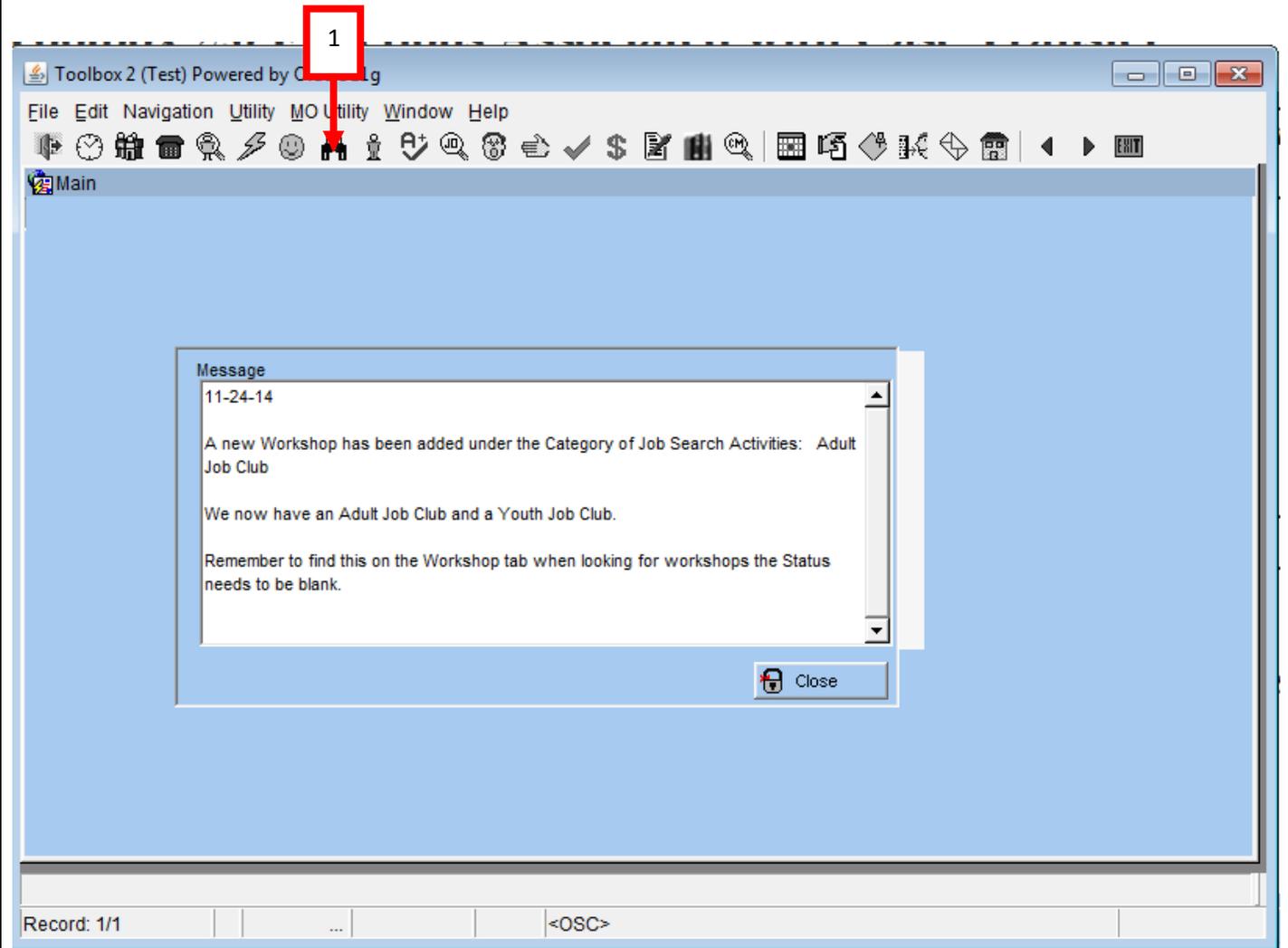


# Seeker Adv Query

1. Click **Find Seeker** icon



2. Choose **Adv. Query** tab

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

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen

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: 573 [ ]

Name  
Last: [ ]  
First: [ ] 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

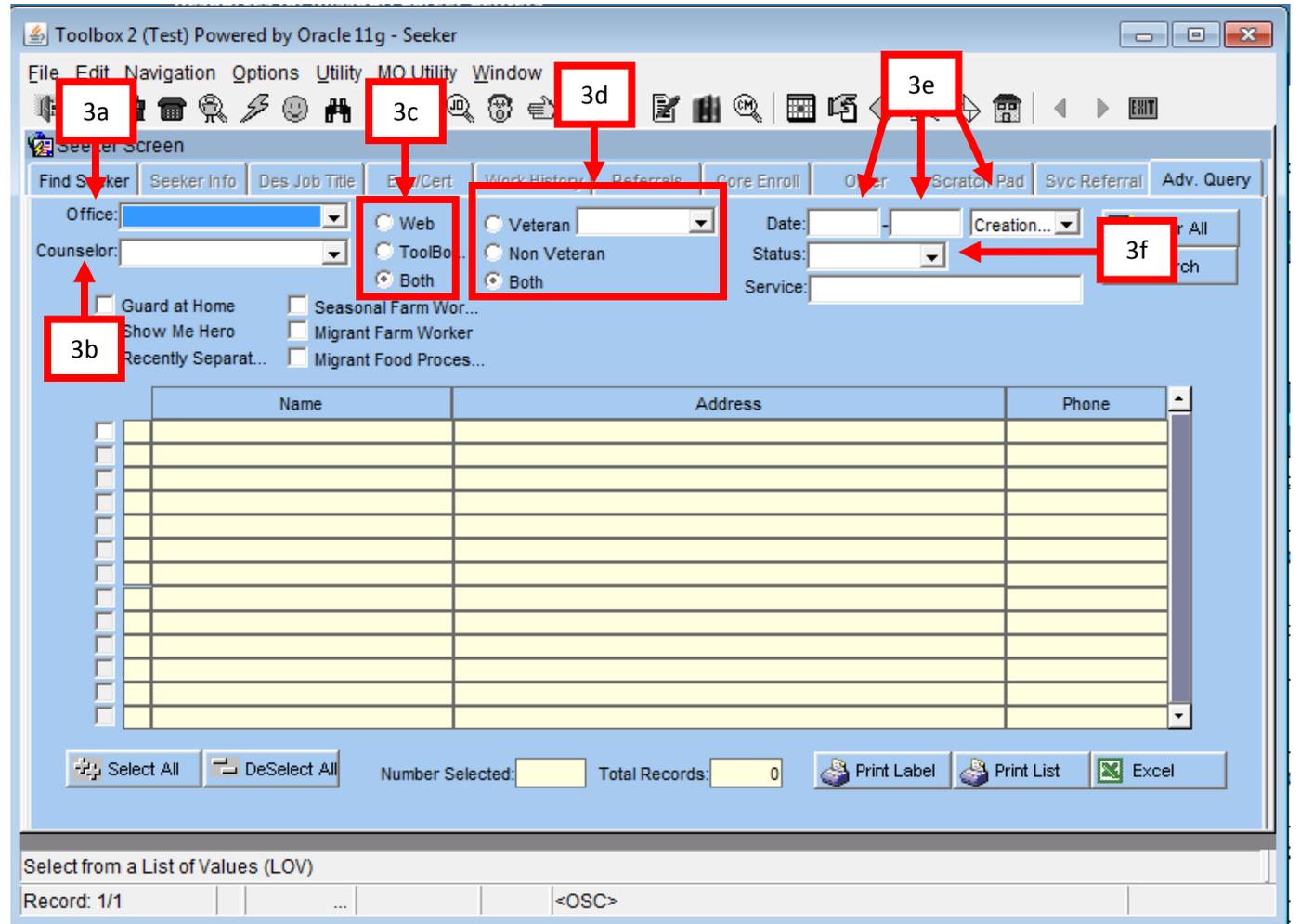
Seeker Name	Status	Type	Address	City/State/Zip	DOB

Enter seeker's SSN

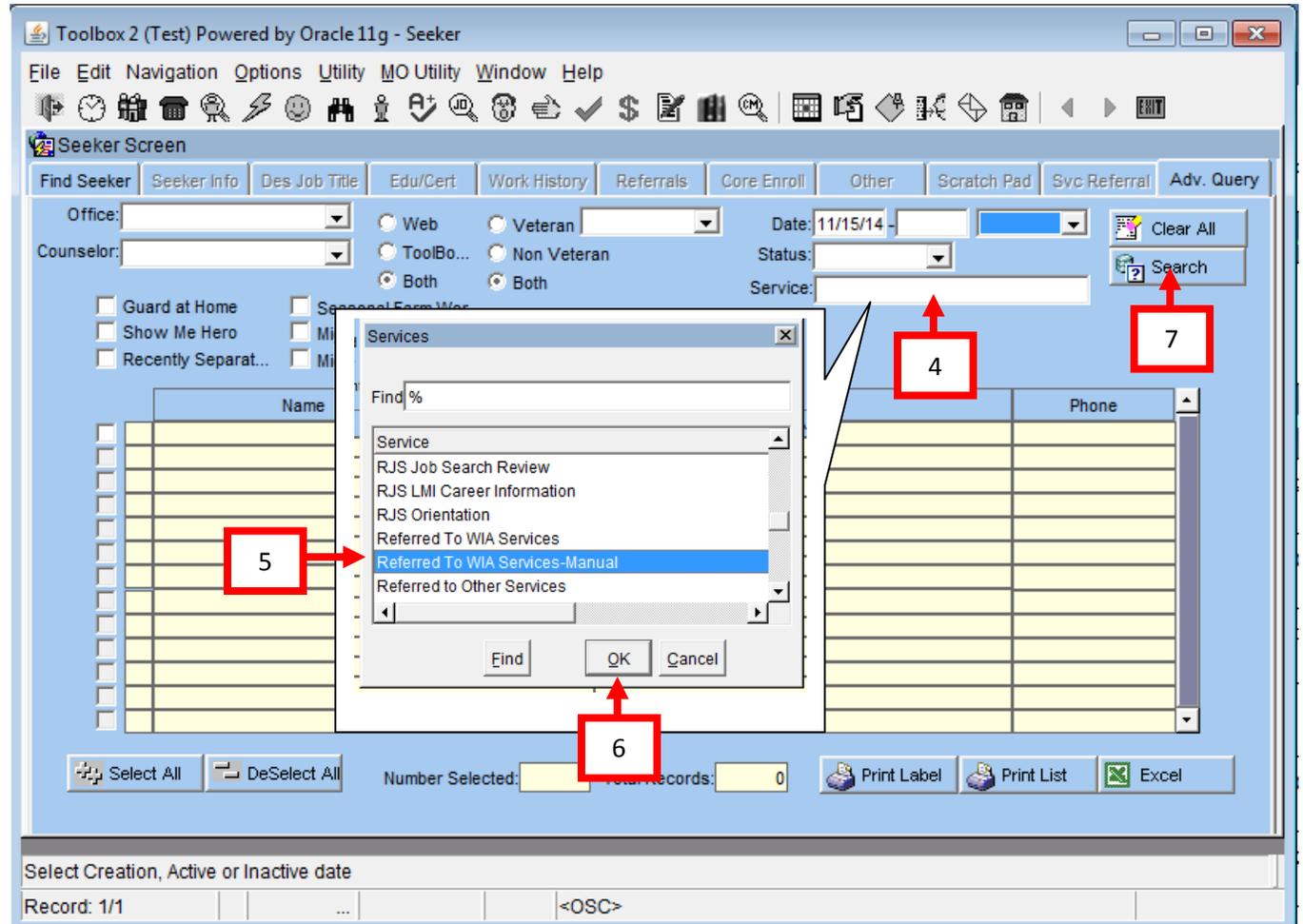
Record: 1/1 ... <OSC>

3. Set your search criteria

- a. **Office**-Allows user to search by office
- b. **Counselor**-Allows user to search by specific counselor
- c. Determine which customers you wish to see. **Web**-Information entered by web user only. **Toolbox**-Information entered by staff through Toolbox. **Both**-Information entered in both Toolbox and through the Web user
- d. Choose if you wish to see **Veteran, Non Veteran, or Both Both**. Use the drop down to choose Veteran type
- e. **Date Range**-Set dates you wish to search as well as creation date, active date, inactive date or blank.
- f. **Status**-Active or Inactive



4. Double click in **Service** field
5. Locate the Service you wish to search for
6. Click **Ok** button
7. Click **Search** button



**NOTE:** This example queried the entire state for anyone who was given a Referred to WIA-Manual service between 11/15/14 and 12/12/14. Name, address, and phone number has been blurred out to comply with confidentiality.

8. Query shows 123 individuals have received the Referred to WIA Services Manual during the time frame searched.

The screenshot shows the 'Seeker Screen' application interface. At the top, it says 'Resources for Missouri Career Centers' and 'Toolbox 2 (Test) Powered by Oracle 11g - Seeker'. The menu bar includes File, Edit, Navigation, Options, Utility, MO Utility, Window, and Help. The main area has several tabs: Find Seeker, Seeker Info, Des Job Title, Edu/Cert, Work History, Referrals, Core Enroll, Other, Scratch Pad, Svc Referral, and Adv. Query. The 'Find Seeker' tab is active, showing search filters for Office, Counselor, Date (11/15/14 - 12/12/14), Status, and Service (Referred To WIA Services-Manual). There are also radio buttons for Web, Veteran, ToolBo..., Non Veteran, and Both, and checkboxes for Guard at Home, Seasonal Farm Wor..., Show Me Hero, Migrant Farm Worker, Recently Separat..., and Migrant Food Proces... A table below shows a list of individuals with columns for Name, Address, and Phone. The table is partially visible, showing names like BAR, BAS, BAT, BEA, BEL, BOY, BRA, BRO, BUC, BUR, CAM, and CHA. At the bottom, there are buttons for Select All, DeSelect All, Number Selected: 123, Total Records: 123, Print Label, Print List, and Excel. The status bar at the very bottom shows 'Record: 1/123' and '<OSC>'.