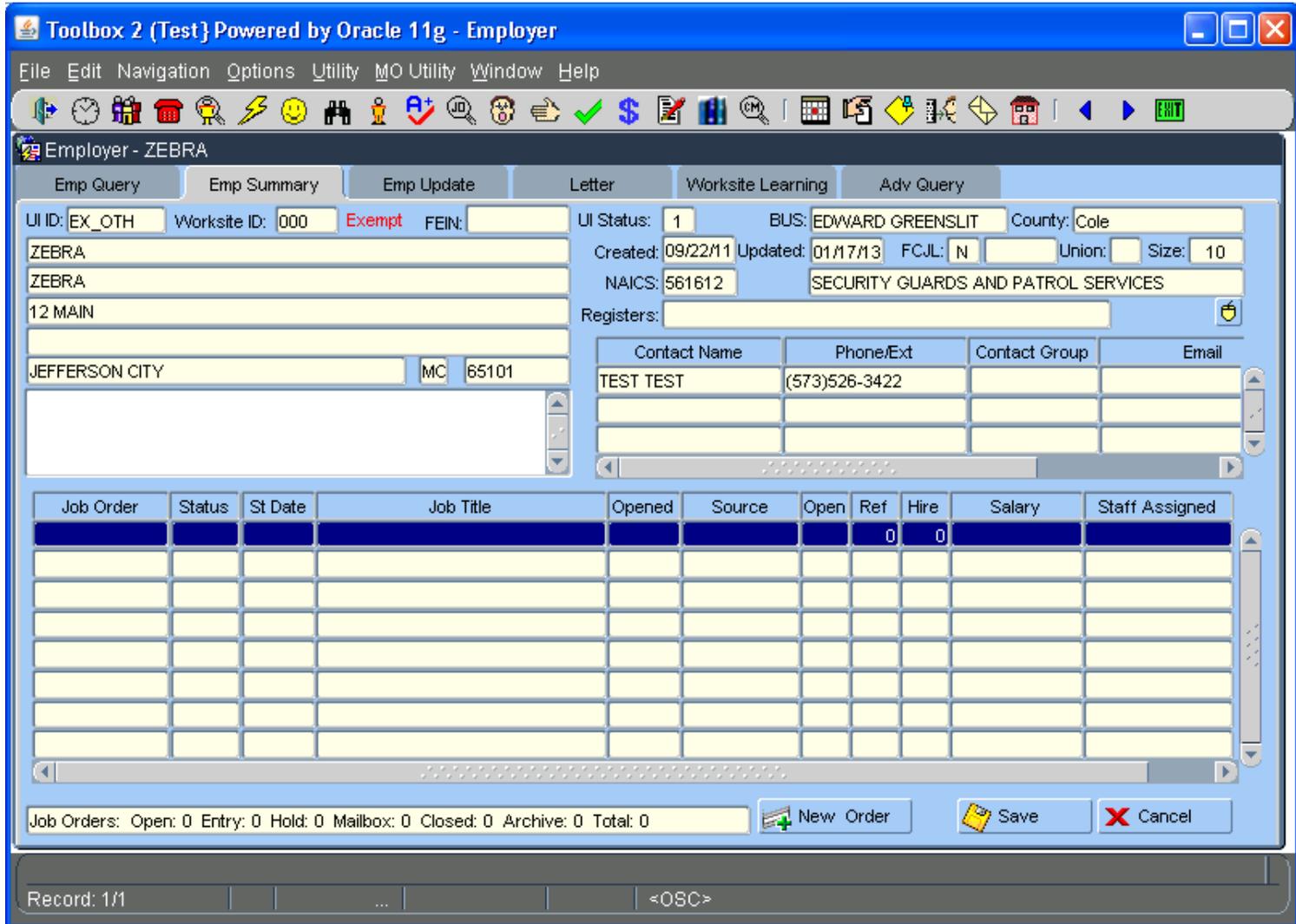


Figure 4

Rapid Response
Add Employer Record

1. Select the Employers icon located on the navigation bar (Figure 1)

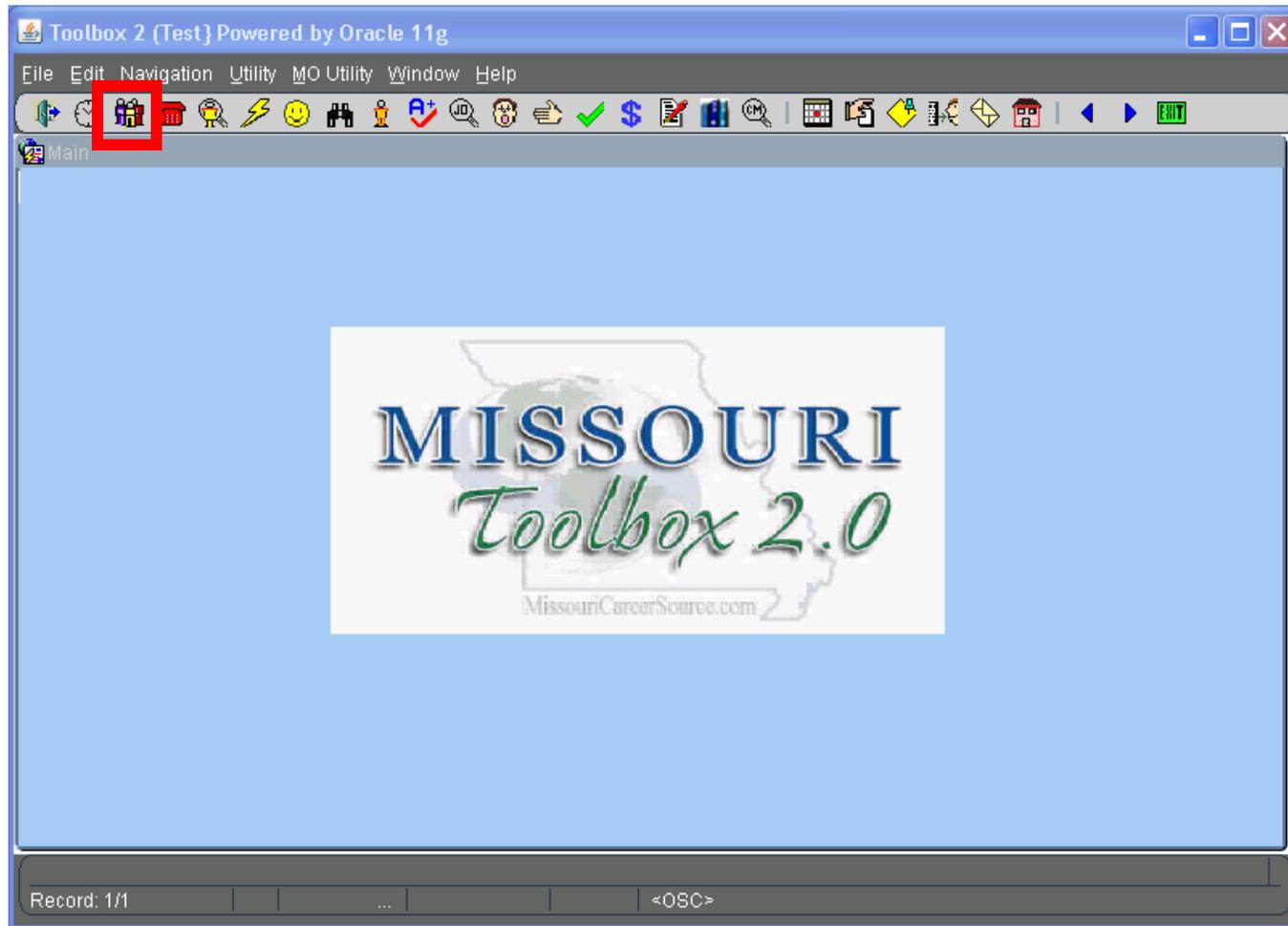


Figure 1

2. Enter the search criteria you wish to use to locate the employer (Figure 2). You can search for employer by

- f. Employer phone number
- g. Employer name
- h. Keyword
- i. FEIN
- j. UI ID

NOTE: When searching by name, change the return to both and search area to office. Please search by more than one method to locate the employer record.

3. Select the search button to perform the search. (Figure 2)

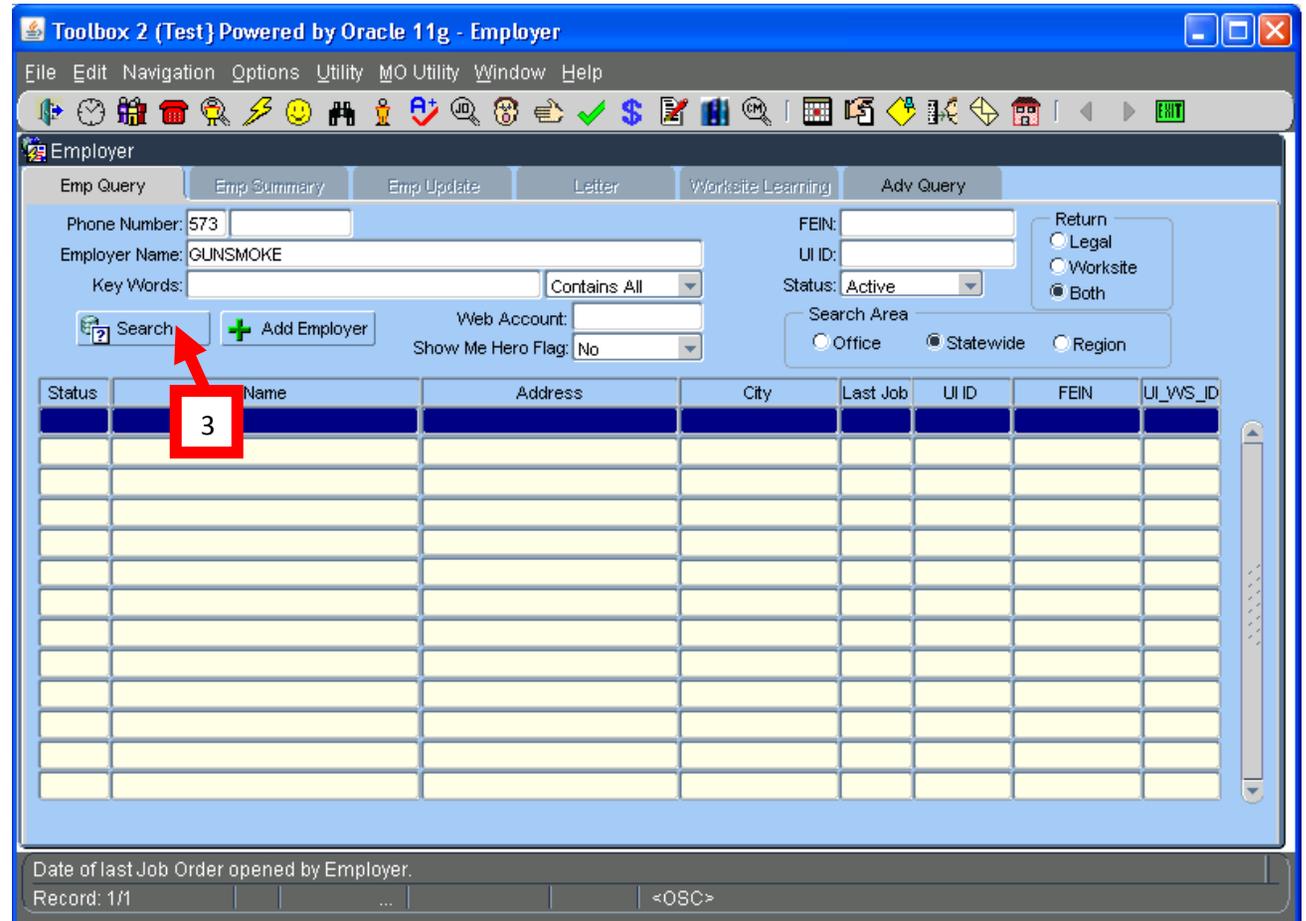


Figure 2

5. Complete the Add Employer pop up (Figure 4) Fields with a blue diamond next to them are required fields.

NOTE: If you do not have the employer's FEIN please leave blank. If you do not have the employer's UI ID leave it blank and select an exemption reason

6. Select save button (Figure 4)

The screenshot shows the 'Add Employer' form with the following data:

- Business Legal: GUNSMOKE, LLC
- Business Name/DBA: GUNSMOKE, LLC
- Worksite Address: 123 MY BUSINESS BLVD
- Mailing Address: (blank)
- City: JEFFERSON CITY, State: MO, Zip: 65101
- NAICS: 722410 DRINKING PLACES (ALCOHOLIC BEVERAGES)
- FEIN: (blank)
- Status: 1
- Size: 5.9
- UI ID Number: (blank)
- Exemption Type: Other
- Contact Method: (blank)
- Ownership: Proprietorship
- Contact Information: Primary: Joe Tester, Owner, Phone: (573)222-5555
- Business Staff Info: 6

Figure 4

7. Click the OK button, this will pop up the Notice #1 so it can be printed or e-mailed to the employer. If the employer is no longer in business the Notice #1 does not need to be sent, if the employer is still in business Notice # 1 must be sent. (Figure 5)

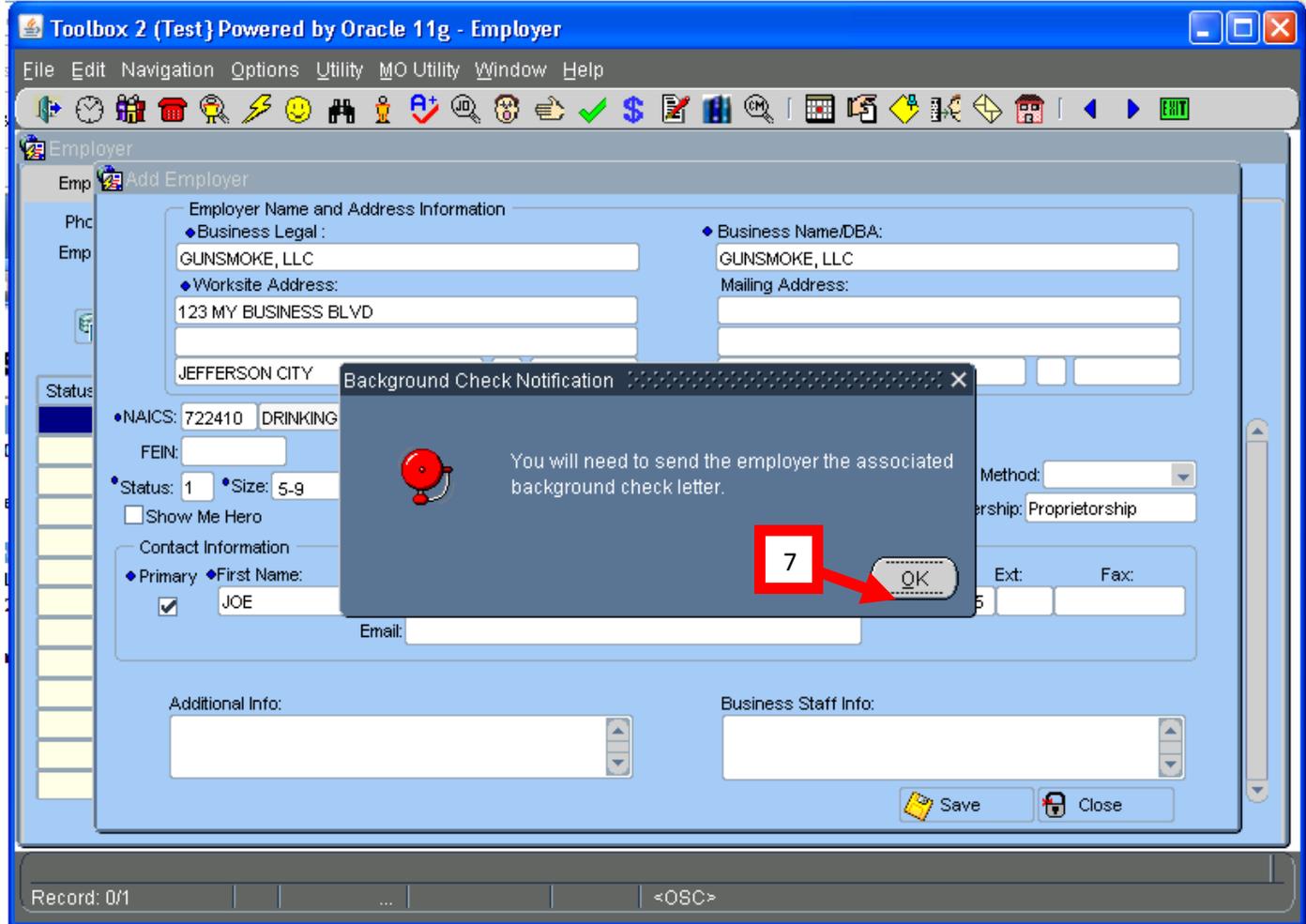


Figure 5

8. Select the employer update tab (Figure 6)

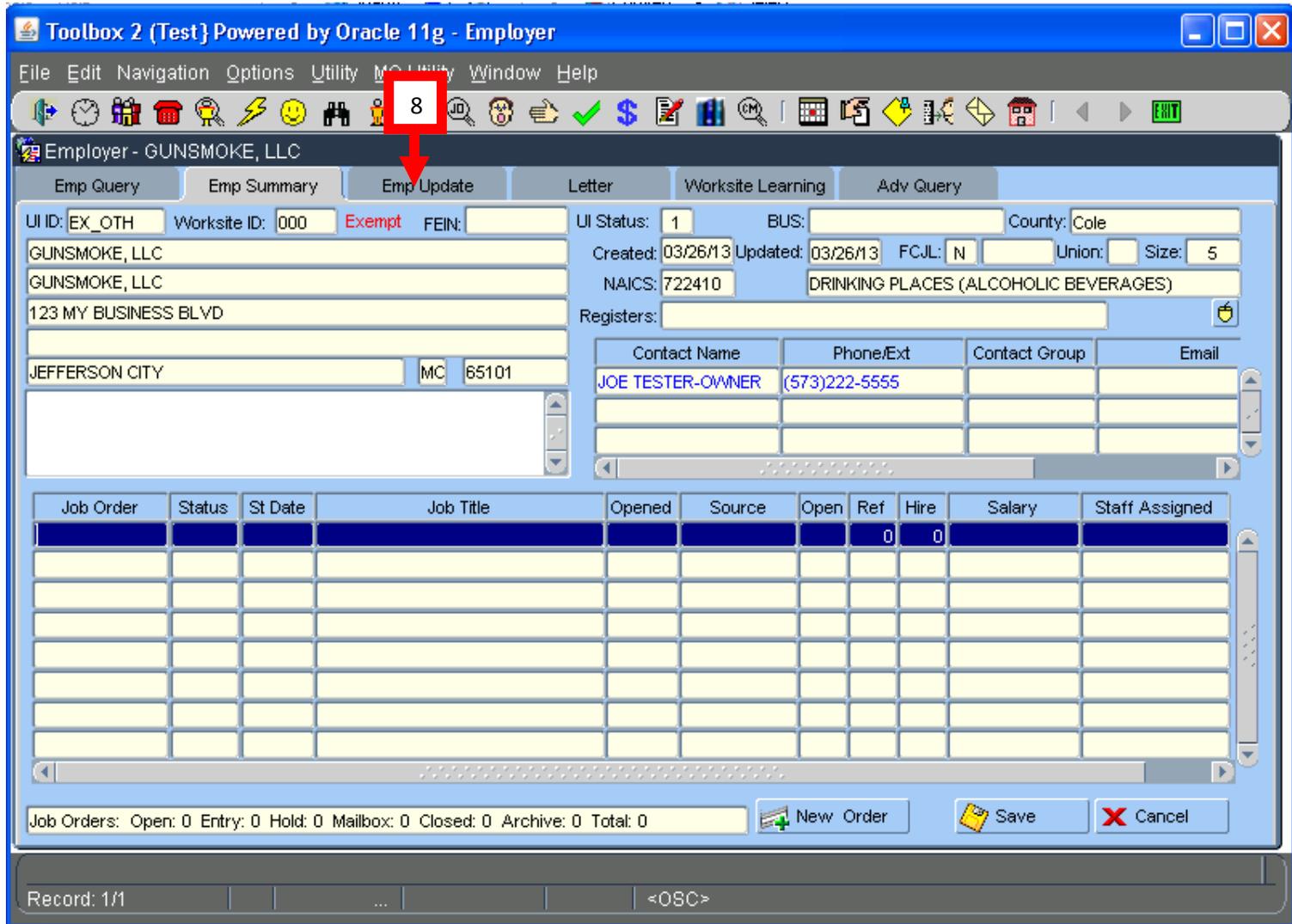


Figure 6

9. Click on the file icon (Figure 7)

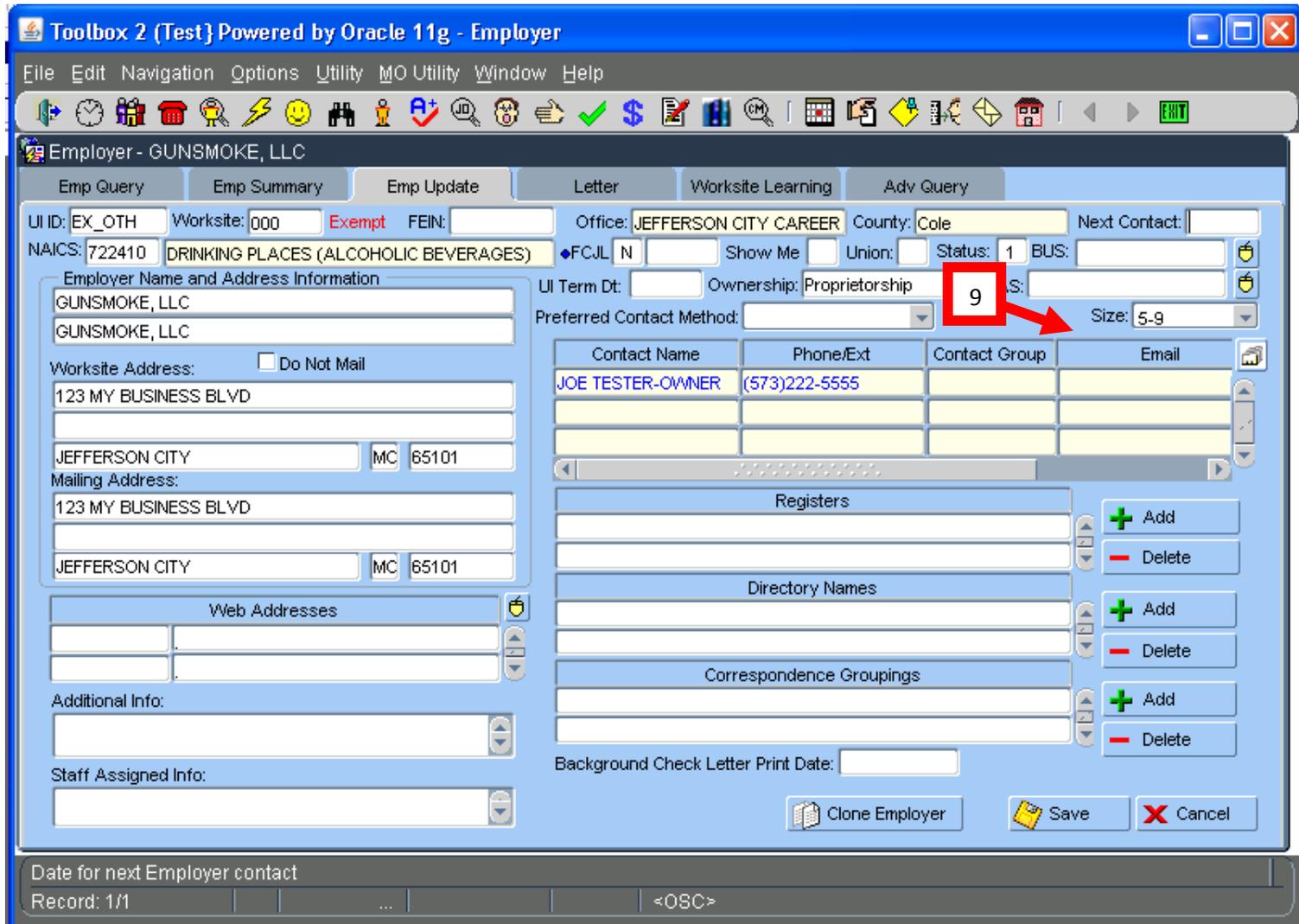


Figure 7

10. Double click in the Contact Group field. (Figure 8)

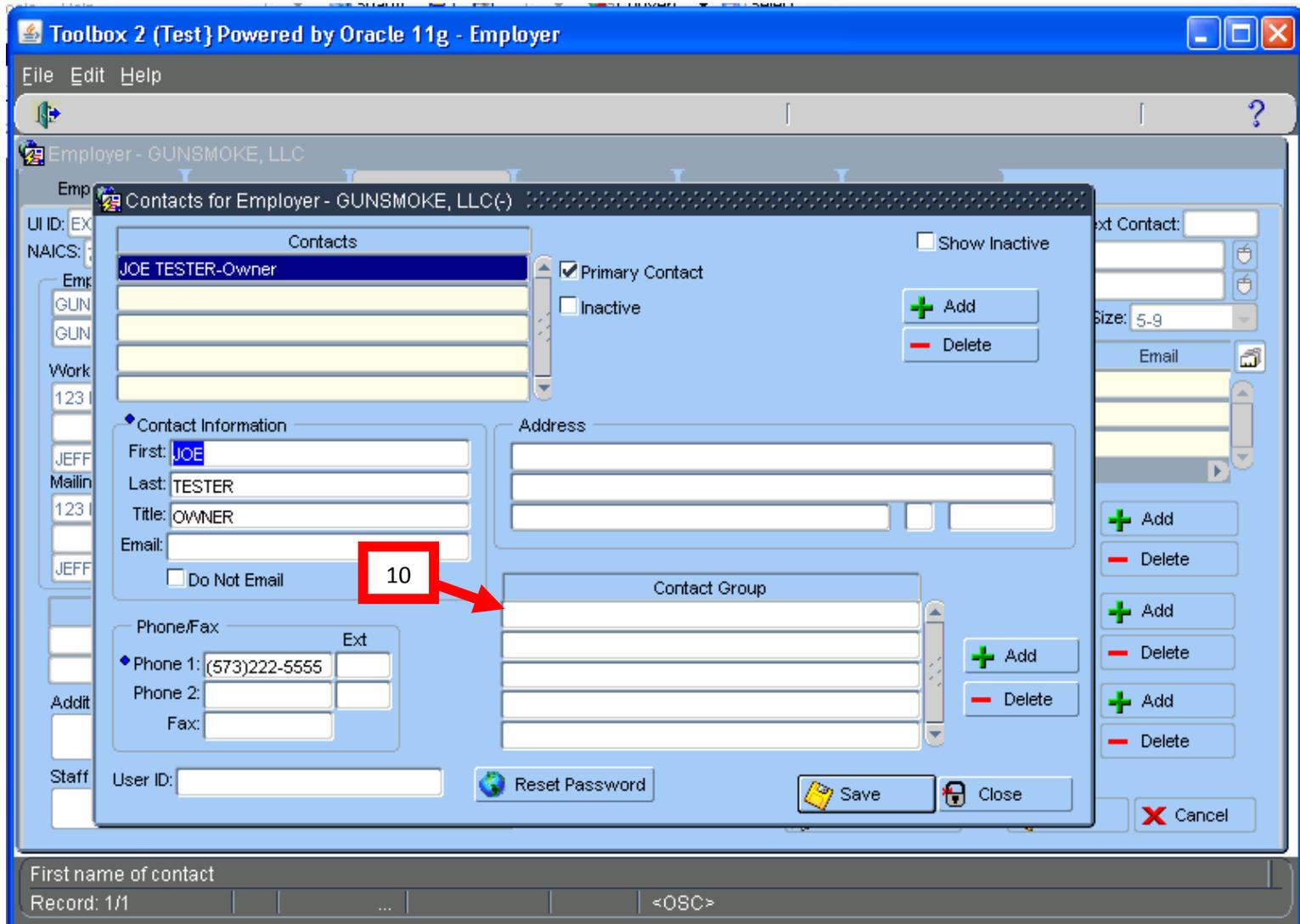


Figure 8

11. Select Rapid Response Contact (Figure 9)

12. Select OK Button (Figure 9)

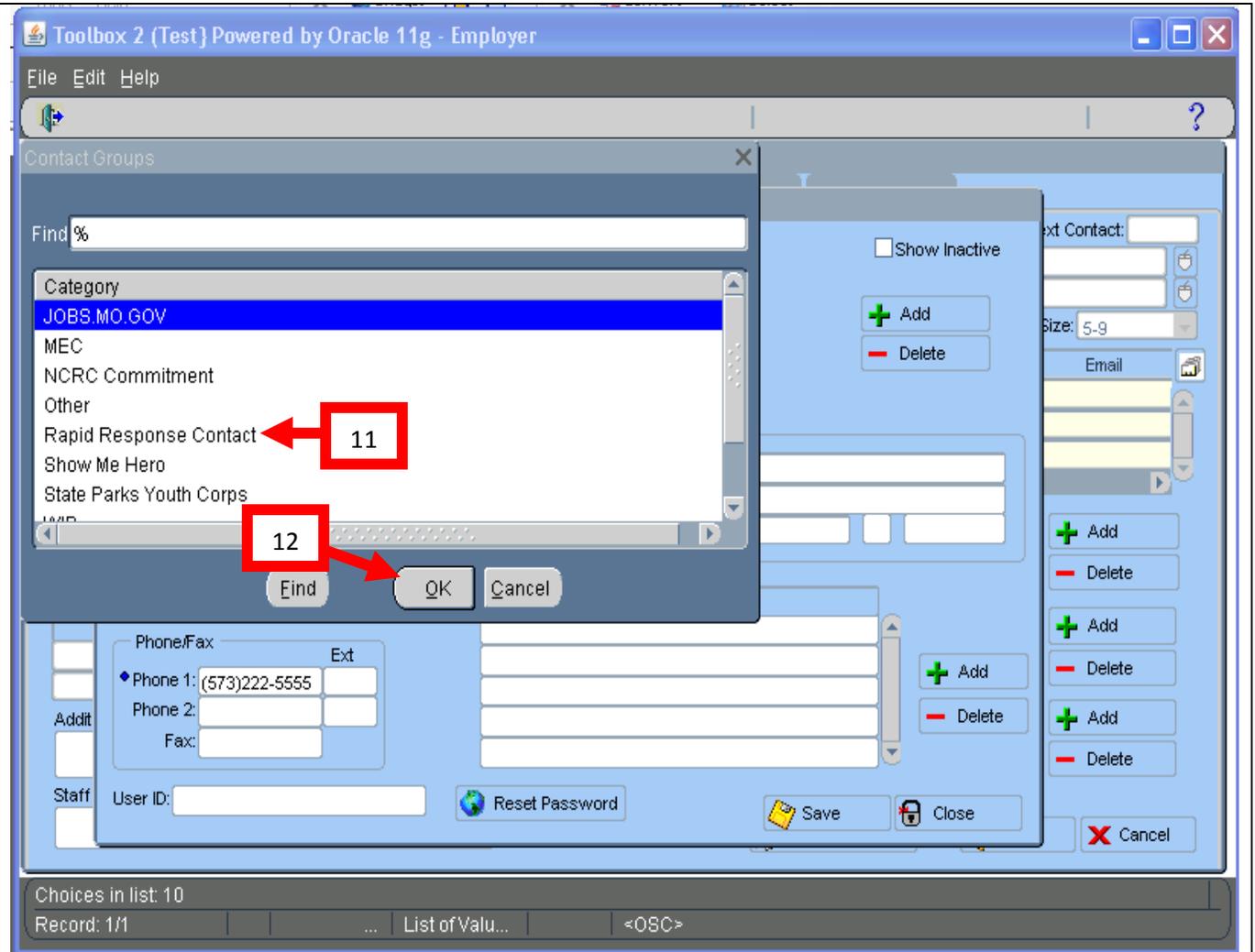


Figure 9

13. Select the save button (Figure 10)

14. Select the close button (Figure 10)

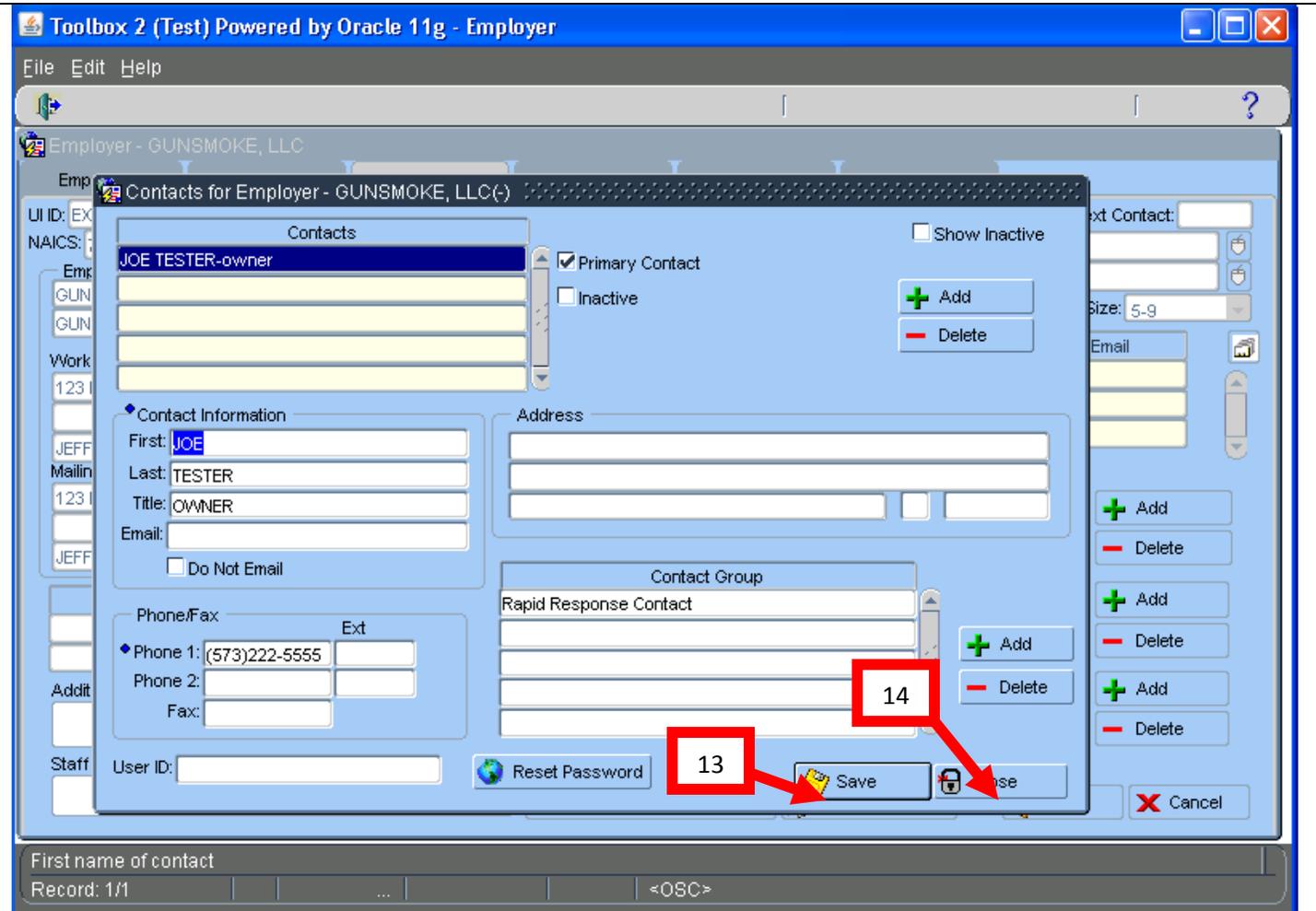


Figure 10

15. This completes the minimum creation of a worksite. (Figure 11)

The screenshot shows a software application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Employer". The window contains a form for creating or editing an employer record for "GUNSMOKE, LLC".

Form Fields:

- UI ID: EX_OTH, Worksite: 000, Exempt, FEIN: [empty], Office: JEFFERSON CITY CAREER, County: Cole, Next Contact: [empty]
- NAICS: 722410, DRINKING PLACES (ALCOHOLIC BEVERAGES), FCJL: N, Show Me: [checkbox], Union: [checkbox], Status: 1, BUS: [empty]
- Employer Name and Address Information:
 - Employer Name: GUNSMOKE, LLC
 - Worksite Address: [checkbox] Do Not Mail, 123 MY BUSINESS BLVD, JEFFERSON CITY, MC 65101
 - Mailing Address: 123 MY BUSINESS BLVD, JEFFERSON CITY, MC 65101
- Web Addresses: [empty]
- Additional Info: [empty]
- Staff Assigned Info: [empty]

Contact Table:

Contact Name	Phone/Ext	Contact Group	Email
JOE TESTER-OWNER	(573)222-5555	Rapid Response	

Other Form Elements:

- UI Term Dt: [empty], Ownership: Proprietorship, AS: [empty]
- Preferred Contact Method: [dropdown], NCRCLtr: [checkbox], Size: 5-9
- Registers, Directory Names, Correspondence Groupings: Each has an "Add" (+) and "Delete" (-) button.
- Background Check Letter Print Date: [empty]
- Buttons: Rapid Response/TAA/TRA (disabled), Clone Employer, Save, Cancel

Status Bar: Record: 1/1, <OSC>

Figure 11

Complete the Rapid Response & Mass Layoff Tabs

Information needed to complete the Rapid Response & Layoff Tab will come from a variety of sources including the WARN Notice and the Layoff Information Memorandum.

1. Navigate to the Employer's Record (Figure 1) (see Search for Employer)
2. Select the EMP Update Tab (Figure 1)

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

File Edit Navigation Op 2 Utility MO Utility Window Help

Employer - GUNSMOKE, LLC

Emp Query Emp Summary **Emp Update** Letter Worksite Learning Adv Query

UI ID: EX_OTH Worksite ID: 000 Exempt FEIN: UI Status: 1 BUS: County: Cole
GUNSMOKE, LLC Created: 04/05/13 Updated: 04/05/13 FCJL: N Union: Size: 5
GUNSMOKE, LLC NAICS: 722410 DRINKING PLACES (ALCOHOLIC BEVERAGES)
123 MY BUSINESS BLVD Registers:
JEFFERSON CITY MC 65101

Contact Name	Phone/Ext	Contact Group	Email
JOE TESTER-OWNER	(573)222-5555	Rapid Response	

Job Order	Status	St Date	Job Title	Opened	Source	Open	Ref	Hire	Salary	Staff Assigned
							0	0		

Job Orders: Open: 0 Entry: 0 Hold: 0 Mailbox: 0 Closed: 0 Archive: 0 Total: 0

New Order Save Cancel

Record: 1/1 <OSC>

Figure 1

Rapid Response

3. Select the Rapid Response/TAA/TRA Button (Figure 2)

The screenshot shows the 'Employer - GUNSMOKE, LLC' record in the 'Toolbox 2' application. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. The main form is divided into several sections:

- Header:** Emp Query, Emp Summary, Emp Update, Letter, Worksite Learning, Adv Query
- Form Fields:** UI ID: EX_OTH, Worksite: 000, Exempt, FEIN: [blank], Office: JEFFERSON CITY CAREER, County: Cole, Next Contact: [blank], NAICS: 722410, DRINKING PLACES (ALCOHOLIC BEVERAGES), FCJL: N, Show Me: [checkbox], Union: [checkbox], Status: 1, BUS: [blank], UI Term Dt: [blank], Ownership: Proprietorship, AS: [blank], Preferred Contact Method: [dropdown], NCRC Ltr: [checkbox], Size: 5-9
- Employer Name and Address Information:** GUNSMOKE, LLC, GUNSMOKE, LLC, Worksite Address: [checkbox] Do Not Mail, 123 MY BUSINESS BLVD, JEFFERSON CITY, MC 65101, Mailing Address: 123 MY BUSINESS BLVD, JEFFERSON CITY, MC 65101
- Web Addresses:** [blank], [blank]
- Additional Info:** [blank]
- Staff Assigned Info:** [blank]
- Contact Table:**

Contact Name	Phone/Ext	Contact Group	Email
JOE TESTER-OWNER	(573)222-5555	Rapid Response	
- Registers:** [blank] + Add, - Delete
- Directory Names:** [blank] + Add, - Delete
- Correspondence Groupings:** [blank] + Add, - Delete
- Buttons:** Background Check Letter Print Date: [blank], Rapid Response/TAA/TRA (highlighted with a red box and arrow), Clone Employer, Save, Cancel

Record: 1/1 <OSC>

Figure 2

NOTE: Fields with blue diamonds are required

4. **Layoff start and end date**-Beginning & end date for the layoff or closure.
5. **Release date**-Date layoff event can be released to the public.
6. **Notification Date**-Date the notification of layoff or closure received.
7. **Layoff Event**-Local or mass.
8. **Layoff Factors**- Information concerning the layoff.
9. **Register Code**-Code is created when tab is saved.
10. **Title**-Title of the company.

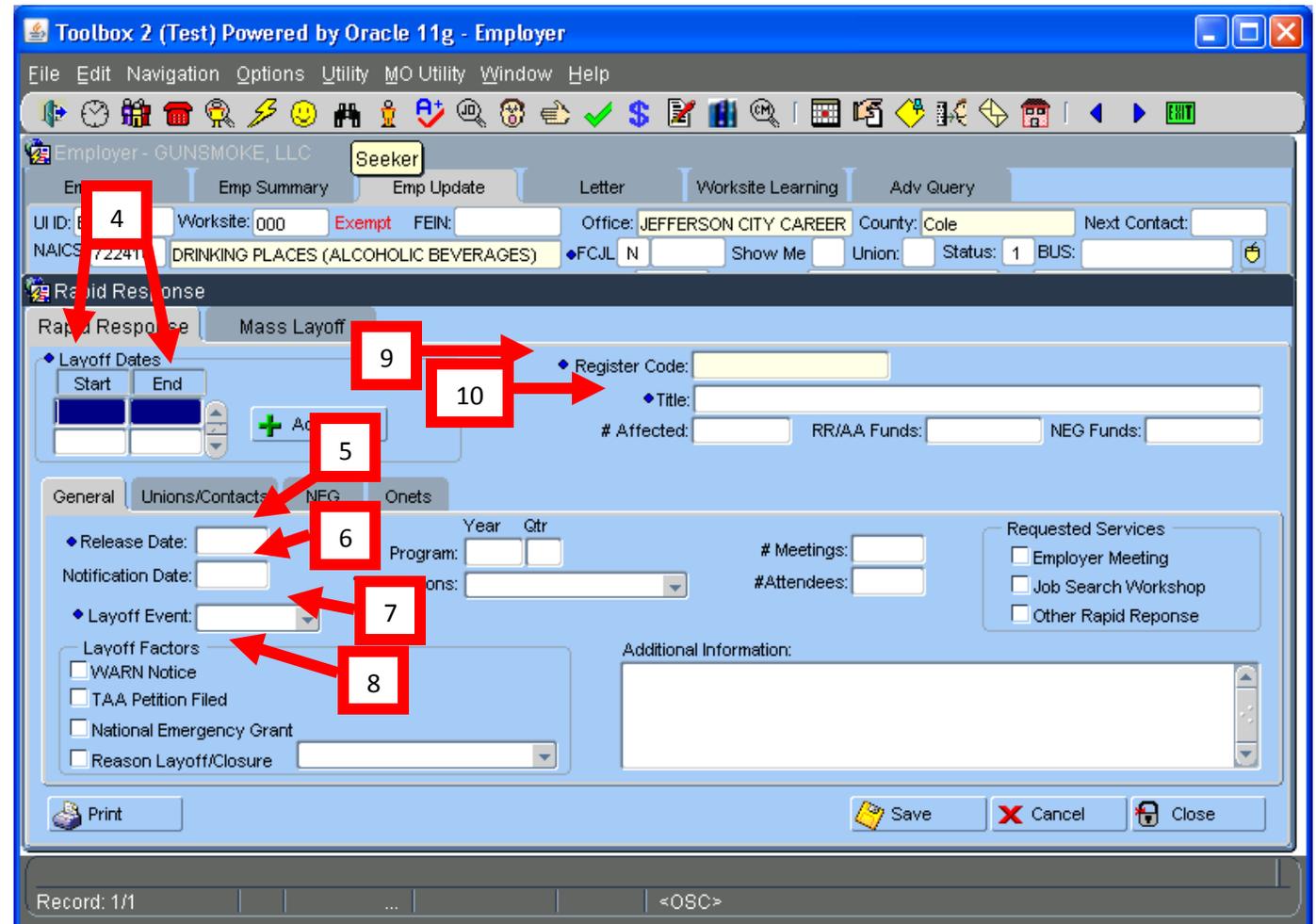


Figure 3

- 11. # **Affected**- How many employees impacted by layoff or closure.
- 12. **RR/AA Funds**-How much Rapid Response Funding is available to assist employees who are impacted with layoff or closure.
- 13. **NEG Funds**-How much NEG funding has DOL approved for layoff or closure.
- 14. **Program Year & QTR**-What program year was the layoff or closure.
- 15. **WIA Regions**-Region the layoff or closure is in.
- 16. # **Meetings**-Number of Rapid Response meetings held.

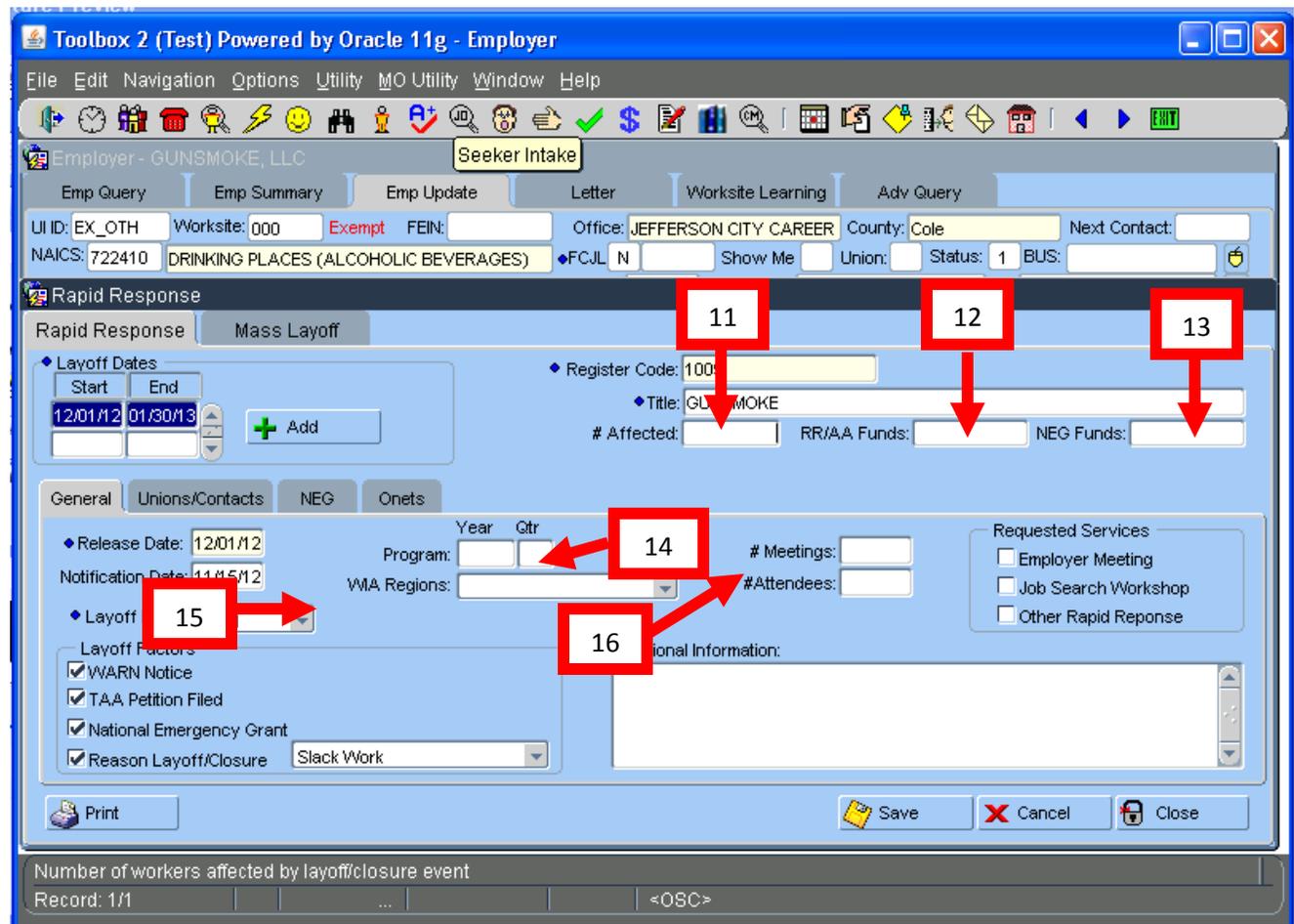


Figure 3

17. # Attendees-Number of employees who attended a Rapid Response meeting.

18. Requested Services-Services requested by the employer.

19. Additional Information-Document any other pertinent information about the layoff or closure

The screenshot shows the 'Rapid Response' window for 'GUNSMOKE, LLC'. The window title is 'Toolbox 2 (Test) Powered by Oracle 11g - Employer'. The menu bar includes File, Edit, Navigation, Options, Utility, MO Utility, Window, and Help. The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Header:** Emp Query, Emp Summary, Emp Update, Letter, Worksite Learning, Adv Query. Fields include UI ID: EX_OTH, Worksite: 000, Exempt, FEIN, Office: JEFFERSON CITY CAREER, County: Cole, Next Contact, NAICS: 722410, DRINKING PLACES (ALCOHOLIC BEVERAGES), FCJL: N, Show Me, Union, Status: 1, BUS.
- Rapid Response Section:** Rapid Response, Mass Layoff. Fields include Layoff Dates (Start: 12/01/12, End: 01/30/13), Register Code: 1009, Title: GUNSMOKE, # Affected: 200, RR/AA Funds: 50,000.00, and a field with value 18. A red box labeled '18' is around this field with an arrow pointing to it.
- General Section:** Release Date: 12/01/12, Notification Date: 11/15/12, Layoff Event: Local, Layoff Factors (WARN Notice, TAA Petition Filed, National Emergency Grant, Reason Layoff/Closure: Slack Work), Program: 2012, Qtr: 2, WMA Regions: Central Region, # Meetings: 3, # Attendees: 17. A red box labeled '17' is around the # Attendees field with an arrow pointing to it.
- Requested Services:** Employer Meeting, Job Search Workshop, Other Rapid Reponse.
- Additional Information:** A text area with a red box labeled '19' and an arrow pointing to it.
- Buttons:** Print, Save, Cancel, Close.
- Footer:** Number of RR meetings held, Record: 1/1, <OSC>

Figure 4

20. Select the Unions/Contacts Tab. (Figure 5)

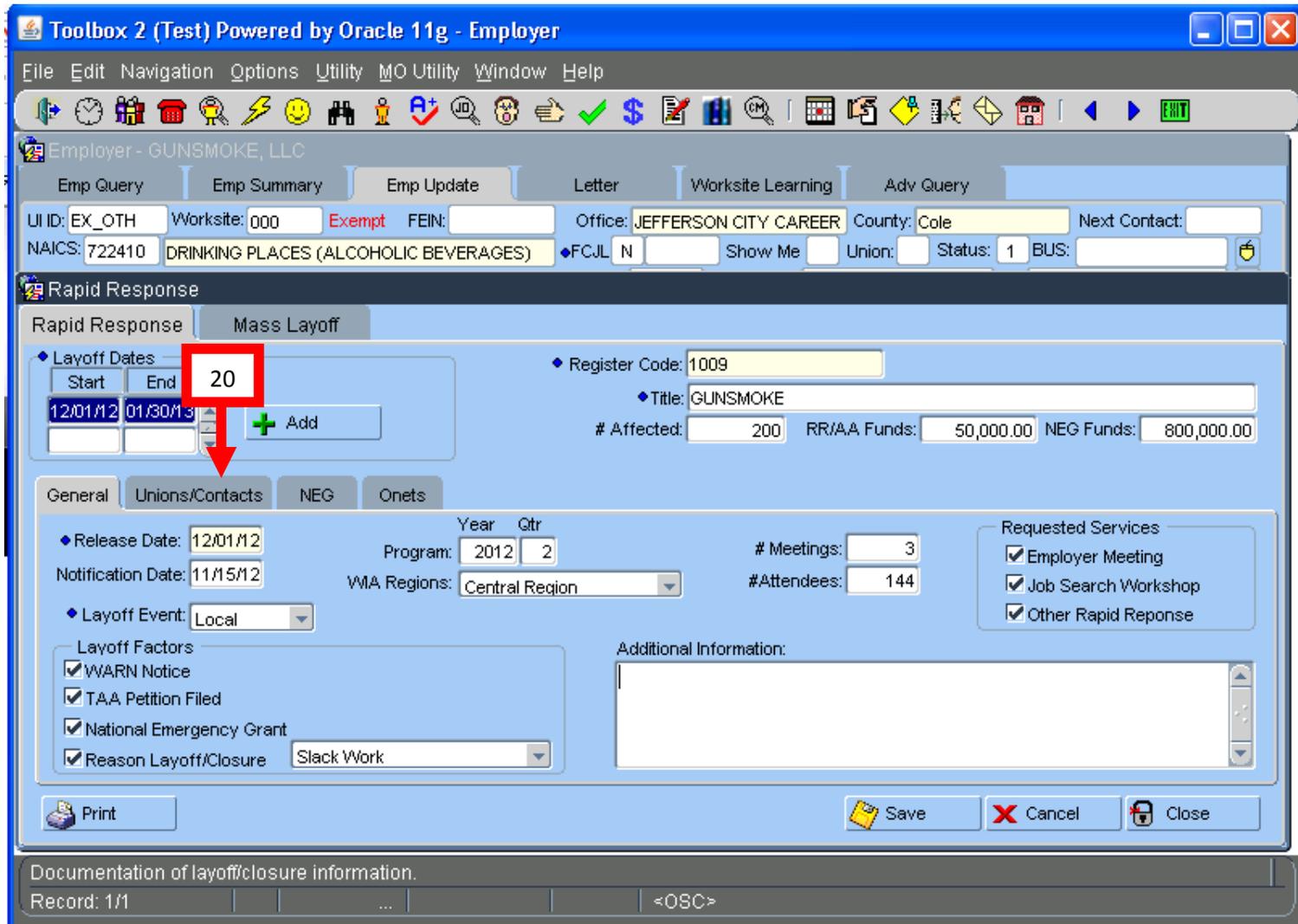


Figure 5

21. Affected Unions-Enter names of unions impacted by the layoff or closure (Figure 6)

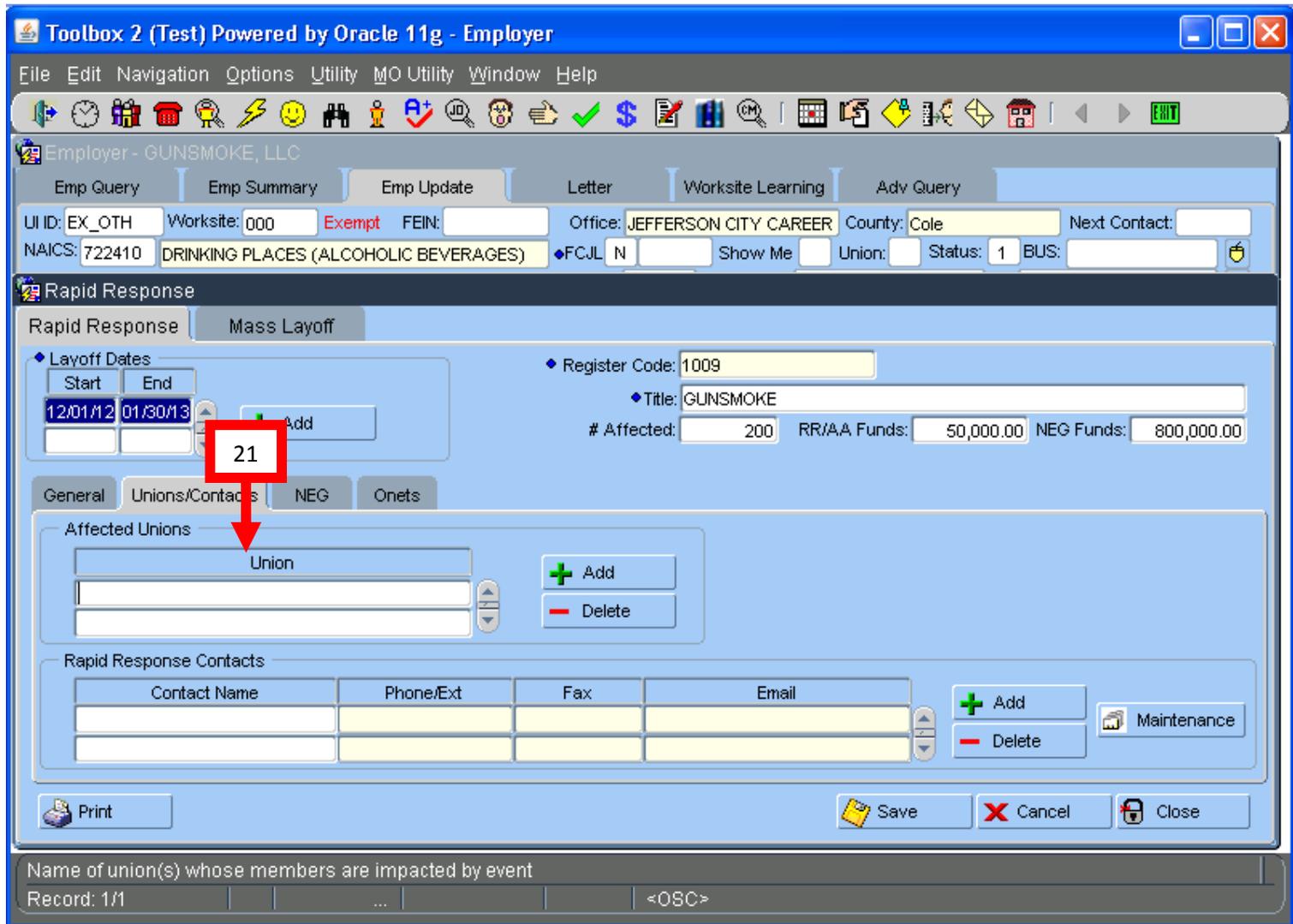


Figure 6

22. Rapid Response

Contact-Name of the company contact for Rapid Response.

- a. Double click to pull up a list of values. (Figure 7)

If no LOV entries

- b. Select the Maintenance button. (Figure 7)
- c. Complete the popup. (Figure 8)
- d. Select Save

23. Select the Save button

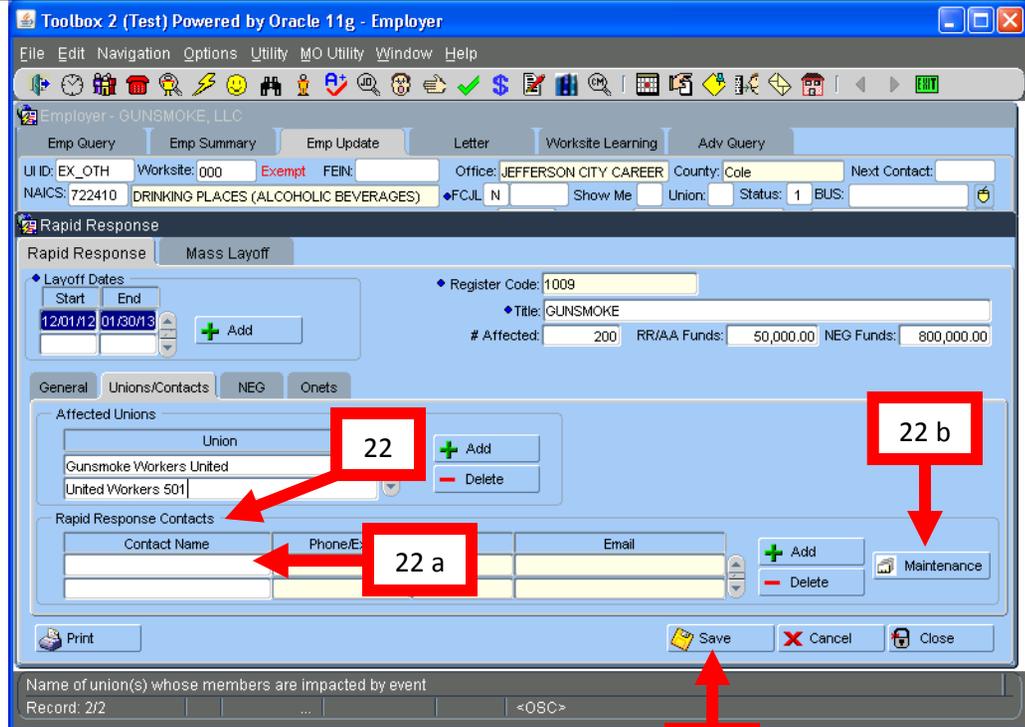


Figure 7

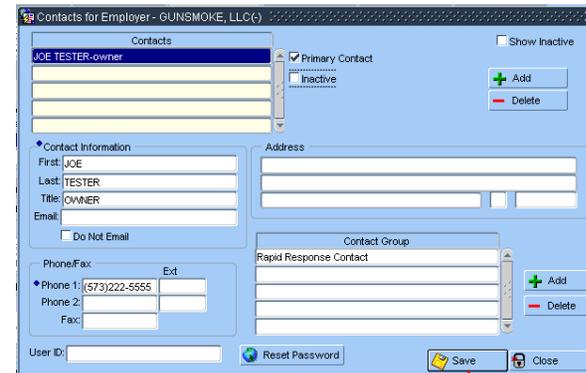


Figure 8

24. Select the NEG Tab. (Figure 9)

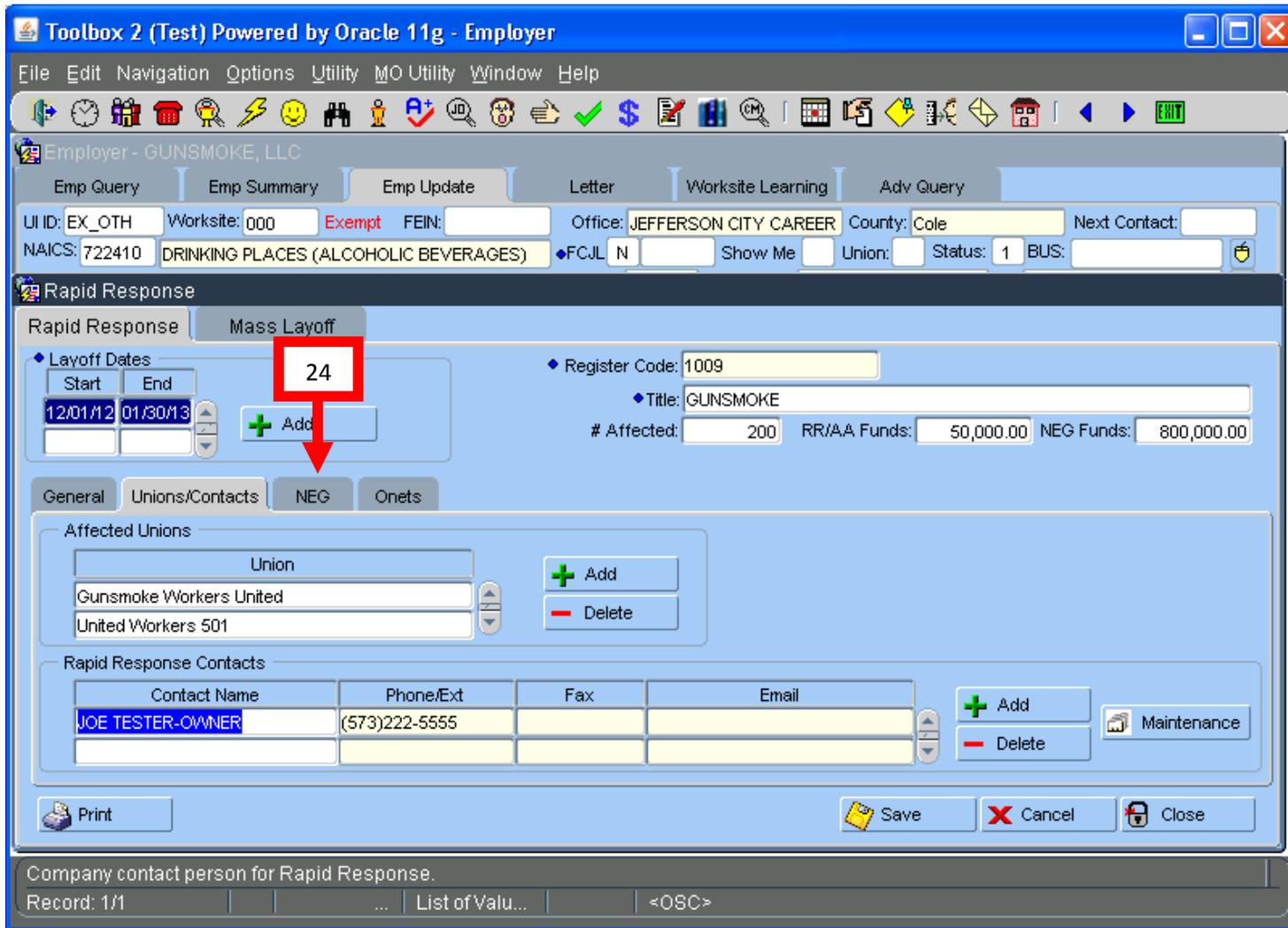


Figure 9

25. Double Click in the number field (Figure 10)

26. Locate the NEG you wish to use from the LOV (Figure 11)

27. Select OK Button (Figure 11)

NOTE: The NEG assigned here is coming from the NEG table located on the Utility Menu. See Setting Up a National Emergency Grant for more information.

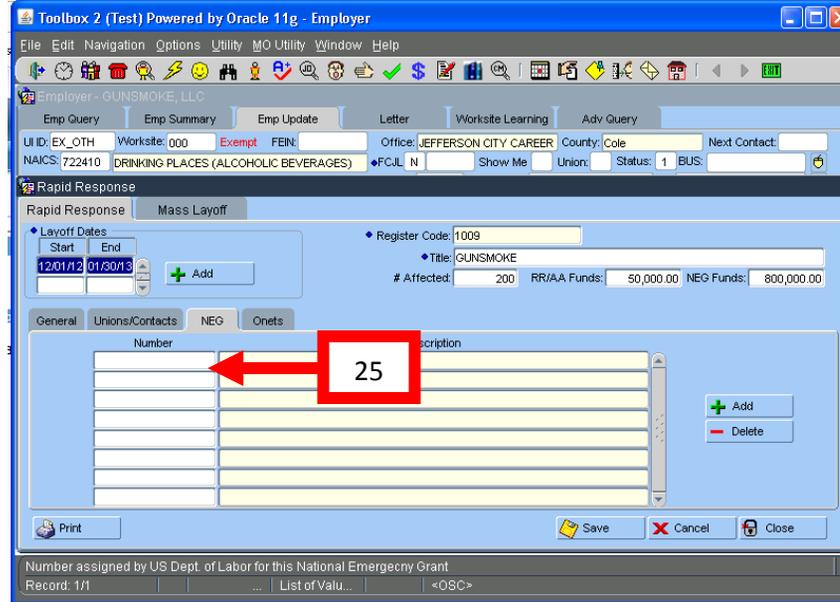


Figure 10

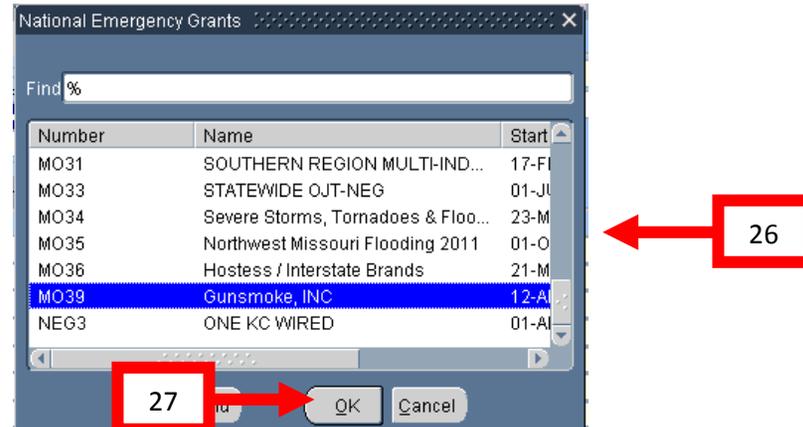


Figure 11

Rapid Response

28. Select the Onets Tab (Figure 12)

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

File Edit Navigation Options Utility MO Utility Window Help

Close Current Form Emp Summary Emp Update Letter Worksite Learning Adv Query

UI ID: EX_OTH Worksite: 000 Exempt FEIN: Office: JEFFERSON CITY CAREER County: Cole Next Contact:
NAICS: 722410 DRINKING PLACES (ALCOHOLIC BEVERAGES) FCJL N Show Me Union: Status: 1 BUS:

Rapid Response

Rapid Response Mass Layoff

Layoff Dates

Start	End
12/01/12	01/30/13

+ Add

Register Code: 1009

Title: GUNSMOKE

Affected: 200 RR/AA Funds: 50,000.00 NEG Funds: 800,000.00

General Unions/Contacts NEG Onets

Number	Description
MO39	Gunsmoke, INC

+ Add
- Delete

Print Save Cancel Close

Close Current Form
Record: 1/1 ... List of Valu... <OSC>

Figure 12

29. Double Click in the O*Net field (Figure 13)

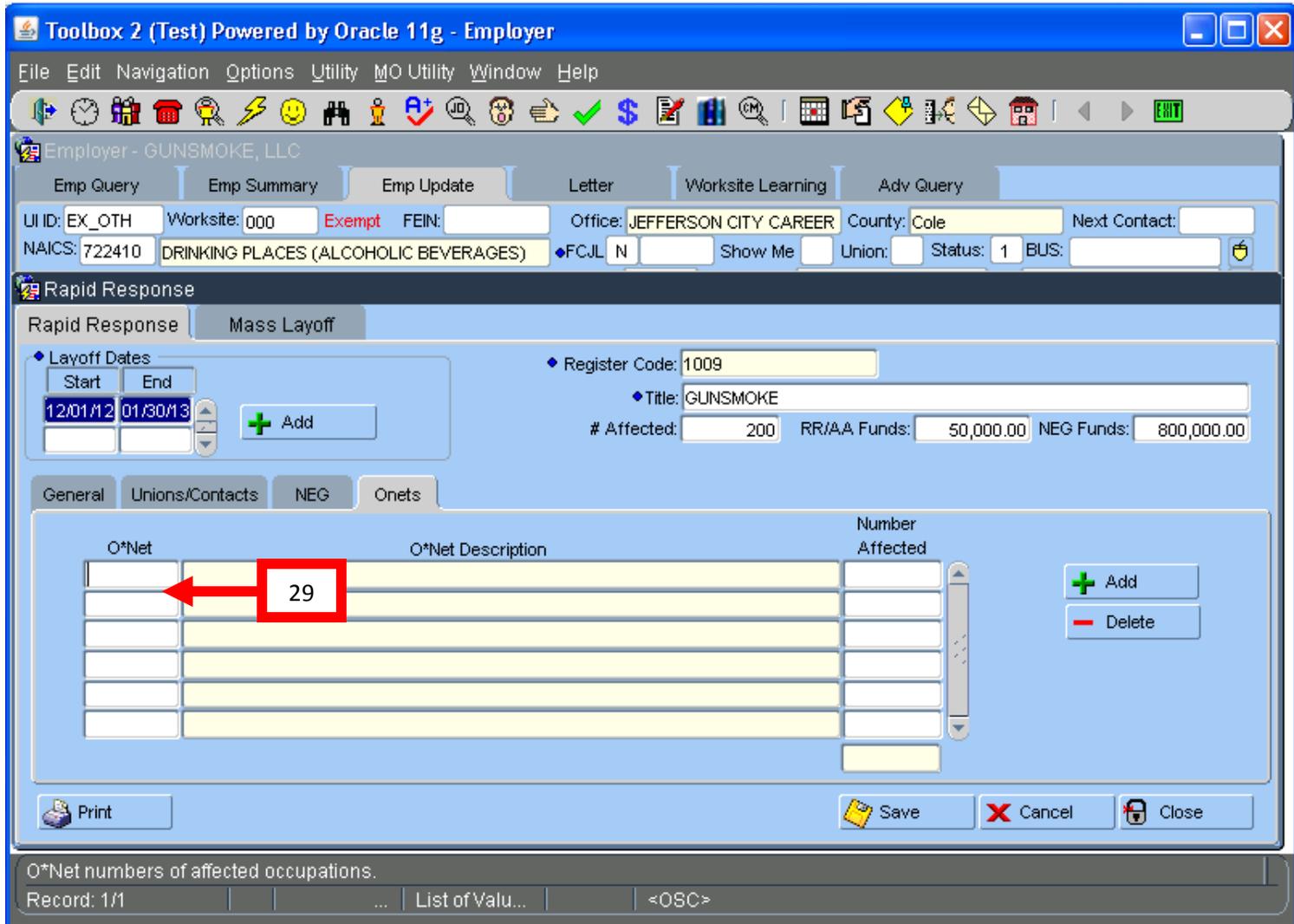


Figure 13

- 30. Enter job title you are searching for. (Figure 14)
- 31. Select the search button. (Figure 14)

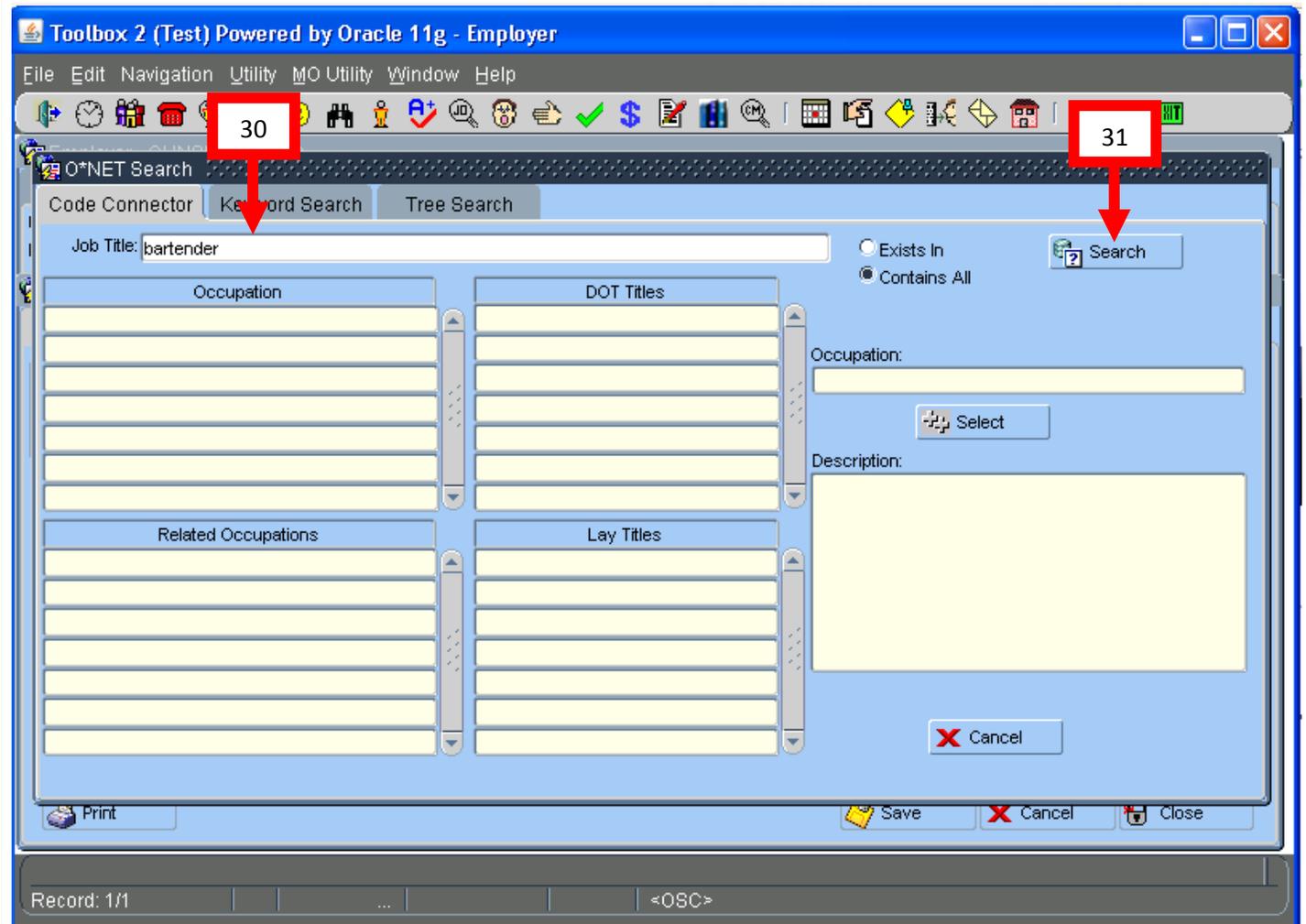


Figure 14

- 32. Choose the O*Net title you wish to use. (Figure 15)
- 33. Click the Select Button. (Figure 15)

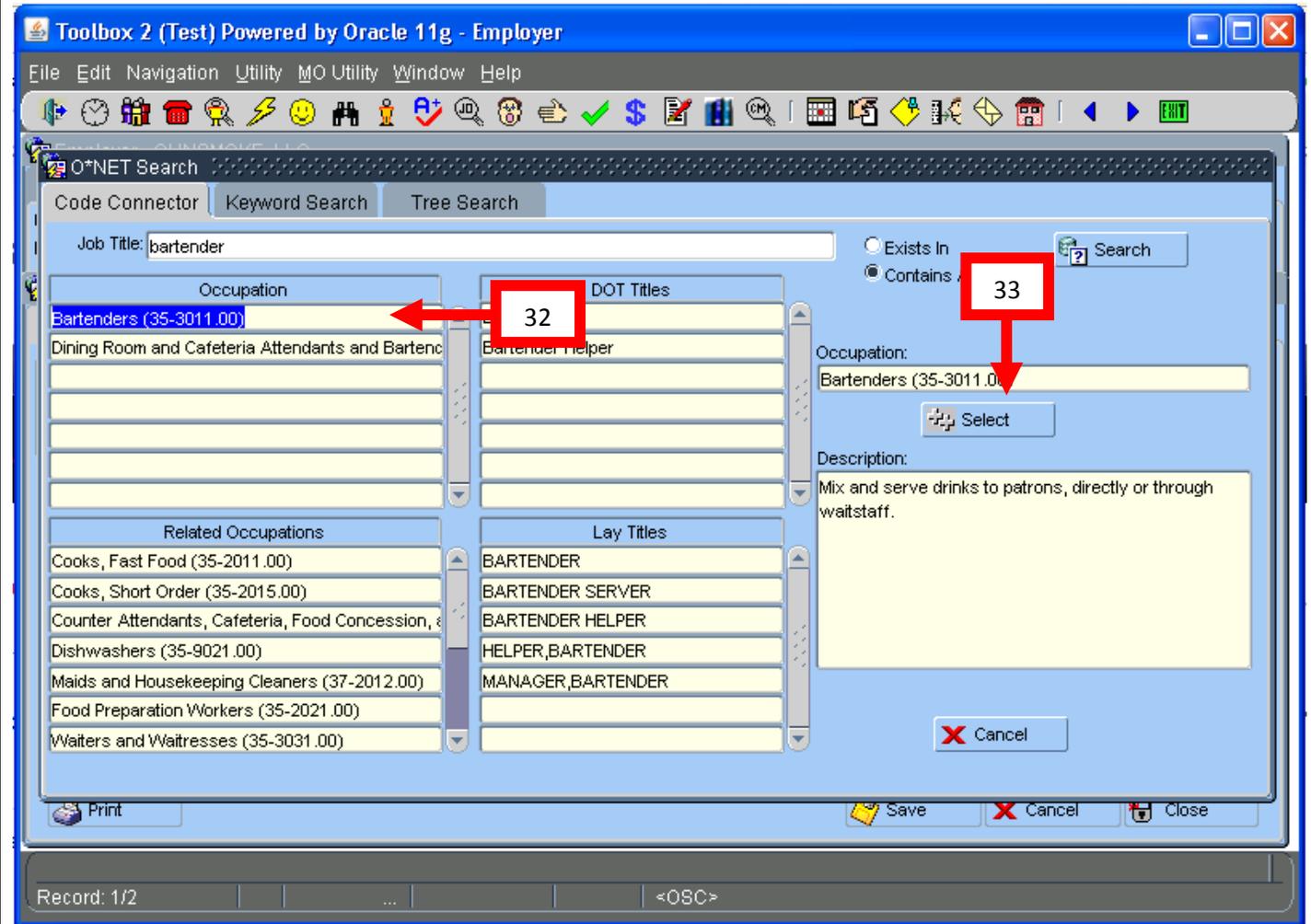


Figure 15

For additional O*Net titles repeat steps 29-33

34. Indicate the number of employees in the O*Net impacted by the layoff or closure. (Figure 16)

35. Select the save Button. (Figure 16)

This completes the Rapid Response information for the employer record.

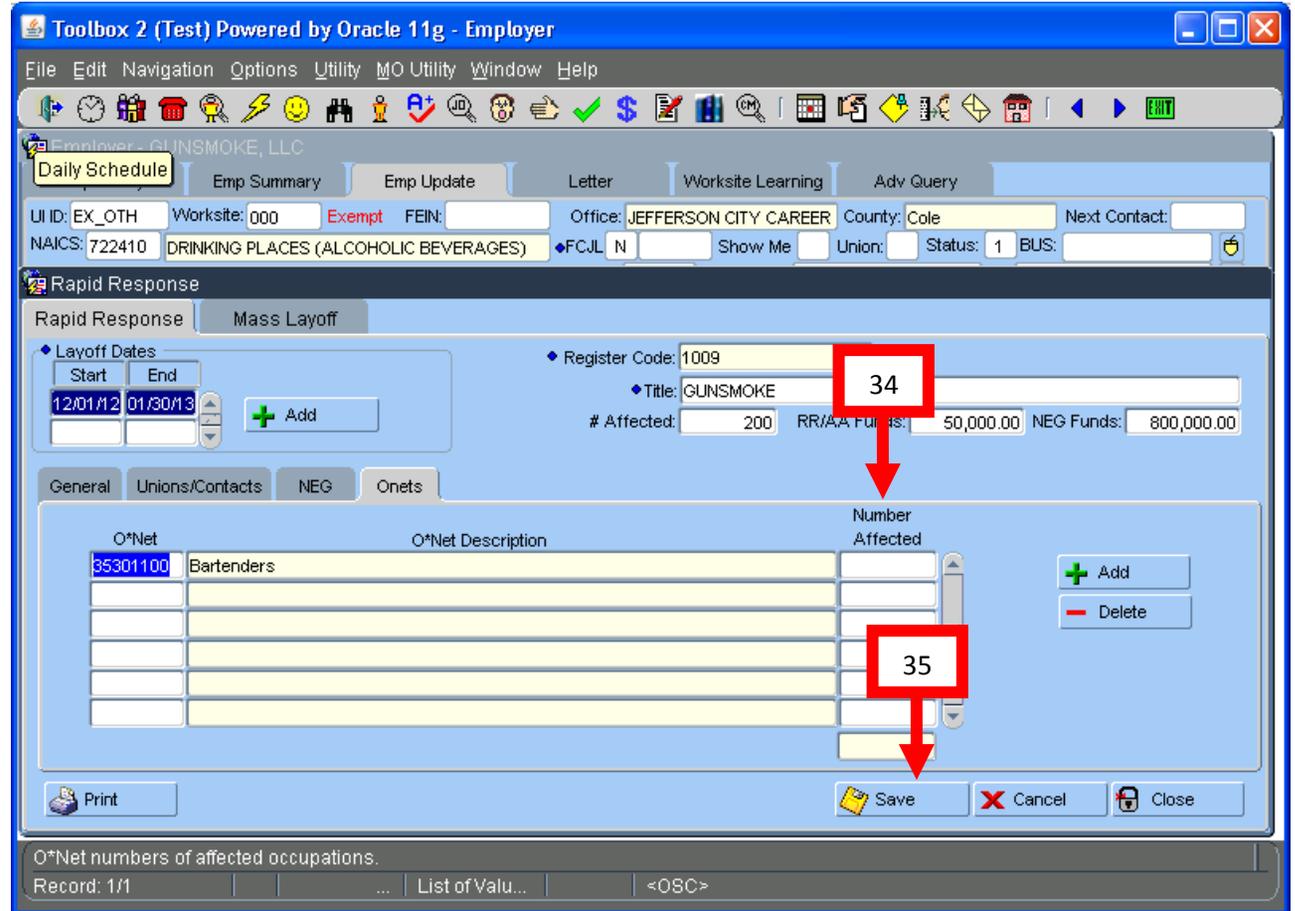


Figure 16

36. Select the Mass Layoff Tab. (Figure 17)

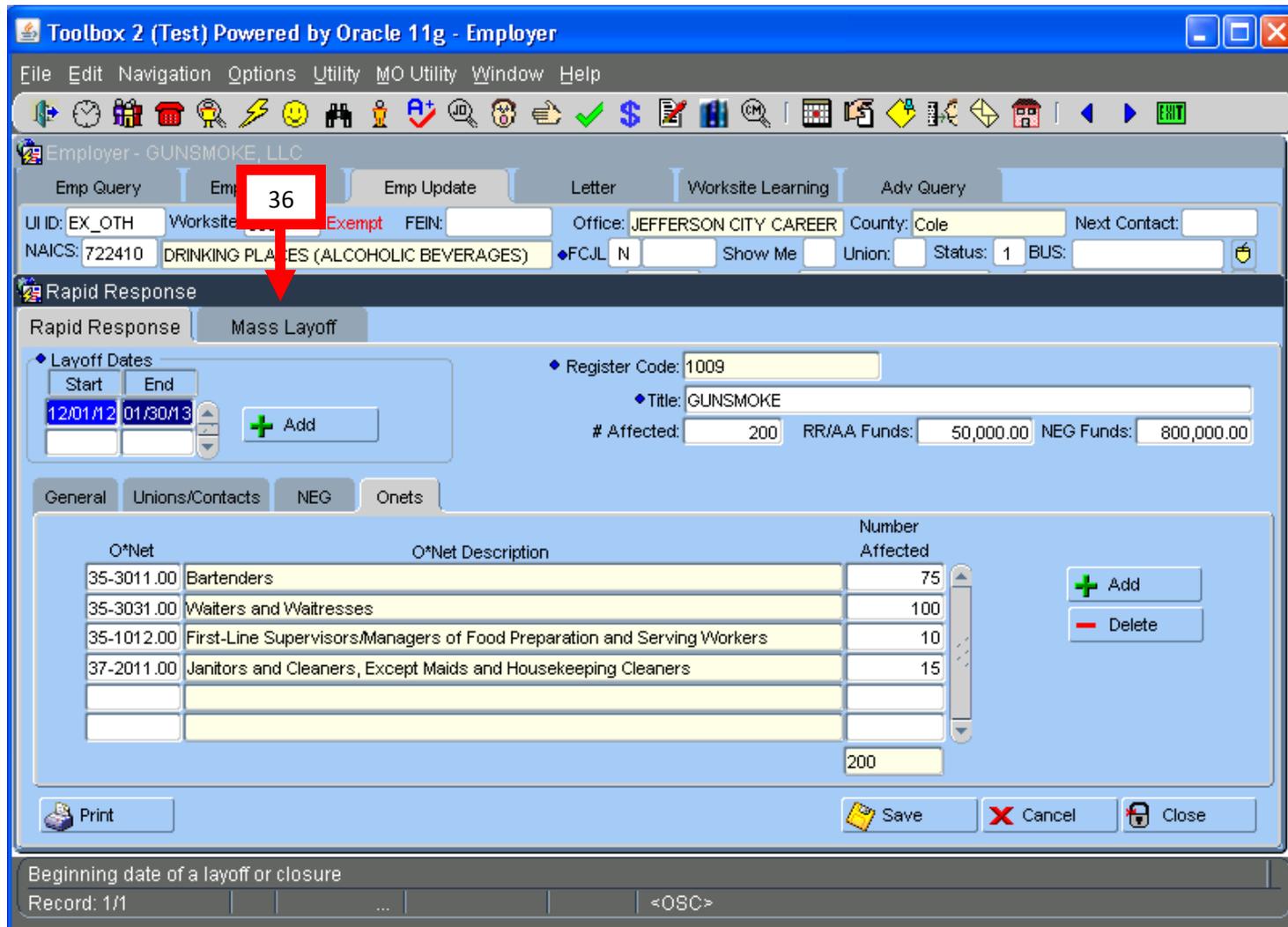


Figure 17

Rapid Response

37. The information on the Mass Layoff Tab (Figure 18) is populated from the Mass Layoffs screen located on the Utility menu. You can make any necessary changes needed on the Mass Layoff Tab (Figure 18) or in the Mass Layoff screen on the Utility menu. For instructions on the Mass Layoff screen see Setting Up Mass Layoff section of this desk aid.

Employer - GUNSMOKE, LLC

Emp Query | Emp Summary | Emp Update | Letter | Worksite Learning | Adv Query

UI ID: EX_OTH Worksite: 000 Exempt FEIN: Office: JEFFERSON CITY CAREER County: Cole Next Contact:
NAICS: 722410 DRINKING PLACES (ALCOHOLIC BEVERAGES) FCJL N Show Me Union: Status: 1 BUS:

Rapid Response

Rapid Response | Mass Layoff

Layoff #	Name	Submitted	Layoff	# Laid Off
20130012	Gunsmoke, LLC	11/15/12	12/01/12	200

Warn Notice: Yes
TAA Application: No
Taa Approved: No
TAA,DVW Pilot Program: No

Contact Name: Joe Tester
Contact Phone: (573)222-5555

Additional

Active Date: 04/30/13 Inactive Date:

Save Cancel Close

Record: 1/1 <OSC>

Figure 18

Setting Up a Mass Layoff

1. Select the Utility Menu (Figure 1)
2. Choose Mass Layoffs (Figure 1)

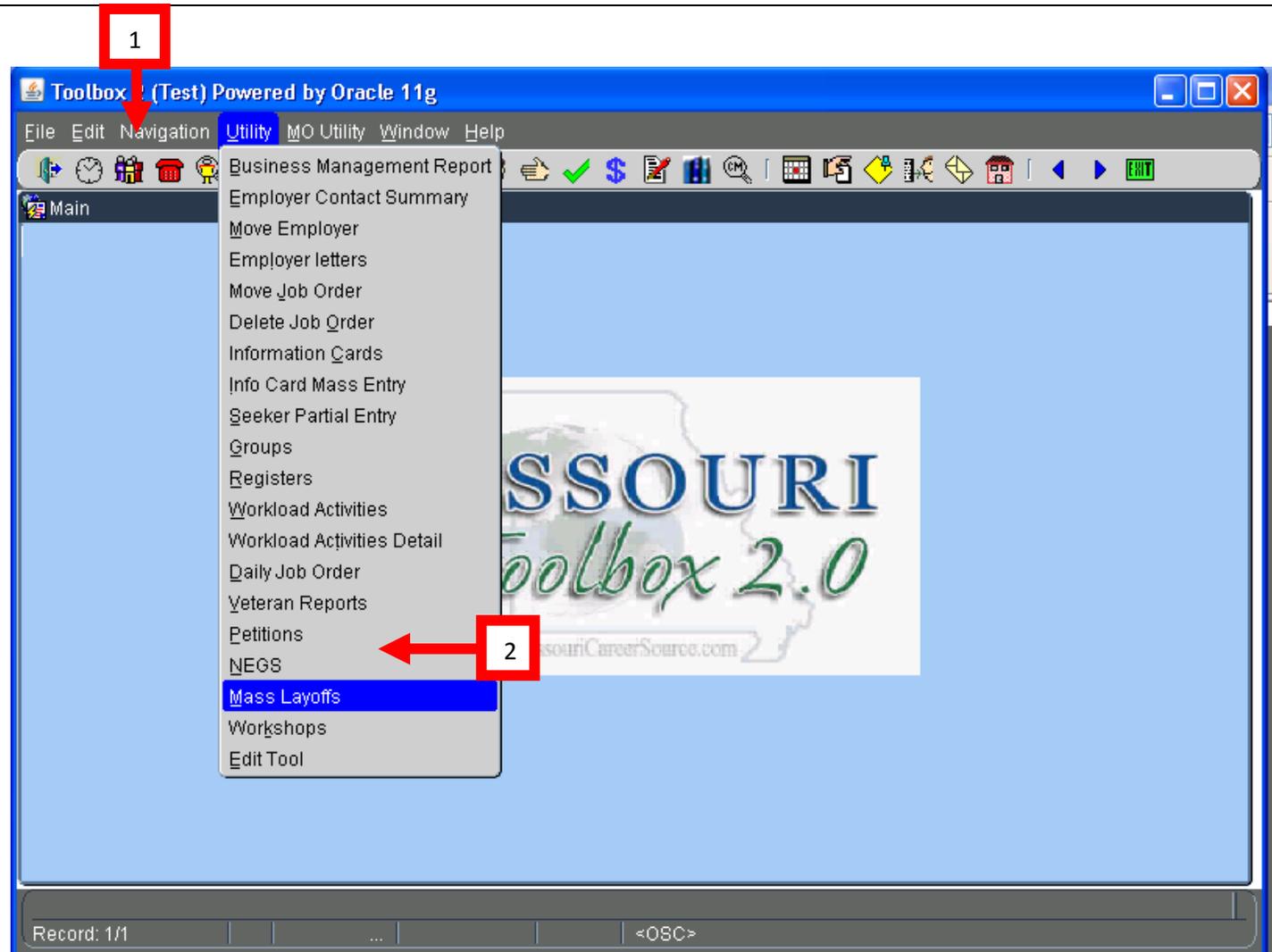


Figure 1

Employer Name-This is the name from the Layoff closure memo. (Figure 2)

3. **Sub Dt**-This is the date of the closure memo. (Figure 2)
4. **Layoff Dt**-This is the date the layoffs begin. (Figure 2)
5. **Employer**-Double click in the field and select employer name from LOV. (Figure 2)
6. **Contact**-Contact person for layoff. (Figure 2)
7. **Phone**-Contact's phone number. (Figure 2)

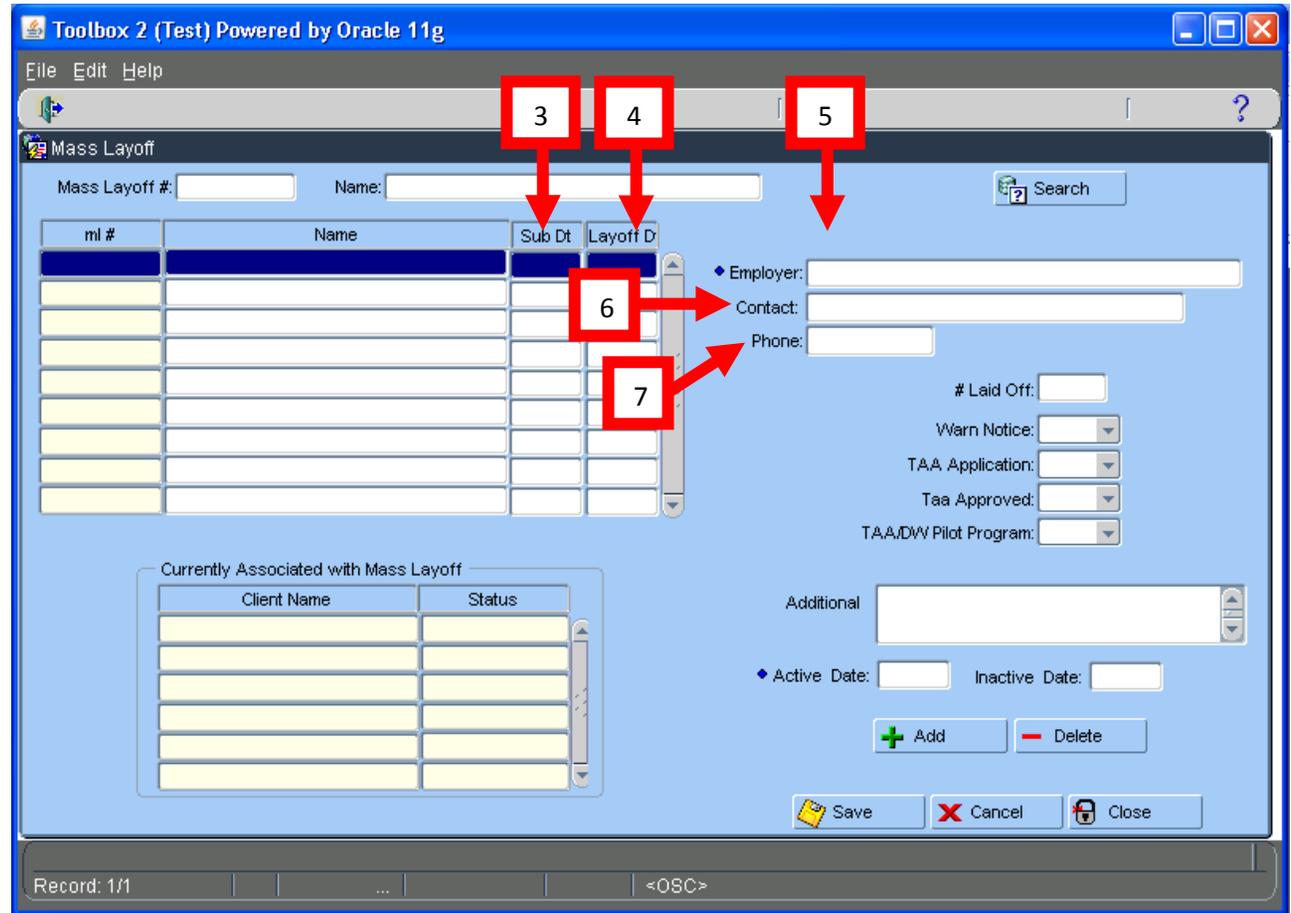


Figure 2

8. # Layoff-Number of employees impacted by the layoff. (Figure 3)

9. Warn Notice-Was a WARN notice issued? Yes or No. (Figure 3)

10.TAA Application-Was a TAA Application submitted? Yes or No. (Figure 3)

11.TAA Approved-Was TAA approved? Yes or No. (Figure 3)

12.TAA/DW Pilot Program-Is this layoff part of a TAA/DW Pilot? Yes or No

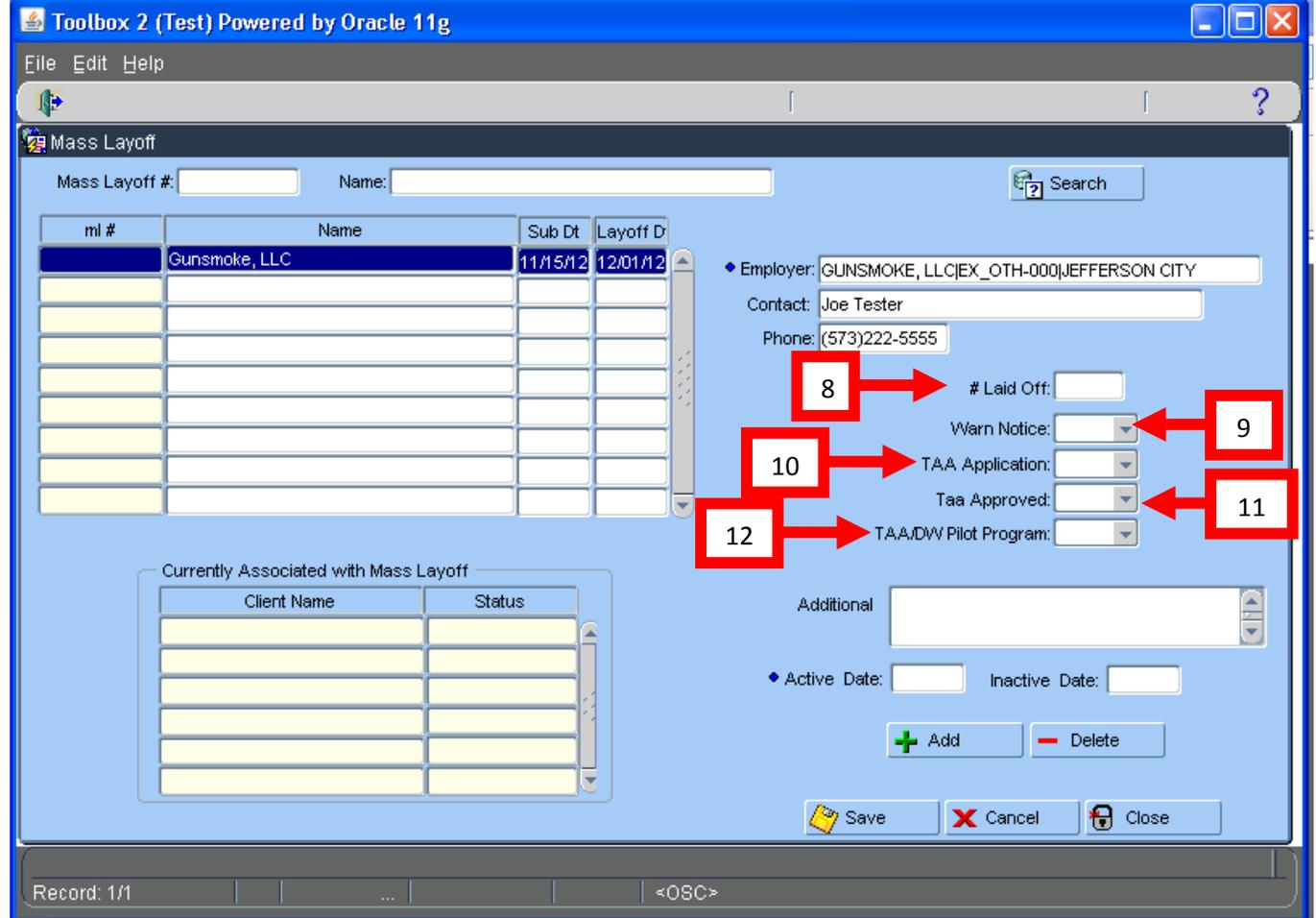


Figure 3

13. Additional-Enter any additional information about the layoff. (Figure 4)

14. Active Date-Date the layoff becomes active. (Figure 4)

15. Inactive Date-Date the layoff is no longer active. (Figure 4)

16. Currently Associated With Mass Layoff-List of customer tied to layoff populated by the enrollment tab. (Figure 4)

17. Select Save button

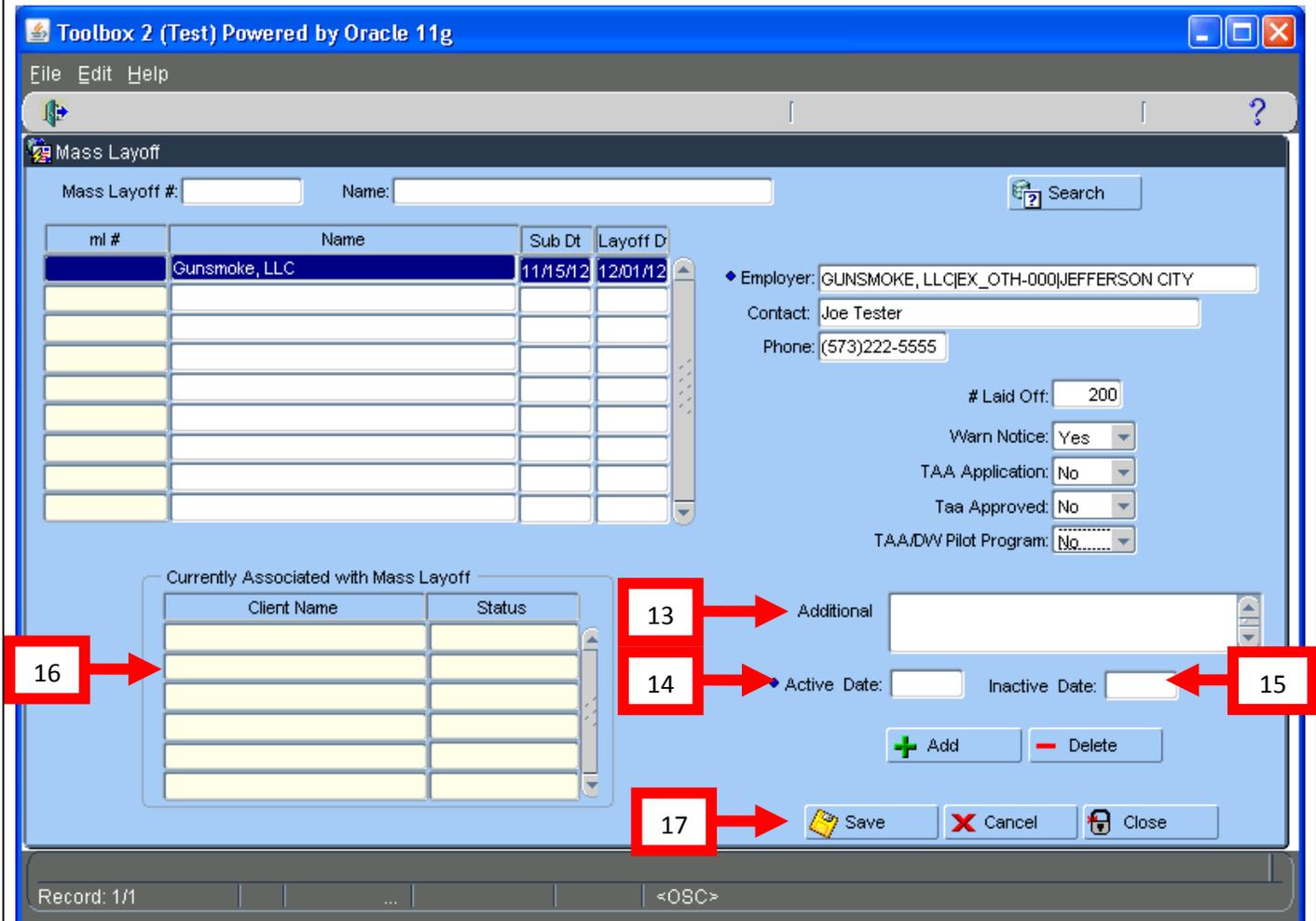


Figure 4

18. Mass Layoff completed. The ML# is populated when the tab is saved

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g". The main area is titled "Mass Layoff" and contains the following elements:

- Input fields for "Mass Layoff #:" and "Name:".
- A "Search" button.
- A table with columns: ml #, Name, Sub Dt, Layoff D.
- Form fields for "Employer:", "Contact:", and "Phone:".
- Form fields for "# Laid Off:", "Warn Notice:", "TAA Application:", "Taa Approved:", and "TAA/DW Pilot Program:".
- An "Additional" text area.
- Form fields for "Active Date:" and "Inactive Date:".
- "Add" and "Delete" buttons.
- "Save", "Cancel", and "Close" buttons.

ml #	Name	Sub Dt	Layoff D
20130012	Gunsmoke, LLC	11/15/12	12/01/12

Currently Associated with Mass Layoff	
Client Name	Status

Transaction complete: 1 records applied and saved.
Record: 1/1 <OSC>

Setting Up a National Emergency Grant

1. Select the Utility Menu (Figure 1)
2. Choose NEGS (Figure 1)

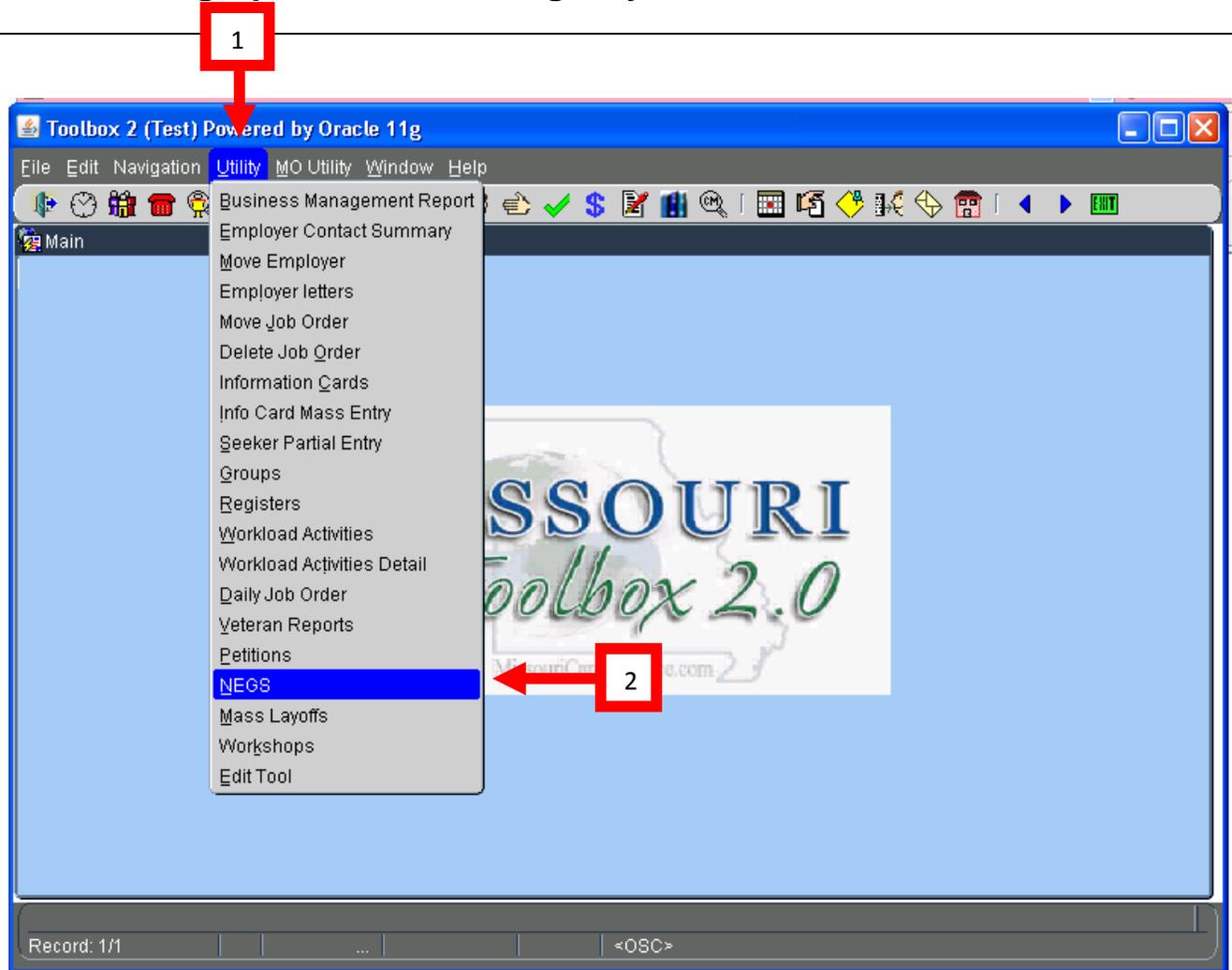


Figure 1

3. **Enter NEG #**-
Number given by
USDOL (Figure 2)
4. **Enter Name**-
Name of NEG
(Figure 2)
5. **Start Dt**-Date the
NEG begins
(Figure 2)
6. **Type**-Select type
of NEG (Figure 2)
 - a. Disaster
 - b. Dual
Enrollment
 - c. Other
 - d. Regular
7. **Select Save
Button** (Figure 2)

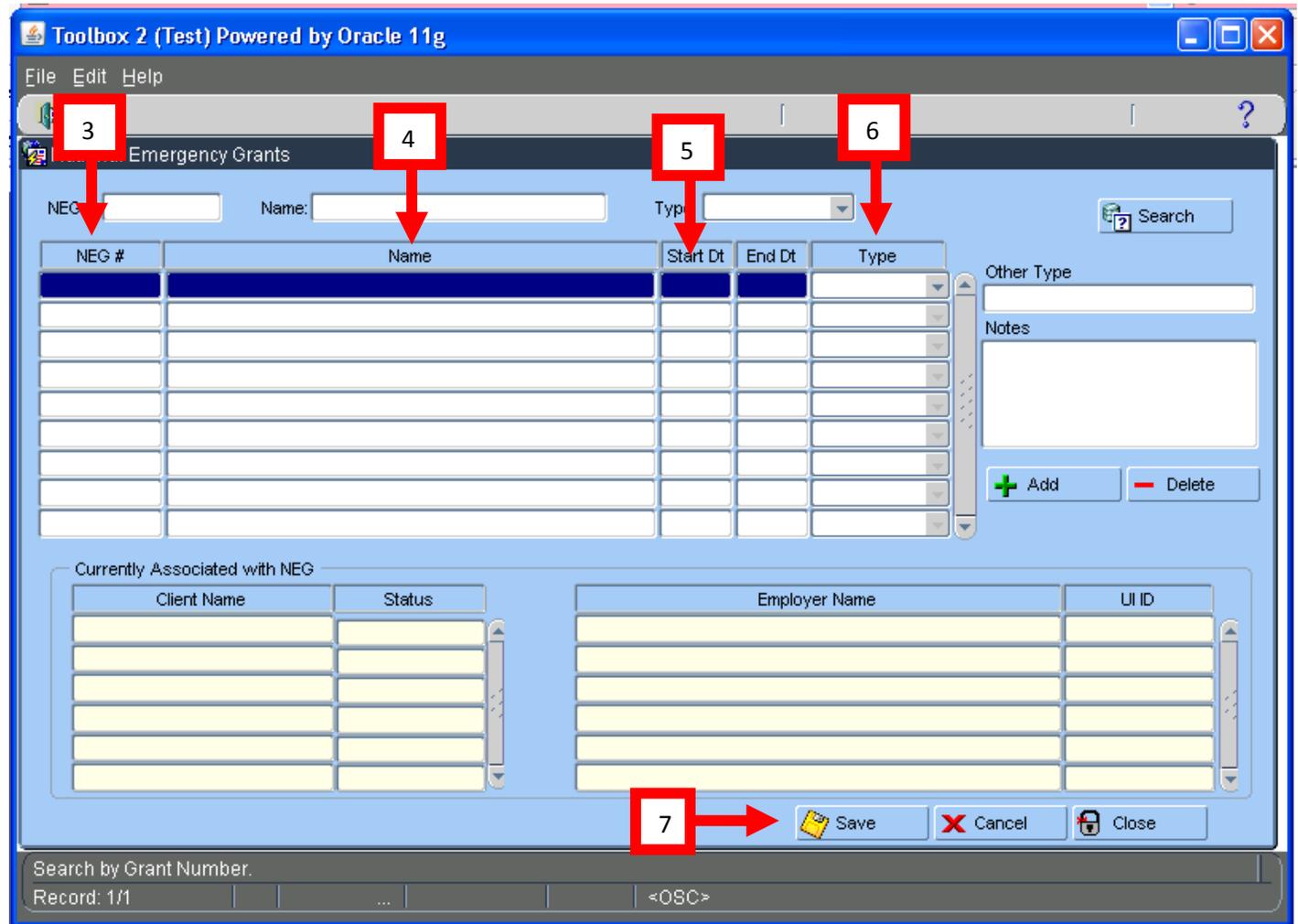


Figure 2

8. Completed National Emergency Grant Set Up (Figure 3)

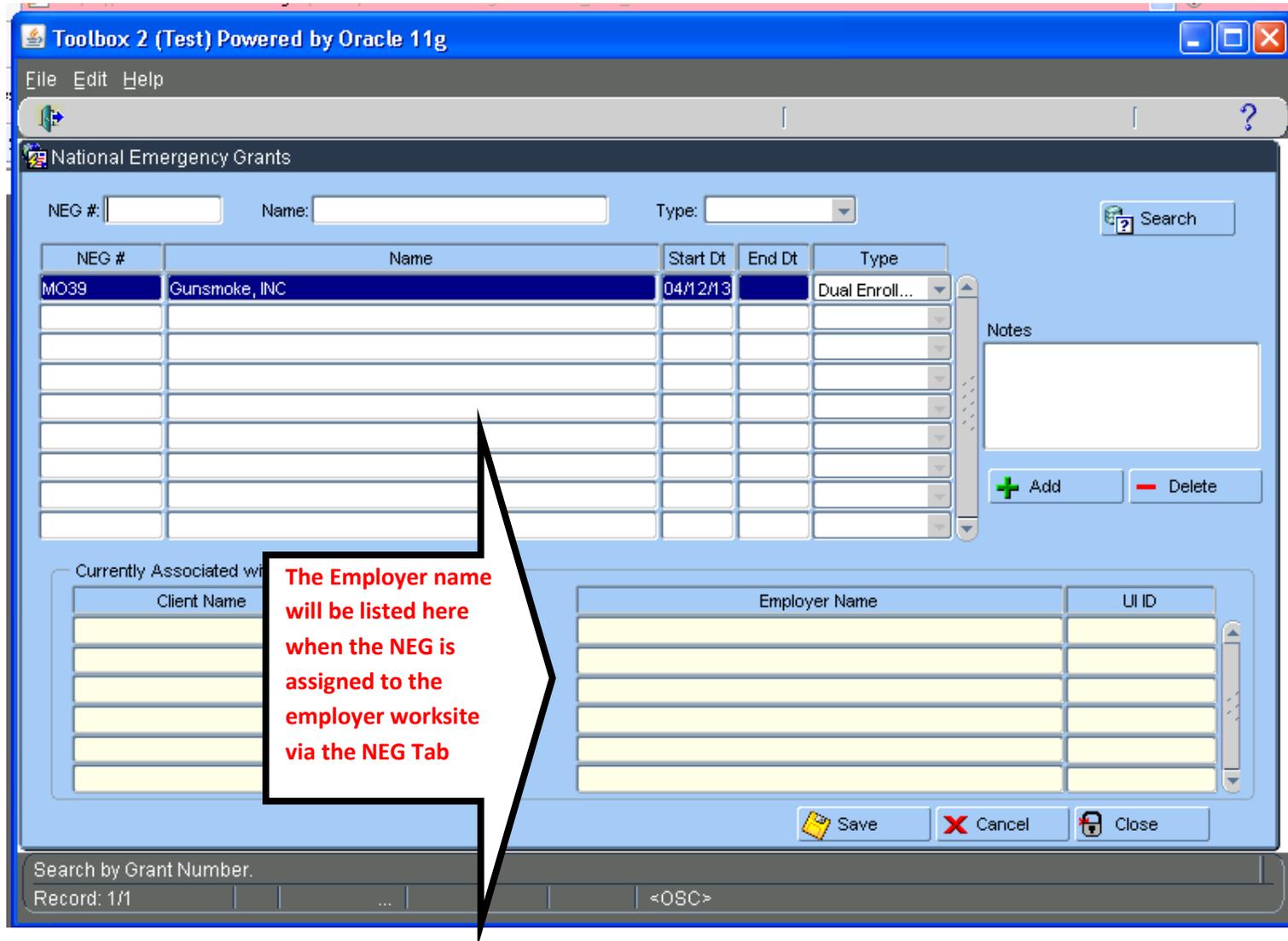


Figure 3

Indicate That A Customer Attended A Rapid Response Meeting & Employment Status

1. Select the Find Seeker Icon on the navigation bar. (Figure 1)

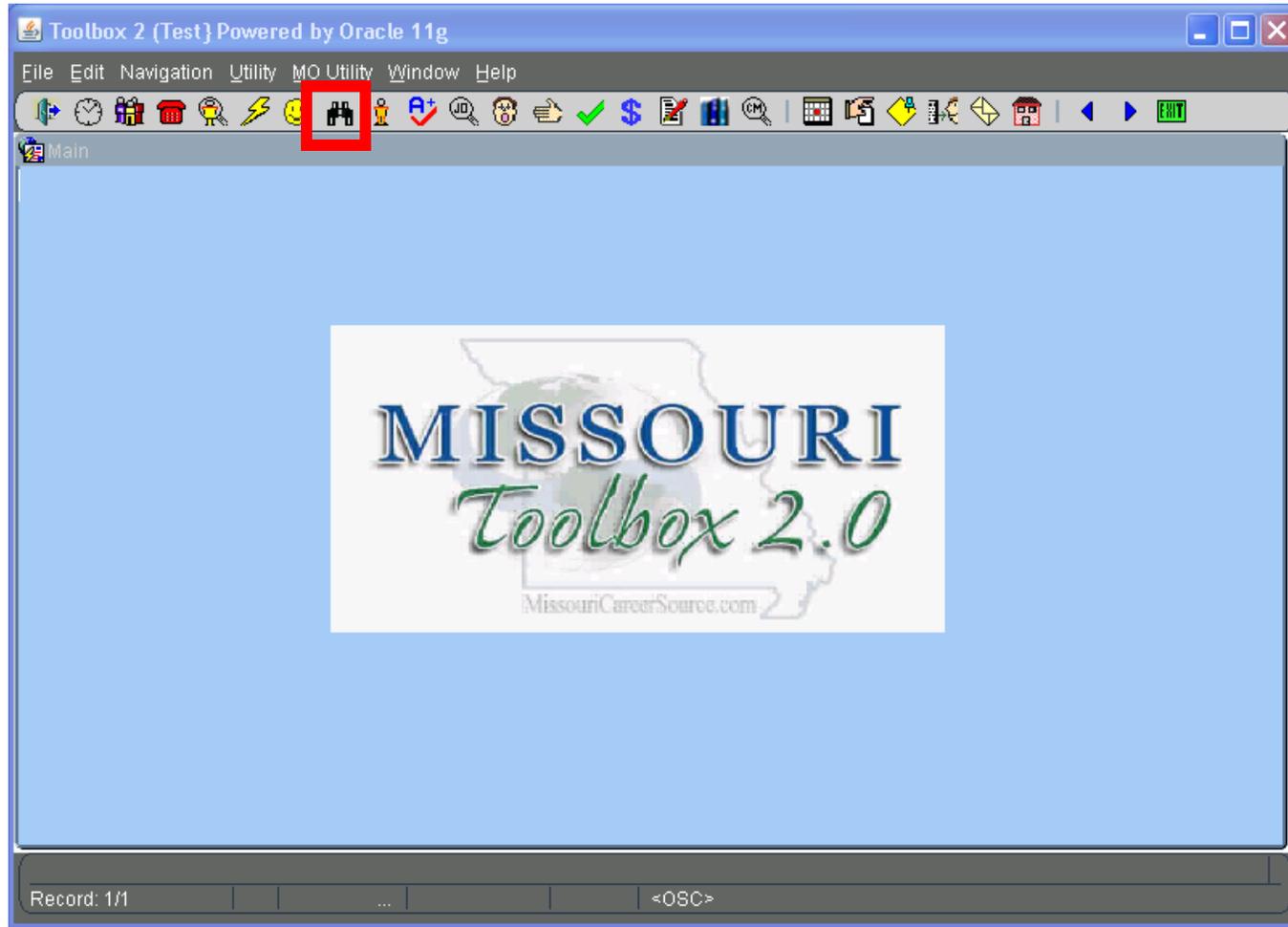


Figure 1

2. Enter your search criteria (Figure 2)

- a. SSN
- b. Phone
- c. Name
 - i. Last
 - ii. First
- d. Date of Birth
- e. App ID
- f. DCN
- g. Web User ID
- h. Email

3. Select Search (Figure 2)

Please use more than one method to search prior to adding a new record

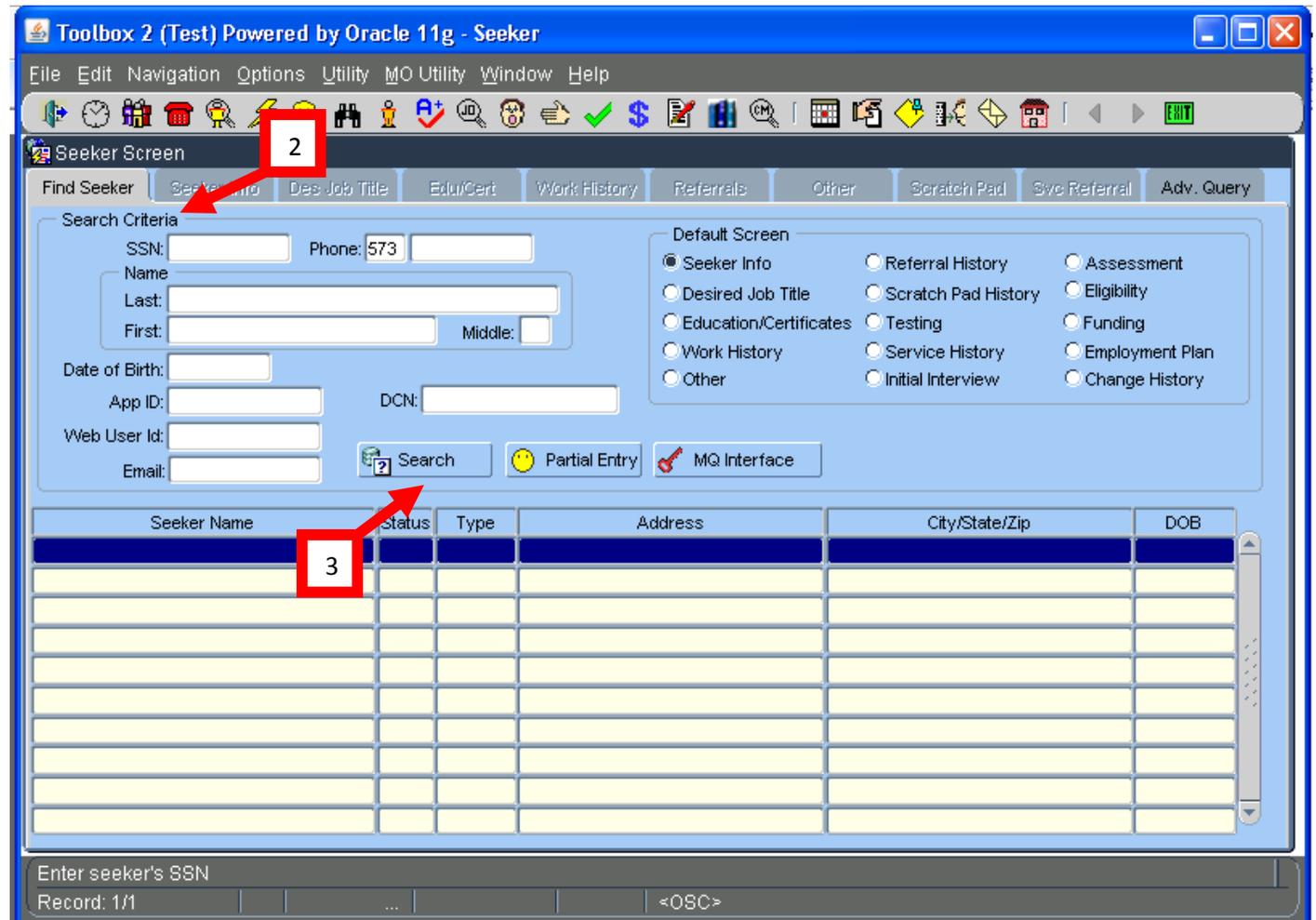


Figure 2

4. Choose the customer you are working with by double clicking on name, if only one record is returned the system will take you straight to the seeker info page. (Figure 3)

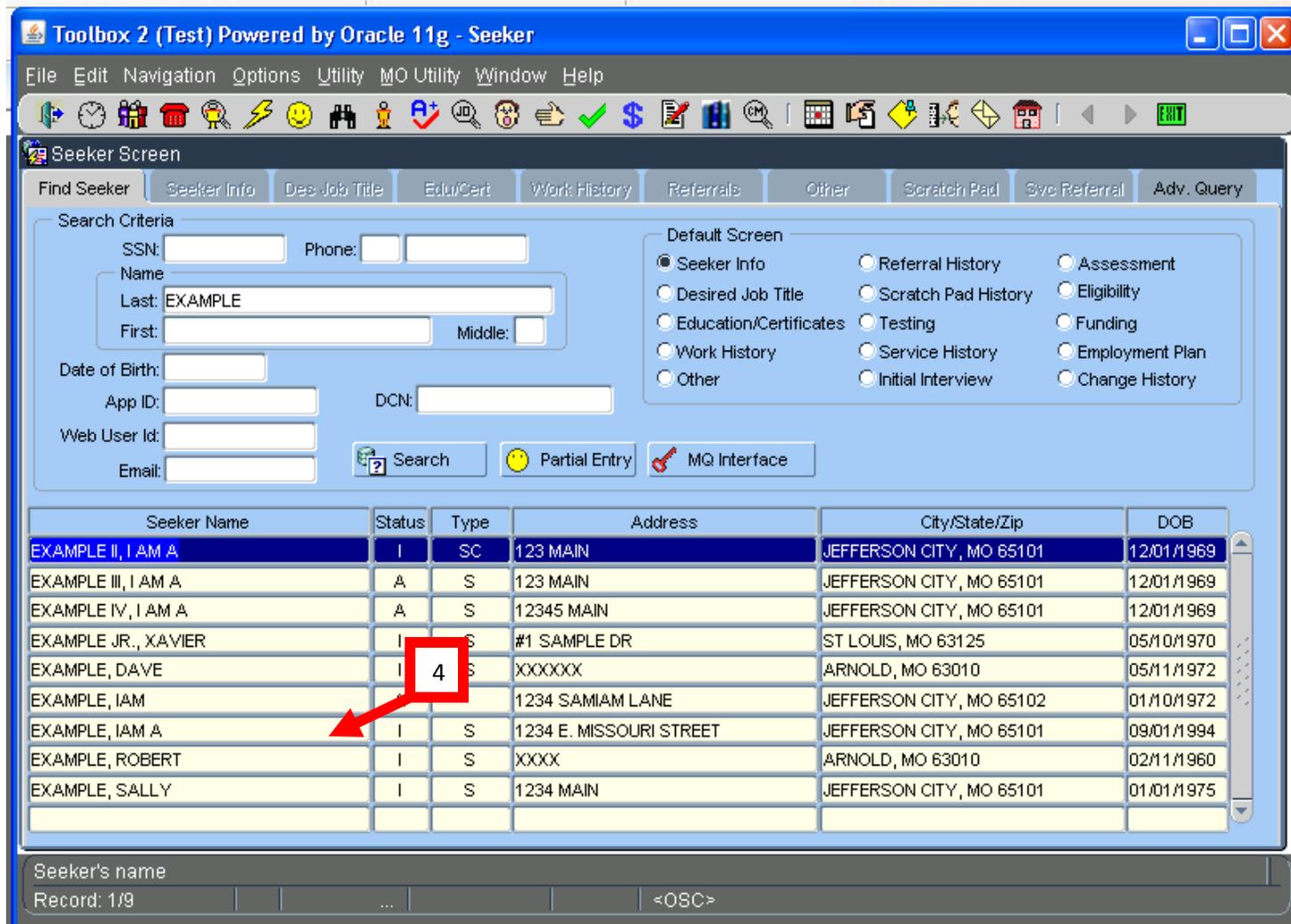


Figure 3

5. Place a check in the Individual Rapid Response check box. (Figure 4)

The screenshot shows a software interface for managing a job seeker's profile. The window title is "Toolbox 2 (Test) Powered by Oracle 11g - Seeker". The main area is titled "Seeker Screen - IAM A EXAMPLE(###-##-3113) | No Primary Counselor Assigned". There are several tabs at the top: "Find Seeker", "Seeker Info", "Des Job Title", "Edu/Cert", "Work History", "Referrals", "Other", "Scratch Pad", "Svc Referral", and "Adv. Query".

The "Seeker Info" tab is active, showing various fields for personal and contact information. A red box with the number "5" highlights the "Individual Rapid Response" checkbox in the "Personal Information" section. The checkbox is currently unchecked. Other sections include:

- Name and Address Information:** Name: IAM A EXAMPLE, Mailing Address: 1234 E. MISSOURI STREET, Street Address: (empty), City: JEFFERSON CITY, MC: 65101, Email: iamannexample@training.com.
- Phone Numbers:** Home: (573)555-1234, Cell: (573)111-2345, Work: (empty), Other: (empty).
- Personal Information:** Date of Birth: 09/01/1994, Age: 18, Gender: F, Citizen: Y, Farm Worker: (empty), Alien Reg #: A, LEP: (empty). Checkboxes: In School, Disabled, Searchable, Share resume, Individual Rapid Response, Deceased.
- Seeker Status:** Status: Inactive, Date: 07/20/12, Last Update: 10/11/12, Emp Exchange, Case Management, UI Ben Year Beg Dt, Dislocated Date, EB, Next Appt, UI Weeks, Next Task.
- Veteran Information:** Vet Status: N - None, Transition: (empty), Recently Separated, Served in Campaign, Print on Summary (Resume), Service Ended by Disability, Spouse of Deployed Guard/Reserve or spouse deployment ended within the past year, Served From, Served To, Branch, Show Me Hero, Status Verified.
- Services Provided:** A table with columns: Date, Type of Service, Employment Counselor. Data rows: 04/04/11 Initial Assessment KURTIS 'RIDGE' KENNON, 04/04/11 Job Search Activity KURTIS 'RIDGE' KENNON, 04/04/11 Initial Assessment KURTIS 'RIDGE' KENNON, 04/04/11 Initial Assessment KURTIS 'RIDGE' KENNON.

Buttons at the bottom include "MQ", "Web Info", "Save", and "Cancel". The status bar at the bottom shows "Seeker's first name", "Record: 1/1", and "<OSC>".

Figure 4

6. Select the Other Tab. (Figure 5)

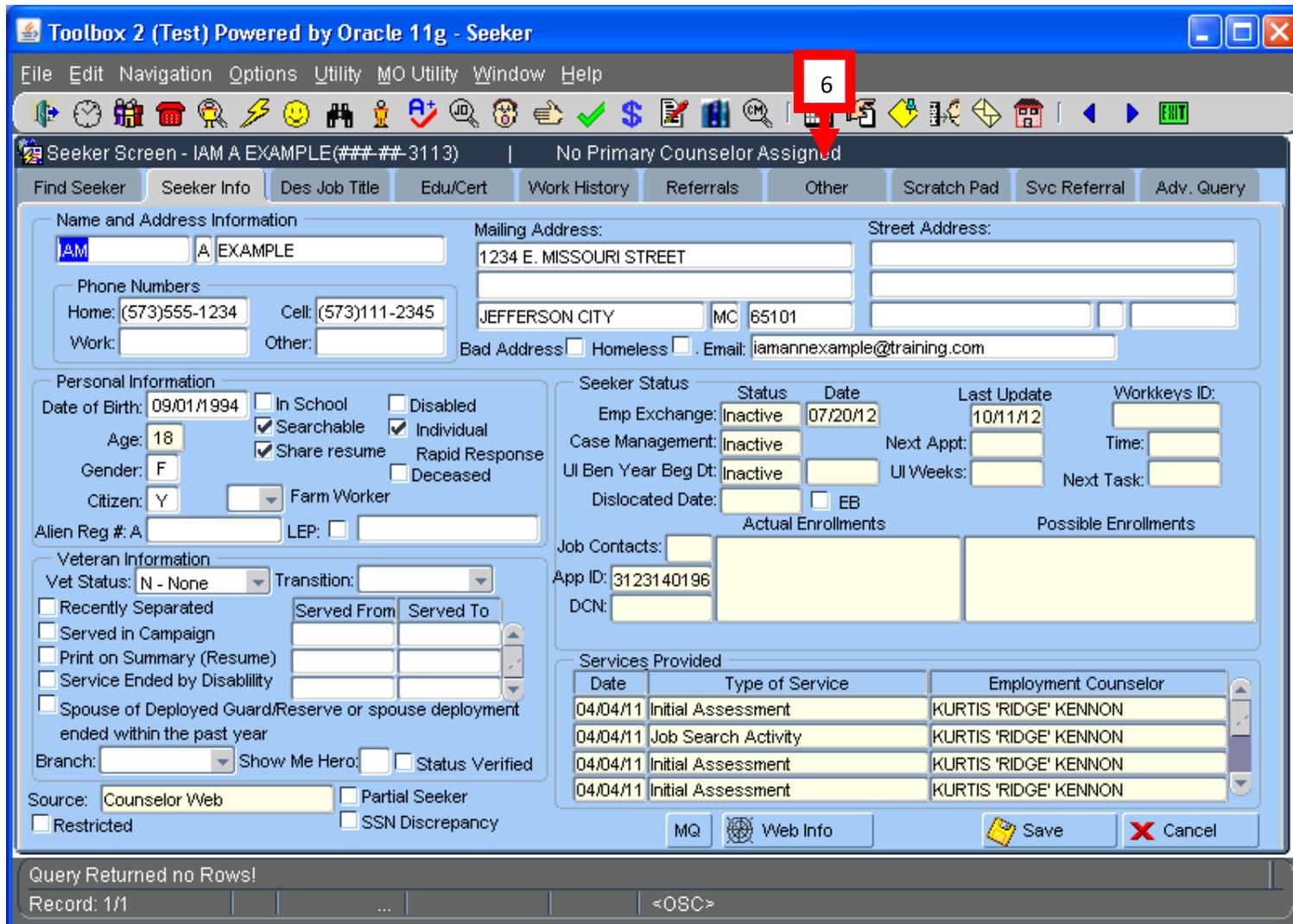


Figure 5

7. **Currently Employed**-Is the customer currently employed? Yes or No (Figure 6)

8. **Employed, but being laid off**-Is the customer employed but received notice of layoff? Yes or No (Figure 6)

9. **Laid Off**-Has the customer already been laid off? Yes or No (Figure 6)

10. **Select Save**

Figure 6

Seeker Partial Entry

1. Select the Find Seeker Icon on the navigation bar. (Figure 1)

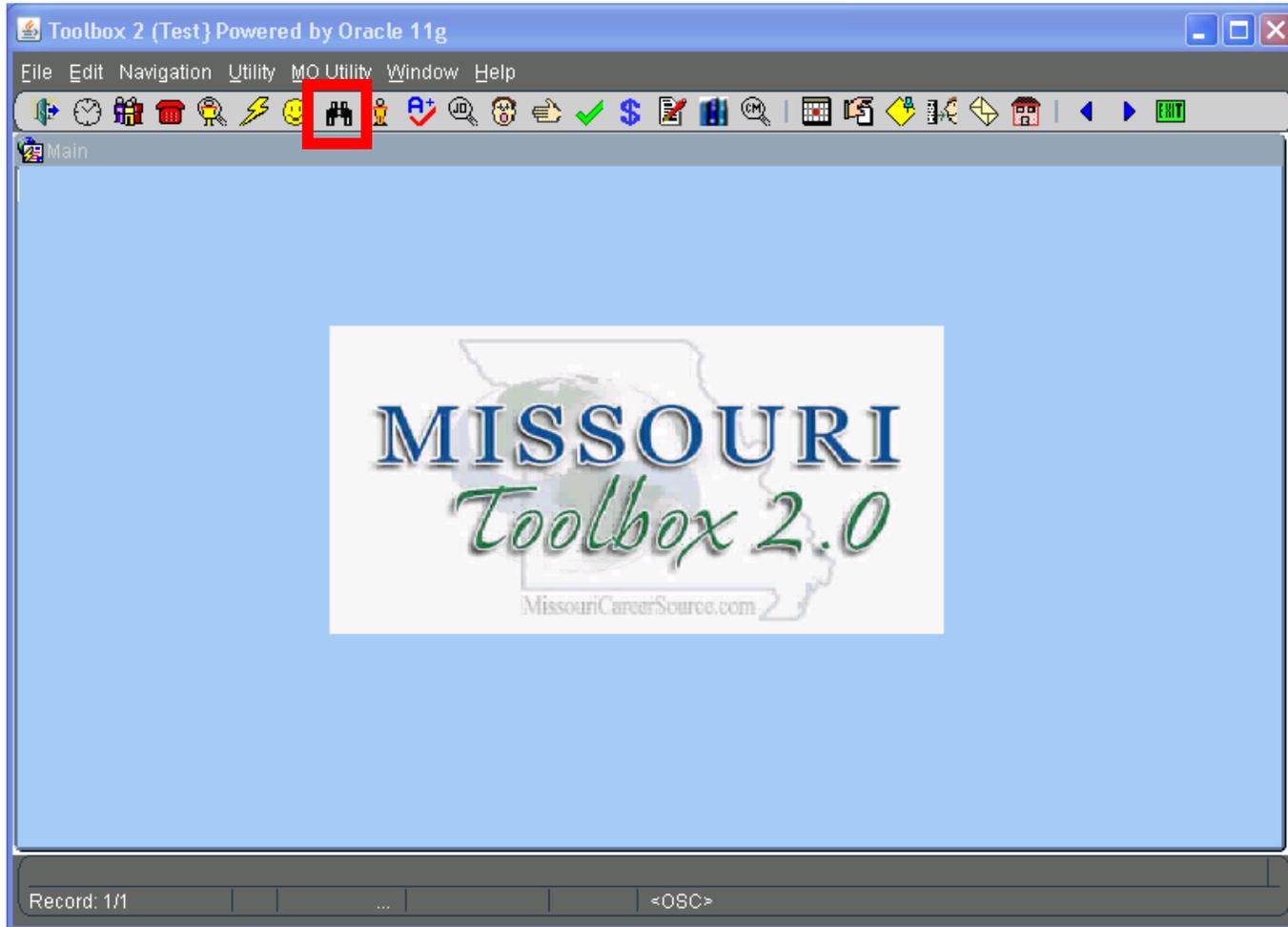


Figure 1

2. Select the Partial Entry Button. (Figure 2) **REMEMBER to look for the seeker using more than one method.**

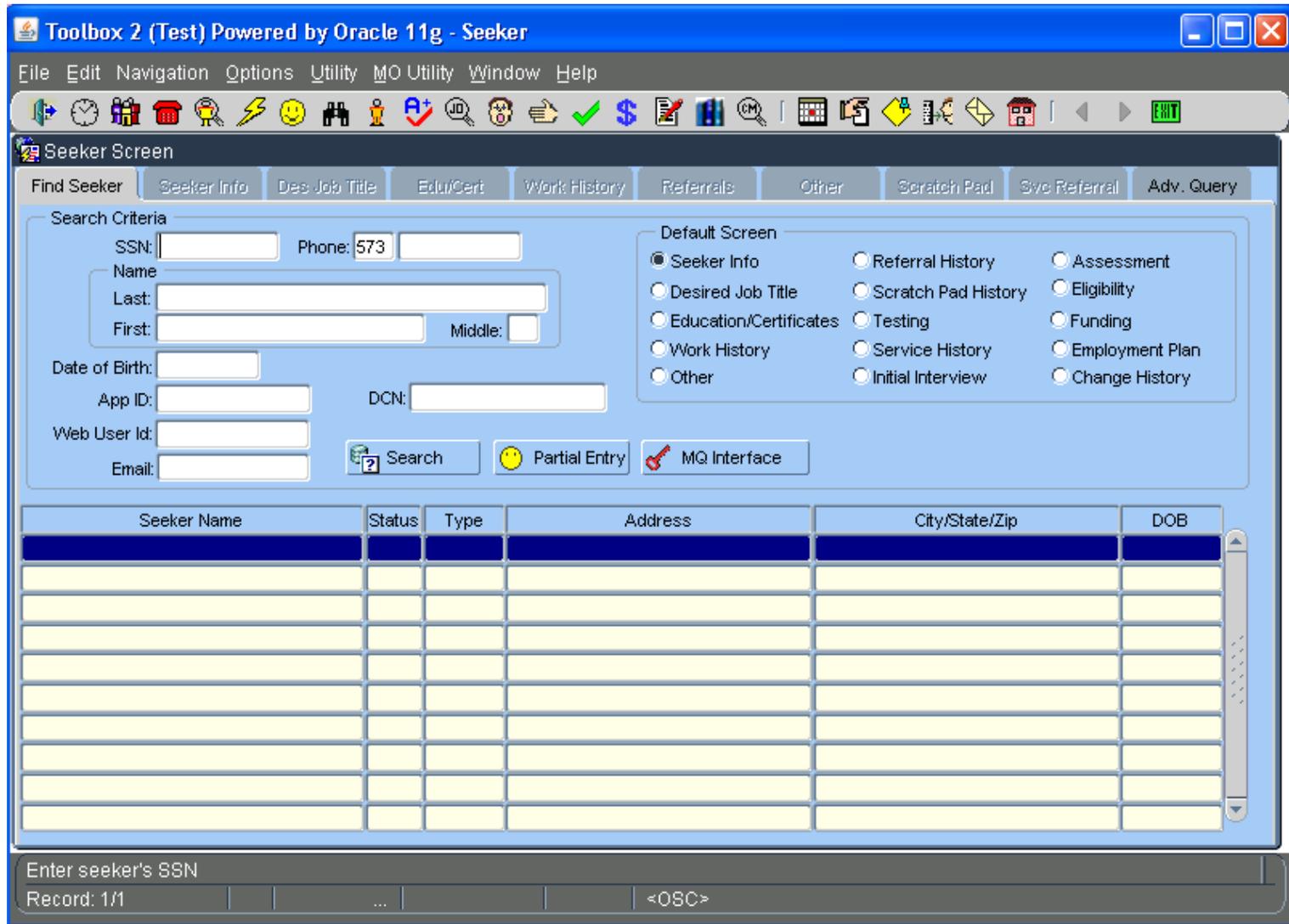


Figure 2

Rapid Response

3. **SSN**-Enter customer's social security number.
4. **Name**-Enter customer's first and last name.
5. **Mailing Address**-Enter customer's mailing address including zip code.
6. **Currently Homeless**-Indicate if the customer is homeless.
7. **Email Address**-Enter customer's email address.
8. **Verify Email Address**-Re-enter customer's email address.
9. **Home Phone**-Enter customer's home phone number or primary phone number.
10. **Date of Birth**-Enter customer's date of birth.
11. **Gender**-Specify customer's gender.

The screenshot shows a software window titled 'Toolbox 2 (Test) Powered by O g - Seeker'. The main content area is a form titled 'Seeker Partial Entry'. The form has several sections:

- Personal Information:** Fields for SSN (labeled 3), Name (labeled 4), Address Line 1, Address Line 2, City, State, and Zip (labeled 5).
- Current Status:** 'Currently Homeless' (labeled 6) with a radio button set to 'N'.
- Contact Information:** 'Email Address' (labeled 7) and 'Verify Email Address' (labeled 8) fields.
- Phone and Birth:** 'Home Phone' (labeled 9) with area code '573', and 'Date of Birth' (labeled 10).
- Gender and Other:** 'Gender' (labeled 11) with radio buttons for 'M' and 'F'.
- Veteran Data:** A section with various checkboxes for disability, military service, and current membership in the Missouri National Guard or Missouri Air Guard.

At the bottom of the window, there is a status bar with the text 'Enter Seeker's SSN' and 'Record: 1/1'. A '<OSC>' button is also visible.

Figure 3

- 12. **Citizen**-Is the customer a US Citizen?
- 13. **Alien Registration number**-If not a citizen complete this field.
- 14. **Undocumented Alien**-If not a citizen and no Alien Registration number change to Y.
- 15. **Hispanic/Latino**-Is the customer Hispanic or Latino?
- 16. **Race Codes**-Enter customer's race.
- 17. **Migrant Worker**-If customer is not a migrant worker leave blank.
- 18. **Currently Employed**-Is customer currently employed?

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g - Seeker". The main content is a form titled "Seeker Partial Entry". The form contains the following fields and values:

- Pseudo: []
- SSN: 999629763
- Date: 04/18/13
- Source: EDWARD GREENSLIT
- Name: JOHN TESTER
- Mailing Address: 123 TEST AWAY DRIVE, JEFFERSON CITY, MO, 65101
- Currently Homeless: N
- Email Address: johnnytester@testthis.com
- Verify Email Address: johnnytester@testthis.com
- Home Phone: 573 5551212
- Date of Birth: 12/01/1969
- Gender: M
- Citizen: Y
- Alien Reg Number: A []
- Undocumented Alien: N
- Hispanic/Latino: N
- Race Codes: []
- Migrant Worker: []
- Currently Employed: N

At the bottom, there is a "Veteran Data" section with checkboxes for "Greater than 30% Disability", "Less than 30% Disability", "180 Days Military Service", "Other Eligible", "Nat. Guard/Reservist", and "Campaign Badge", all set to "N". There is also a "Transitional Service Member" checkbox and a "Service Dates" table with "From" and "To" columns. A question asks "Are you a current member of the Missouri National Guard or Missouri Air Guard?" with "Yes" and "No" radio buttons. "Save" and "Cancel" buttons are at the bottom right.

Figure 4

19. Veteran Data-If customer is a veteran indicate what type.

20. Transitional Service Member-This is an individual who is still an active duty military member. There is two types
Retirement (someone with 24 months or less until they retire from military service)
Discharging (someone who is within 12 months of being discharged from military service)

21. Service Dates-Customers dates of service.

22. Branch-Enter customer's service branch.

The screenshot shows the 'Seeker Partial Entry' form with the following data:

- SSN: 999629763, Date: 04/18/13, Source: EDWARD GREENSLIT
- Name: JOHN TESTER
- Mailing Address: 123 TEST AWAY DRIVE, JEFFERSON CITY, MO 65101
- Email Address: johnnytester@testthis.com
- Home Phone: 573 5551212
- Date of Birth: 12/01/1969, Gender: M
- Citizen: Y, Alien Reg Number: A, Undocumented Alien: N
- Hispanic/Latino: N, Race Codes: W, Migrant Worker:
- Currently Employed: N

Veteran Data Section:

- Greater than 30% Disability: N
- Less than 30% Disability: N
- 180 Days Military Service: N
- Other Eligible: N
- Nat. Guard/Reservist: N
- Campaign Badge: N
- Branch:
- Transitional Service Member: (highlighted with box 20)

Service Dates Section:

From	To

Are you a current member of the Missouri National Guard or Missouri State Guard? Yes No (highlighted with box 21)

Buttons: Save, Cancel

Footer: "F" - Migrant agricultural worker. "P" - Migrant food processor, Record: 1/1, <OSC>

Figure 5

23. Current Missouri Guard or Air Guard Member-Y or N

24. Drop down-If they are a current Missouri Guard or Air Guard Member select unit from drop down.

25. Print Vet Status-Should the customer's veteran status be displayed on their profile?

26. Select Save Button

Figure 6

27. Once saved Toolbox will clear the partial entry fields, this completes the partial entry of a seeker. (Figure 7)

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

File Edit Navigation Utility MO Utility Window Help

Seeker Partial Entry

Pseudo

SSN: [] Date: 04/18/13 Source: EDWARD GREENSLIT

Name: [] []

Address Line 1 [] Address Line 2 [] City [] State [] Zip []

Mailing Address: [] [] [] [] []

Currently Homeless: N

Email Address: []

Verify Email Address: []

Home Phone: 573 [] []

Date of Birth: [] Gender:

Citizen: Y Alien Reg Number: A [] Undocumented Alien: N

Hispanic/Latino: N Race Codes: [] Migrant Worker:

Currently Employed: N

Veteran Data

Greater than 30% Disability: N Transitional Service Member:

Less than 30% Disability: N

180 Days Military Service: N

Other Eligible: N

Nat. Guard/Reservist: N

Campaign Badge: N

Branch: [] Print Vet Status: N

Service Dates

From	To
[]	[]
[]	[]
[]	[]

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

[]

Save Cancel

Enter Seeker's SSN

Record: 1/1 <OSC>

Figure 7