



Veteran Quarterly Report Desk Aid

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

This desk aid will cover how to use Toolbox to track the veterans you are serving

DVOP

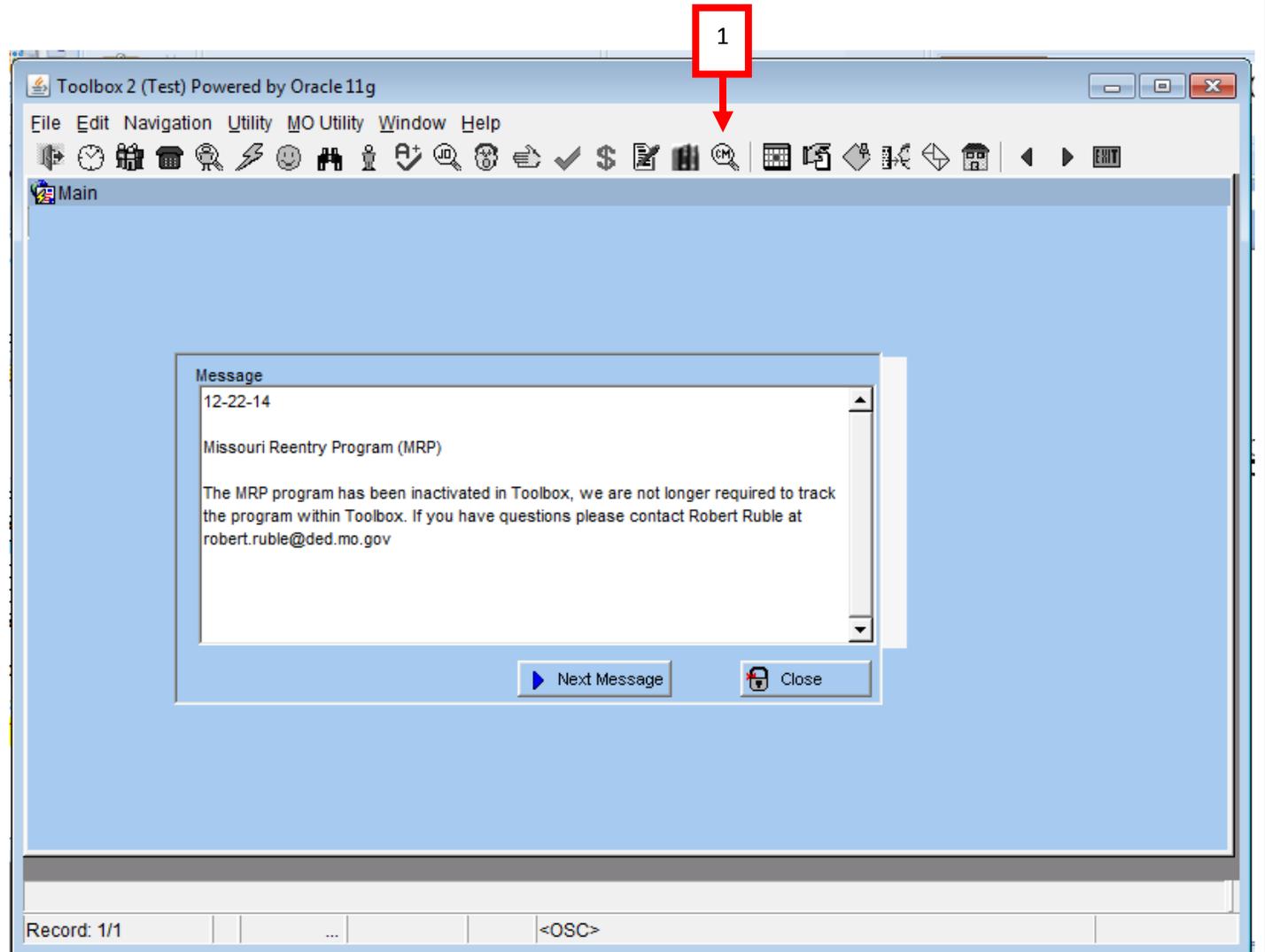
Toolbox can be used to answer the below three questions. This information can be obtained through the Case Management search in Toolbox

1. Total number of veterans enrolled in Local Case management in Toolbox?
2. Total number of veterans enrolled in VR&E in Toolbox?
3. Total number of veterans who became job ready this quarter? (this will include those who you did not need to case manage as well as those you did)

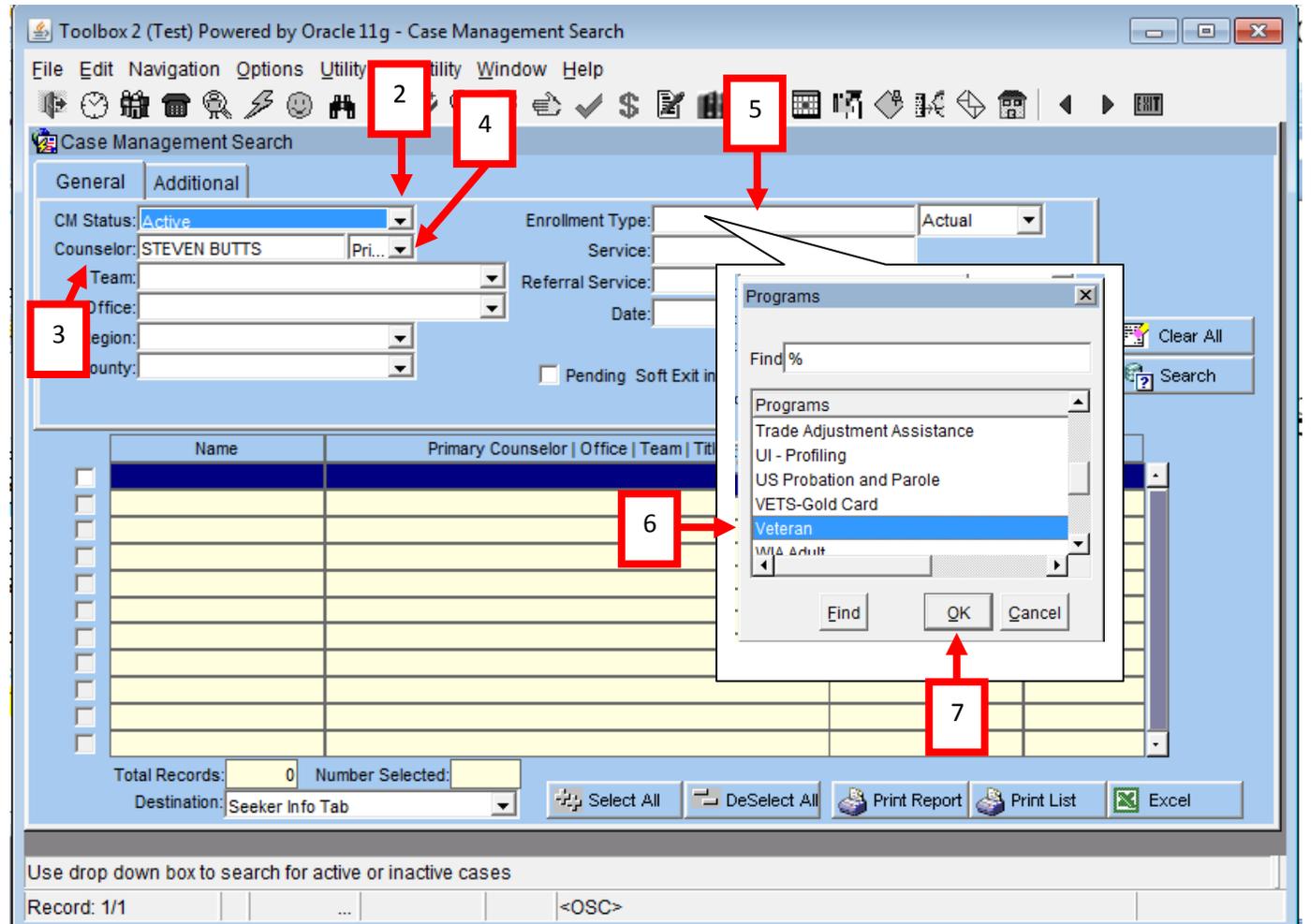
Enrollment Numbers (Question #1 & #2)

Local Case Management

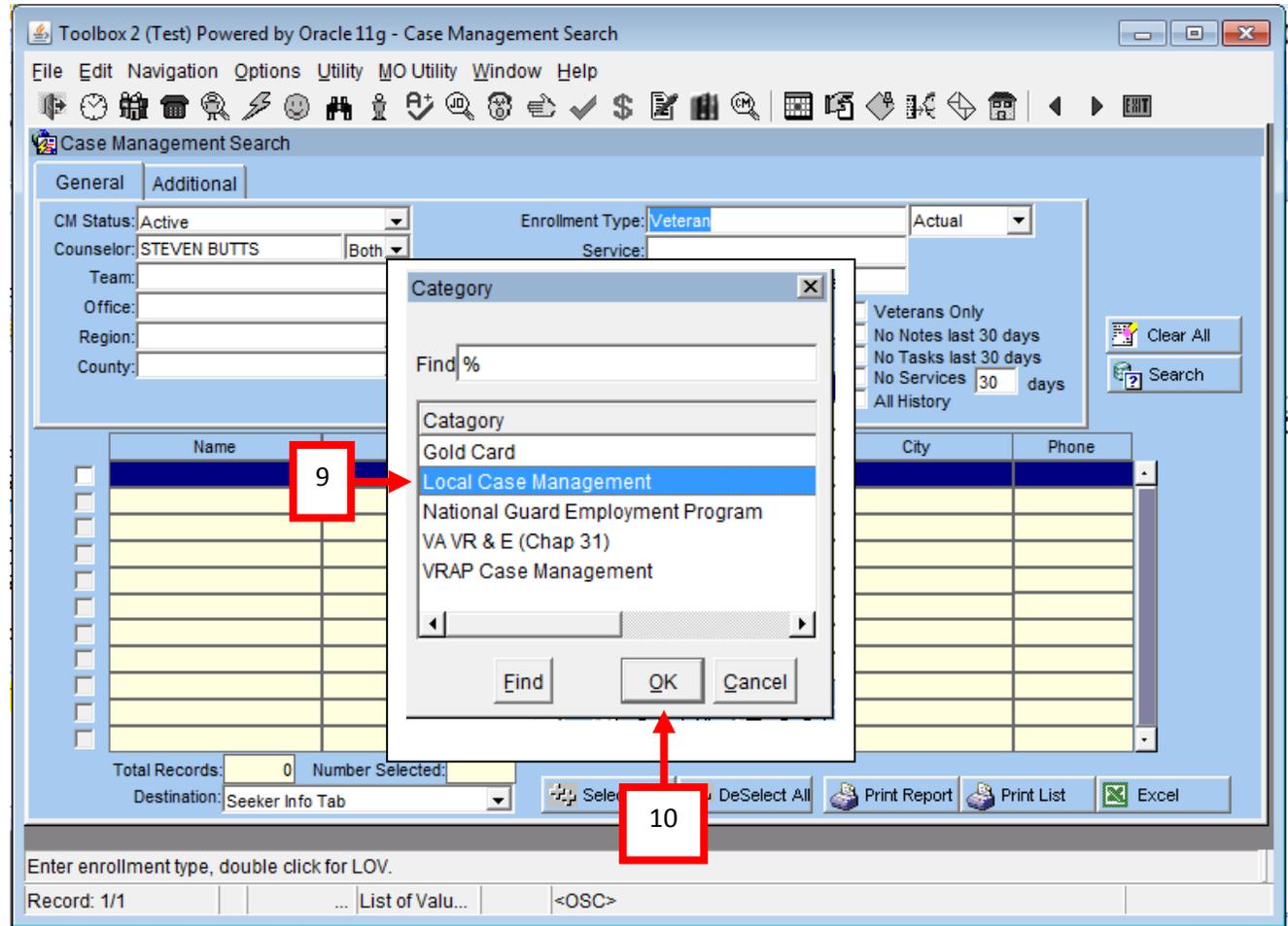
1. Click **CM Search** icon



2. **CM Status**-Active.
3. **Counselor**-Defaults to staff who is logged in (Steven Butts)
4. **Primary, Secondary or Both**- Change to both
5. Double Click in **Enrollment Type**
6. Choose **Veteran**
7. Click **Ok** button



8. Tab out of the Employment Type field (Not shown)
9. Choose Category
10. Click **Ok** button



Case Management search is now set to look for

- Customers who are active for Case Management
- Where Steven Butts is either a primary or secondary counselor
- That are currently enrolled in Veteran\Local Case Management

11. Click **Search** button

Toolbox 2 (Test) Powered by Oracle 11g - Case Management Search

File Edit Navigation Options Utility MO Utility Window Help

Case Management Search

General Additional

CM Status: Active Enrollment Type: Veteran Actual

Counselor: STEVEN BUTTS Both Service: Referral Service: Date: Veterans Only

Team: Office: Region: County: Pending Soft Exit in 30 Days

No Notes last 30 days

No Tasks last 30 days

No Services 30 days

All History

Clear All

Search

Name	Primary Counselor Office Title	City	Phone

Total Records: 0 Number Selected: 0

Destination: Seeker Info Tab

Select All DeSelect All Print Report Print List Excel

12. Search indicates 0 (zero) customers enrolled in Veteran-Local Case Management. **This is okay, remember the DVOP makes determination on who they local case manage.**

VR & E

13. Double click in **Enrollment Type**

14. Choose **Veteran**

15. Click **Ok** button

The screenshot shows the 'Case Management Search' application window. The 'General' tab is active, displaying search criteria for 'CM Status: Active', 'Enrollment Type: Veteran', and 'Counselor: STEVEN BUTTS'. A table below shows search results with columns for Name, Primary Counselor, Office, Team, and Title. The table is currently empty. A 'Programs' dialog box is open, showing a list of programs with 'Veteran' selected. The 'OK' button in the dialog is highlighted. At the bottom of the application, a status bar indicates 'Query Returned no Rows!' and 'Record: 1/1'. The 'Total Records' field shows '0' and 'Number Selected' shows '0'. The 'Destination' is set to 'Seeker Info Tab'. The 'Print Report' and 'Print List' buttons are visible.

12

13

14

15

Name	Primary Counselor	Office	Team	Title
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Total Records: 0 Number Selected: 0
Destination: Seeker Info Tab

Query Returned no Rows!
Record: 1/1

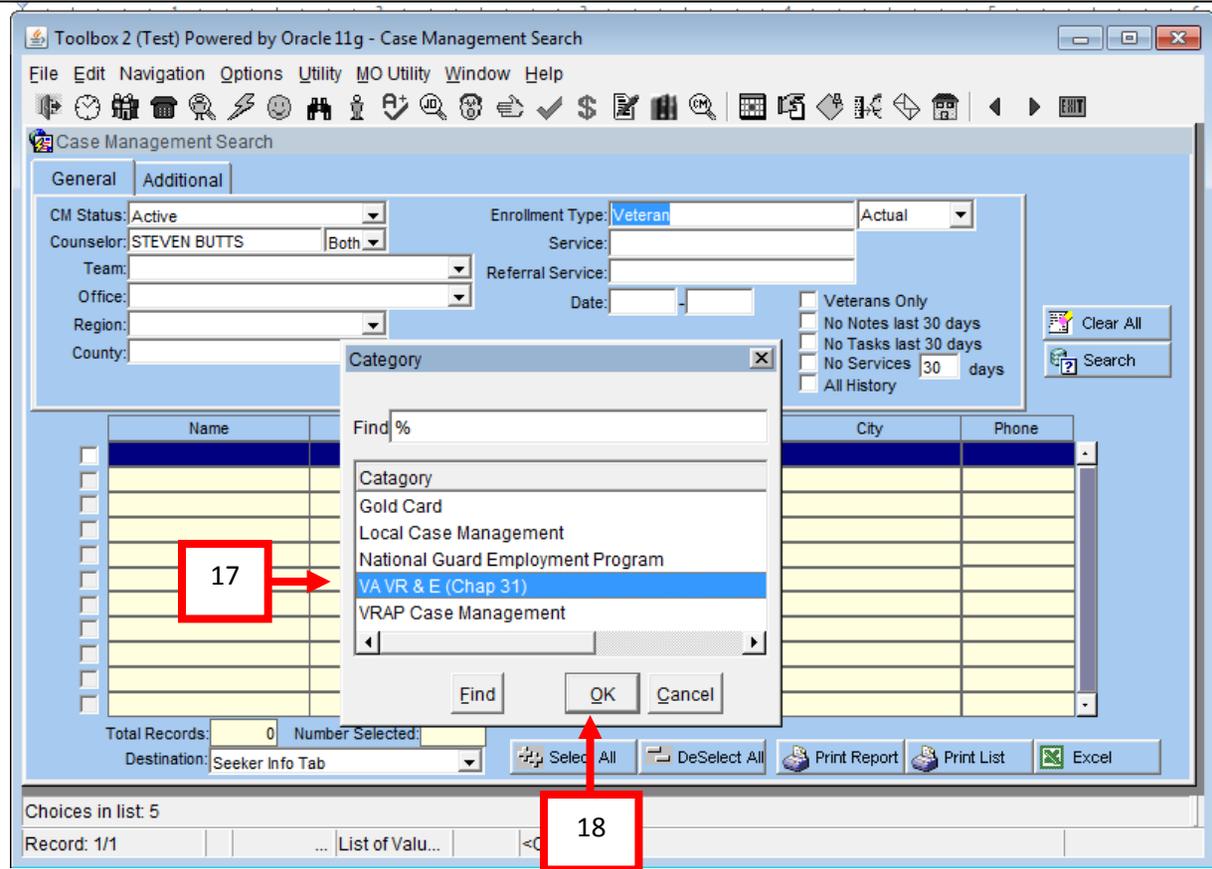
Case Management search is now set to look for

- Customers who are active for Case Management
- Where Steven Butts is either a primary or secondary counselor
- That have a Actual Veteran\VR &E enrollment

16. Tab out of the Employment Type field (not shown)

17. Choose **Category**

18. Click **Ok** button



Case Management search is now set to look for

- Customers who are active for Case Management
- Where Steven Butts is either a primary or secondary counselor
- That have a Actual Veteran\VR &E enrollment

19. Click **Search** button

Toolbox 2 (Test) Powered by Oracle 11g - Case Management Search

File Edit Navigation Options Utility MO Utility Window Help

Case Management Search

General Additional

CM Status: Active Enrollment Type: Veteran Actual

Counselor: STEVEN BUTTS Both Service: Referral Service: Date: Veterans Only

Region: County: Pending Soft Exit in 30 Days No Notes last 30 days No Tasks last 30 days No Services 30 days All History

Name	Primary Counselor Office Title	City	Phone
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Total Records: 0 Number Selected: Select All DeSelect All Print Report Print List Excel

Record: 1/1 <OSC>

20. Search indicate 11 customers enrolled in Veteran-VR & E

The screenshot shows the 'Case Management Search' application window. The title bar reads 'Toolbox 2 (Test) Powered by Oracle 11g - Case Management Search'. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. The main area is divided into 'General' and 'Additional' tabs. The 'General' tab is active, showing search criteria: CM Status: Active, Enrollment Type: Veteran, Actual, Counselor: STEVEN BUTTS, Both, Service: (empty), Referral Service: (empty), Date: -12/31/14, and checkboxes for 'Veterans Only', 'No Notes last 30 days', 'No Tasks last 30 days', 'No Services 30 days', and 'All History'. A 'Clear All' button and a 'Search' button are also present. Below the filters is a table with columns: Name, Primary Counselor | Office | Team | Title, City, and Phone. The table contains 11 records, all with 'STEVEN BUTTS | SPRINGFIELD CAREER CENTER | SPRINGFIELD C' as the primary counselor and 'SPRINGFIELD C' as the title. A red box highlights the number '20' in the table, with a red arrow pointing to the 10th row. At the bottom of the table, it shows 'Total Records: 11' and 'Number Selected: 11'. Below the table are buttons for 'Select All', 'DeSelect All', 'Print Report', 'Print List', and 'Excel'. At the very bottom, there is a status bar with 'Record: 1/11' and '<OSC>'.

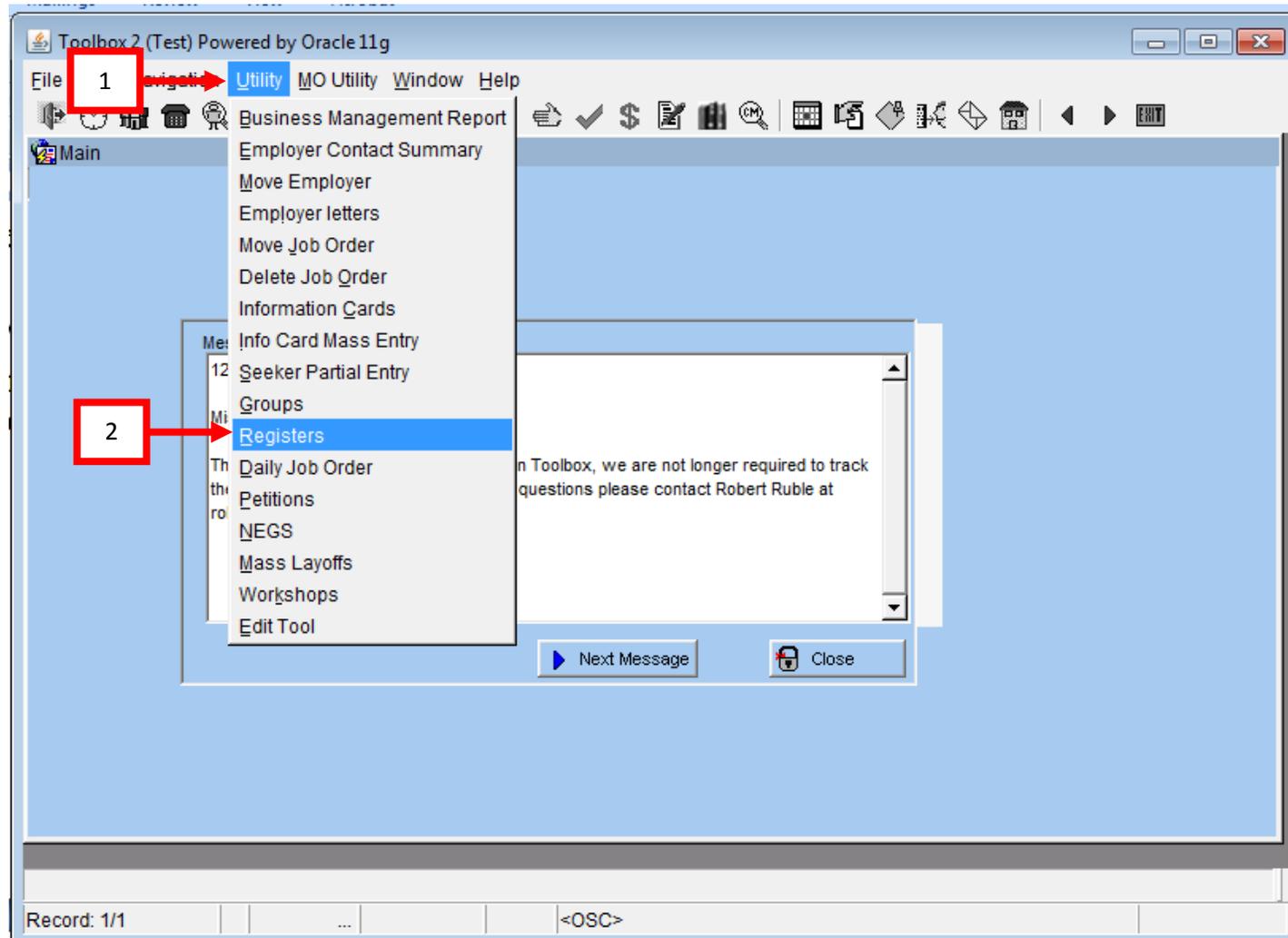
Name	Primary Counselor Office Team Title	City	Phone
ASHLOCK, GEORGE KAY R.	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	STOCKTON	(417) 995-0091
CARR, DAVID R.	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	SPRINGFIELD	(417) 496-9414
COLE, JEFFREY L.	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	CLEVER	(317) 342-7642
CRANFORD, MICHAEL R.	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	LAKE OZARK	(573) 296-2106
CUNG, JEFF	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	SPRINGFIELD	(417) 773-1990
HARRIS, TODD A.	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	NIXA	(417) 350-6036
MCORRINE, BOB	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	PURDY	(417) 342-5822
MCREYNOLDS, BOB	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	SPRINGFIELD	(417) 362-0459
SMITH, DEAN	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	SPRINGFIELD	(417) 761-1016
WALDMAN, SHAWN	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	SPRINGFIELD	(417) 720-4614
YOUNG, JOHN L.	STEVEN BUTTS SPRINGFIELD CAREER CENTER SPRINGFIELD C	ALDRICH	(417) 773-0773

Job Ready this Quarter (Question #3) Creating a Register

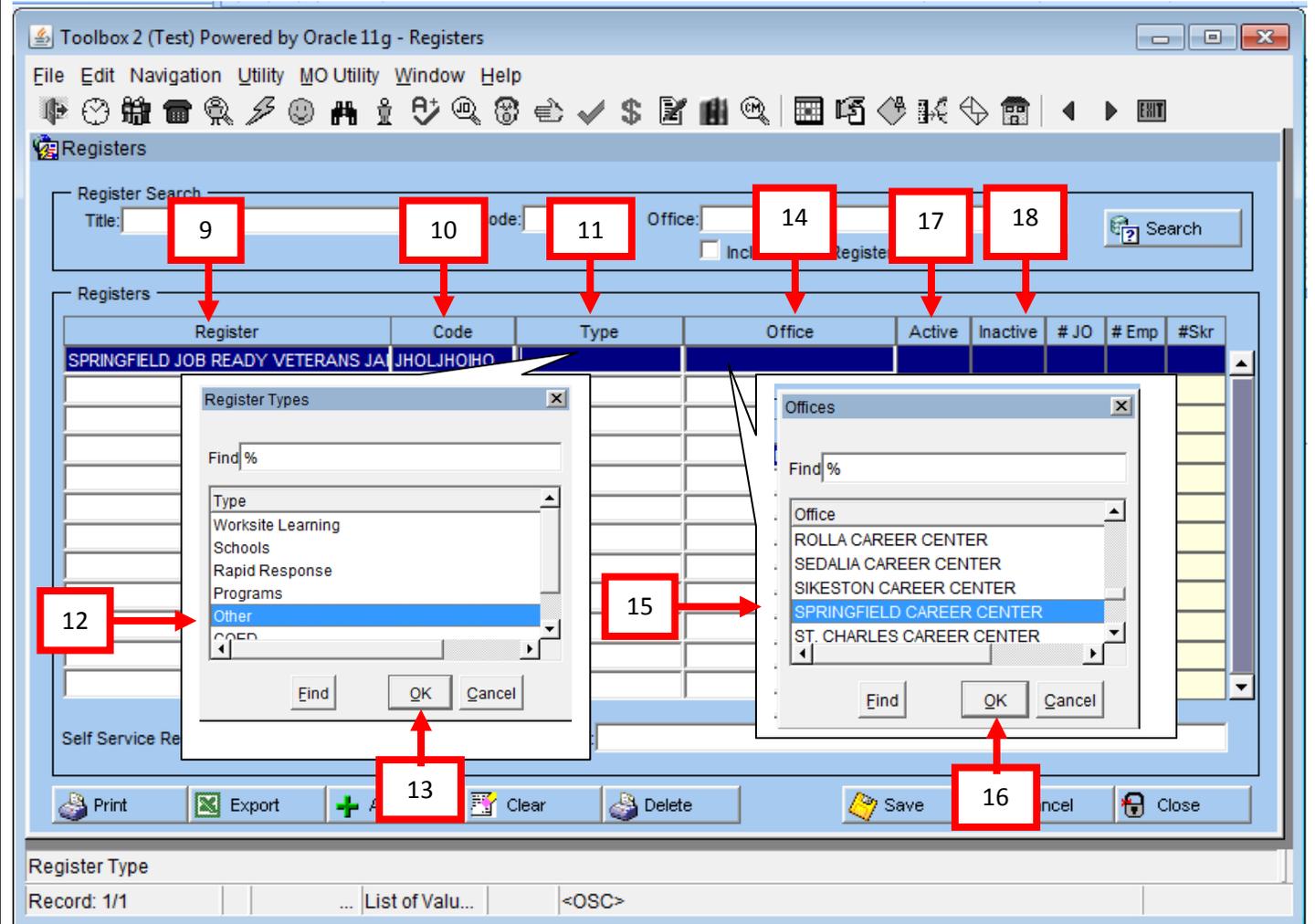
To track this we will use the Register function of Toolbox. Create a Register for each quarter. Once created simply add job ready veterans to the appropriate register.

Building Register by Quarter

1. Click **Utility**
2. Choose **Registers**



9. Give **Register** a name
10. Make up a **Code**
11. Double click in **Type** field
12. Choose **Other**
13. Click **Ok** button
14. Double click in **Office** field
15. Choose the Office you are working in. (If you are assigned to more than one office and want to keep who you are working within each office separate you will need to make a register for each office.)
16. Click **Ok** button
17. Enter **Active** date
18. If you wish you may enter an **Inactive** date. I do recommend this for the quarterly registers. By setting an inactive date you will not need to go back and clear veterans from the register.



19. **Register** information is now populated for October 2014 thru Dec 2014 for the Springfield Career Center LVER. It is set to go inactive Jan 15, 2015 this gives the LVER two weeks to pull his numbers for the Oct – Dec quarter.

20. Click **Save** button

Follow steps 9 thru 20 to add additional registers for the remaining quarters.

The screenshot shows a web application window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Registers'. 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 search section with fields for 'Title', 'Code', and 'Office', and a 'Search' button. A checkbox labeled 'Include State Registers' is also present. The main area contains a table with the following columns: Register, Code, Type, Office, Active, Inactive, # JO, # Emp, and # Skr. The first row of the table is highlighted in blue and contains the following data: 'SPRINGFIELD JOB READY VETERANS JA', 'JHOLJHOIHO', 'Other', 'SPRINGFIELD CAREER CEN', '01/01/15', '04/15/15', and empty cells for '# JO', '# Emp', and '# Skr'. Below the table are two input fields: 'Self Service Registration Step:' and 'Self-Service Search String:'. At the bottom of the window is a toolbar with buttons for 'Print', 'Export', 'Add', 'Clear', 'Delete', 'Save', 'Cancel', and 'Close'. The 'Save' button is highlighted with a red box and the number '20'. A red box with the number '19' is also present, pointing to the first row of the table.

Register	Code	Type	Office	Active	Inactive	# JO	# Emp	# Skr
SPRINGFIELD JOB READY VETERANS JA	JHOLJHOIHO	Other	SPRINGFIELD CAREER CEN	01/01/15	04/15/15			

Job Ready Veterans this Quarter (Question #3) Adding Veteran to a Register

1. Navigate to the Veteran's record
2. Click **Des Job** tab

The screenshot shows a web application window titled 'Seeker Screen - IAM A EXAMPLE (###-##-3113) | STEVEN BUTTS (417)887-4343'. The interface includes a menu bar with 'File', 'Edit', 'Navigation', 'Options', 'MO Utility', 'Window', and 'Help'. Below the menu is a toolbar with various icons. The main content area is divided into several sections:

- Name and Address Information:** Includes fields for 'IAM A EXAMPLE', 'Mailing Address: 1234 E. MISSOURI STREET', 'Street Address:', 'Phone Numbers' (Home: (573)555-1234, Cell: (573)111-2345), 'SPRINGFIELD MC 65801', 'Bad Address', 'Homeless', 'Email: iamannexample@training.com'.
- Personal Information:** Includes 'Date of Birth: 09/01/1994', 'Age: 20', 'Gender: F', and checkboxes for 'Searchable' and 'Share resume'.
- Veteran Information:** Includes 'Vet Status: V - Regular', 'Transition:', 'Recently Separated' (checked), 'Served in Campaign', 'Print on Summary (Resume)', 'Service Ended by Disability', 'Served From: 08/01/2012', 'Served To: 09/01/2014', 'Branch:', 'Have you attended a TAP workshop in the past 36 months? Yes', and 'Status Verified'.
- Seeker Status:** Includes 'Emp Exchange: Active', 'Date: 04/20/15', 'Last Update: 04/20/15', 'Case Management: Active', 'Next Appt:', 'UI Ben Year Beg Dt: Inactive', 'Dislocated Date:', 'EB', 'Job Contacts:', 'App ID: 3123140196', 'DCN:', 'Trainee ID#:', 'Actual Enrollments', and 'Possible Enrollments'.
- Services Provided:** A table with columns 'Date', 'Type of Service', and 'Employment Counselor'.

Date	Type of Service	Employment Counselor
04/20/15	Assessment	STEVEN BUTTS
04/20/15	DVOP RESUME PREP	STEVEN BUTTS
06/02/14	Assessment	DONNA HARDY
04/04/11	Job Search Activity	KURTIS 'RIDGE' KENNON
- Source:** Includes 'Counselor Web', 'Restricted', 'Partial Seeker', and 'SSN Discrepancy'.
- Buttons:** 'Deceased', 'Web Info', 'Save', and 'Cancel'.

At the bottom, it says 'Query Returned no Rows!' and 'Record: 1/1'. A red box labeled '1' points to the 'Find Seeker' button, and another red box labeled '2' points to the 'Des Job Title' tab.

3. Double click in **Registers** field
4. Locate and select the **Register** you wish to assign the veteran to
5. Click **Ok** button

The screenshot shows the 'Registers' dialog box with the following data:

Registers	Register Code
SPORLAN LAYOFF	20090
SPORLAN LAYOFF2	20090
SPRINGFIELD JOB READY VETERANS ... HUJLI	HUJLI
SPRINGFIELD MHW	MHW 7
SPRINGFIELD MHW-HEARING3	MHW6
SPRINGFIELD MMW	MMW 7
SPRINGFIELD MMW-MTT3	MMWMT

6. Register is now displayed in **Registers** field

7. Click **Save** button

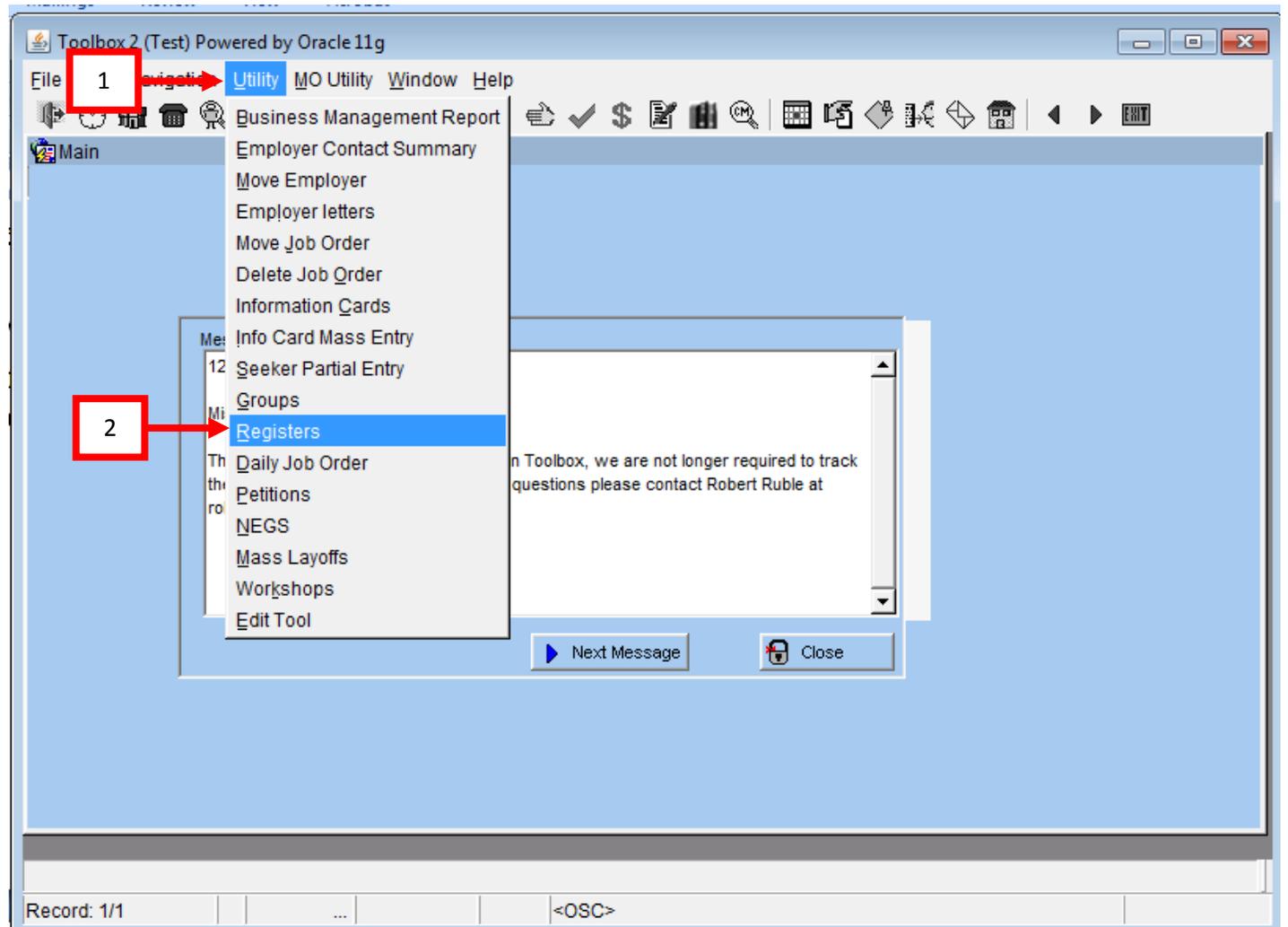
Repeat Steps 1-7 in this section to add additional Job Ready veterans to your Register

The screenshot shows a software application window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Seeker'. The main content area is the 'Seeker Screen' for 'IAM A EXAMPLE(###-##-3113)' and 'STEVEN BUTTS (417)887-4343'. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. Below the menu is a navigation bar with tabs: Find Seeker, Seeker Info, Des Job Title, Edu/Cert, Work History, Referrals, Core Enroll, Other, Scratch Pad, Svc Referral, and Adv. Query. The main form is divided into several sections: 'Address Information' (1234 E. MISSOURI STREET, Home: (573)555-1234, Work: [blank], Email: iamannexample@training.com, Springfield, MC 65801, Twitter Handle: [blank], Bad Address checkbox), 'General Information' (Age: 20, 09/01/1994, Active: 04/20/15, Gender: F, Inactive: 09/01/14, Case Management checkbox, UI Benef... checkbox), 'Desired Job Titles' (table with O*NET Code, O*NET Title, Exp, Last Worked, Add, Delete buttons), 'Other Matching Information' (Salary: Yearly, 275,000, In School, Will Work Sat, Y, Commission: N, Shifts: D, School Years, Will Work Sun: Y, Drivers Lic: F, Will Work: F, Type of Degree: A, Domestic Job: N, Endorsements: Air Brakes, Passenger, Double/Triple Trailer, School Bus, Hazardous Material, Tank Vehicle, Lifting: 2, Live In: N, Car Access: Y, Will Relocate: Y), 'Desired Counties to Work' (Add, Delete buttons), 'Clerical Test' (Net Typing, Gross, Accuracy), and 'Veteran Information' (Veteran Status: V - Regular, Served in Campaign checkbox). The 'Registers' field at the bottom left contains 'SPRINGFIELD JOB READY VETERANS' and has an 'Add' button next to it. A red box labeled '6' is around the 'Add' button, and a red arrow points from it to the 'Registers' field. Another red box labeled '7' is around the 'Save' button, and a red arrow points from it to the 'Save' button. The status bar at the bottom shows 'Query Returned no Rows!' and 'Record: 1/1'.

Extracting Job Ready Veterans using a Register (Complete Question #3)

Total number of veterans who became job ready this quarter?

1. Click **Utility**
2. Choose **Registers**



- Click on the **Register** you wish to view
- The #Skr field show how many job seekers (veterans) are on the register. In this case 3 so the answer to Question #3 is 3 veterans became job ready this quarter

Extract an Excel Listing of individuals assigned to a register.

- With the register you wish to export selected click the Export button

The screenshot shows the 'Registers' application window. At the top, there is a menu bar with 'File', 'Edit', 'Navigation', 'Utility', 'MO Utility', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Registers' and contains a search section with fields for 'Title' (containing 'SPRINGFIELD JOB'), 'Code', and 'Office'. A checkbox for 'Include State Registers' is also present. Below the search section is a table with the following columns: Register, Code, Type, Office, Active, Inactive, # JO, # Emp, and #Skr. The first row of the table is highlighted in blue and contains the following data: 'SPRINGFIELD JOB READY VETERANS AP', 'HUJLIUY;O', 'Other', 'SPRINGFIELD CAREER CEN', '04/01/15', '07/15/15', '0', '0', and '3'. Below the table is a section for 'Self Service Registration' with a 'Self-Service Search String' field. At the bottom of the window is a toolbar with buttons for 'Print', 'Export', 'Add', 'Clear', 'Delete', 'Save', 'Cancel', and 'Close'. The status bar at the very bottom shows 'Register Title' and 'Record: 1/4'.

Register	Code	Type	Office	Active	Inactive	# JO	# Emp	#Skr
SPRINGFIELD JOB READY VETERANS AP	HUJLIUY;O	Other	SPRINGFIELD CAREER CEN	04/01/15	07/15/15	0	0	3
SPRINGFIELD JOB READY VETERANS JAI	HHUHHIHH	Other	SPRINGFIELD CAREER CEN	01/01/15	04/15/15	0	0	0
SPRINGFIELD JOB READY VETERANS JJU	JKOHOJHO	Other	SPRINGFIELD CAREER CEN	07/01/15	10/15/15	0	0	0
SPRINGFIELD JOB READY VETERANS OC	JHNHOJH;O	Other	SPRINGFIELD CAREER CEN	10/01/15	01/15/16	0	0	0

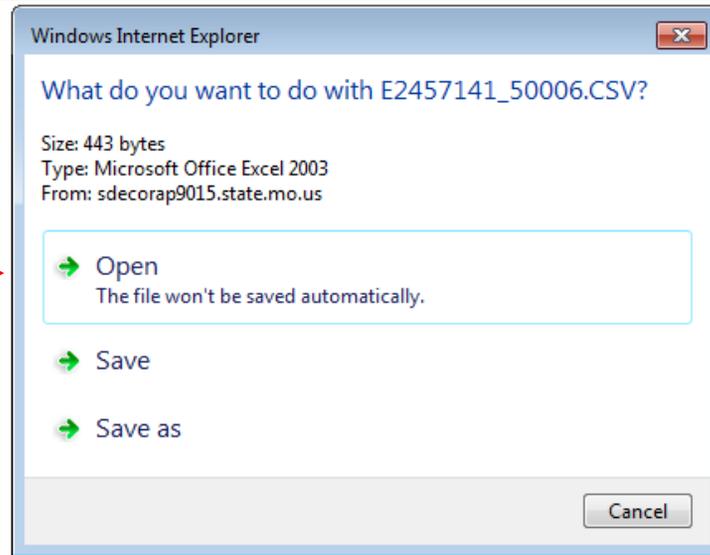
8. **Job Orders** and **Employers** is grayed out (none tied to the register)
9. **Seekers** is checked and active
10. Click **Export** button

The screenshot shows the 'Registers' application window. At the top, there is a search bar with 'Title: SPRINGFIELD JOB' and a 'Search' button. Below the search bar is a table of registers. The table has columns: Register, Code, Type, Office, Active, Inactive, # JO, # Emp, and #Skr. The first row is highlighted in blue and has a red box around it with the number 8. The 'Export Registers' dialog box is open over the table. It has a 'Register' field with 'SPRINGFIELD JOB READY VETERAN' and three checkboxes: 'Job Orders', 'Employers', and 'Seekers'. The 'Job Orders' and 'Employers' checkboxes are grayed out, and the 'Seekers' checkbox is checked. A red box with the number 9 is around the 'Seekers' checkbox. Below the checkboxes is an 'EXPORT' button and a 'Cancel' button. A red box with the number 10 is around the 'EXPORT' button. At the bottom of the window, there are buttons for 'Print', 'Export', 'Add', 'Clear', 'Delete', 'Save', 'Cancel', and 'Close'. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'. The title bar of the window says 'Toolbox 2 (Test) Powered by Oracle 11g - Registers'.

Register	Code	Type	Office	Active	Inactive	# JO	# Emp	#Skr
SPRINGFIELD JOB READY VETERANS A	ER CEN			04/01/15	07/15/15	0	0	3
SPRINGFIELD JOB READY VETERANS J.	ER CEN			01/01/15	04/15/15	0	0	0
SPRINGFIELD JOB READY VETERANS J.	ER CEN			07/01/15	10/15/15	0	0	0
SPRINGFIELD JOB READY VETERANS O	ER CEN			10/01/15	01/15/16	0	0	0

11. Click **Open**

11 →

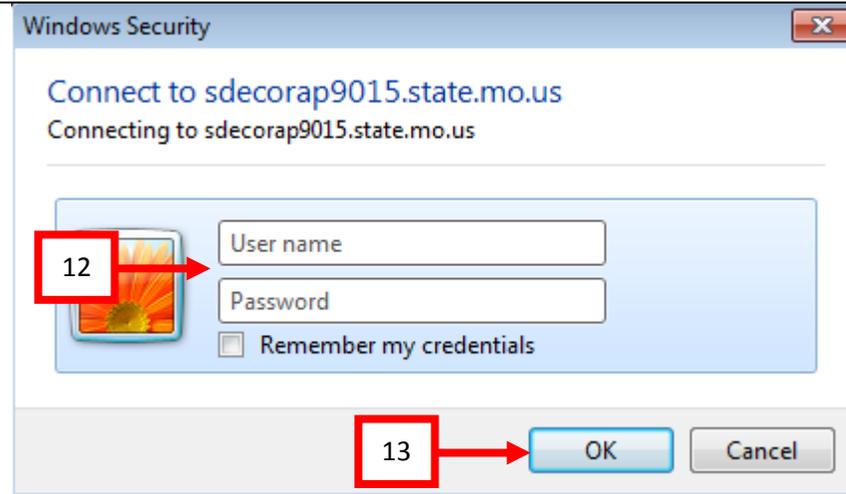


12. Enter your login **Credentials**

13. Click **Ok** button

12 →

13 →



14. Excel displays customer appid id, name, & phone number

The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

App ID	Name	Home Phone	Birth Date	Status	Searchable	Counselor	Office
3123778365	TESTER IV, JOE T		12/1/1969	Inactive	Yes		
3123471980	TESTER XI, TESTEY T	(573)555-1212	12/1/1969	Inactive	Yes		
3123140196	EXAMPLE, IAM A	(573)555-1234	9/1/1994	Active	Yes	STEVEN BUTTS	SPRINGFIELD CAREER CENTER

LVER

For the LVER using Toolbox to maintain a listing of customer you are working with is going to be different. The DVOP is looking for customers enrolled into some form of case management (Local Case Management & VR & E) for the LVER they will work with veterans who are enrolled in local case management as well as veterans who simply needed a resume, interview assistance, or something else that is “simple.” For this reason it will be difficult for the LVER to utilize the CM search to answer the below questions. This information can be obtained through using the Register module in Toolbox.

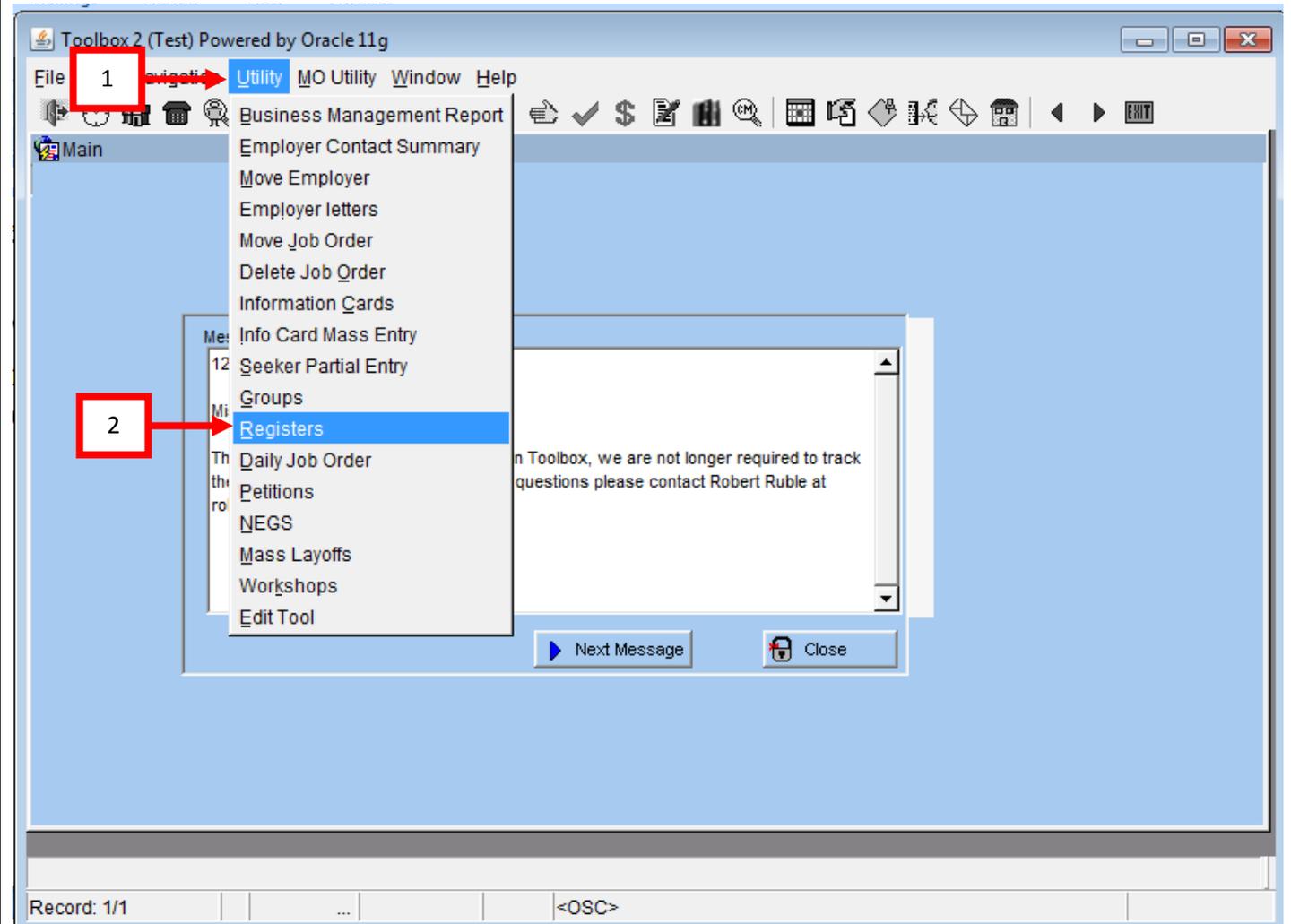
1. Total number of job ready veterans referred by the DVOP's for job development this quarter?
2. Total number of veterans who entered employment through your efforts this quarter?

Please keep in mind this is only options for you to use so you do not have to maintain paper to track who you are working with. If all Vet Staff do not use this method then you will need to implement another method of tracking your customers.

Extracting Total Number of Veterans referred by DVOP's for Job Development this Quarter (Question #1)

Question #1 you can answer using the DVOPs register for Job Ready Veterans

1. Click **Utility**
2. Choose **Registers**



5. Click on the **Register** you wish to view
6. The #Skr field show how many job seekers (veterans) are on the register. In this case 3 so the answer to Question #1 is 3 veterans referred by the DVOP's for job development this quarter.

NOTE: If you are responsible for more than one office you will need to extract the information from each DVOP register.

The screenshot shows the 'Registers' application window. The search criteria are: Title: SPRINGFIELD JOB, Code: (empty), Office: (empty). The table below shows the results:

Register	Code	Type	Office	Active	Inactive	# JO	# Emp	#Skr
SPRINGFIELD JOB READY VETERANS AP	HUJLIUY;O	Other	SPRINGFIELD CAREER CEN	04/01/15	07/15/15	0	0	3
SPRINGFIELD JOB READY VETERANS JA	HHUHHIHH	Other	SPRINGFIELD CAREER CEN	01/01/15	04/15/15	0	0	0
SPRINGFIELD JOB READY VETERANS JJ	JKOHUJHO	Other	SPRINGFIELD CAREER CEN	07/01/15	10/15/15	0	0	0
SPRINGFIELD JOB READY VETERANS OC	JHNHOJH;O	Other	SPRINGFIELD CAREER CEN	10/01/15	01/15/16	0	0	0

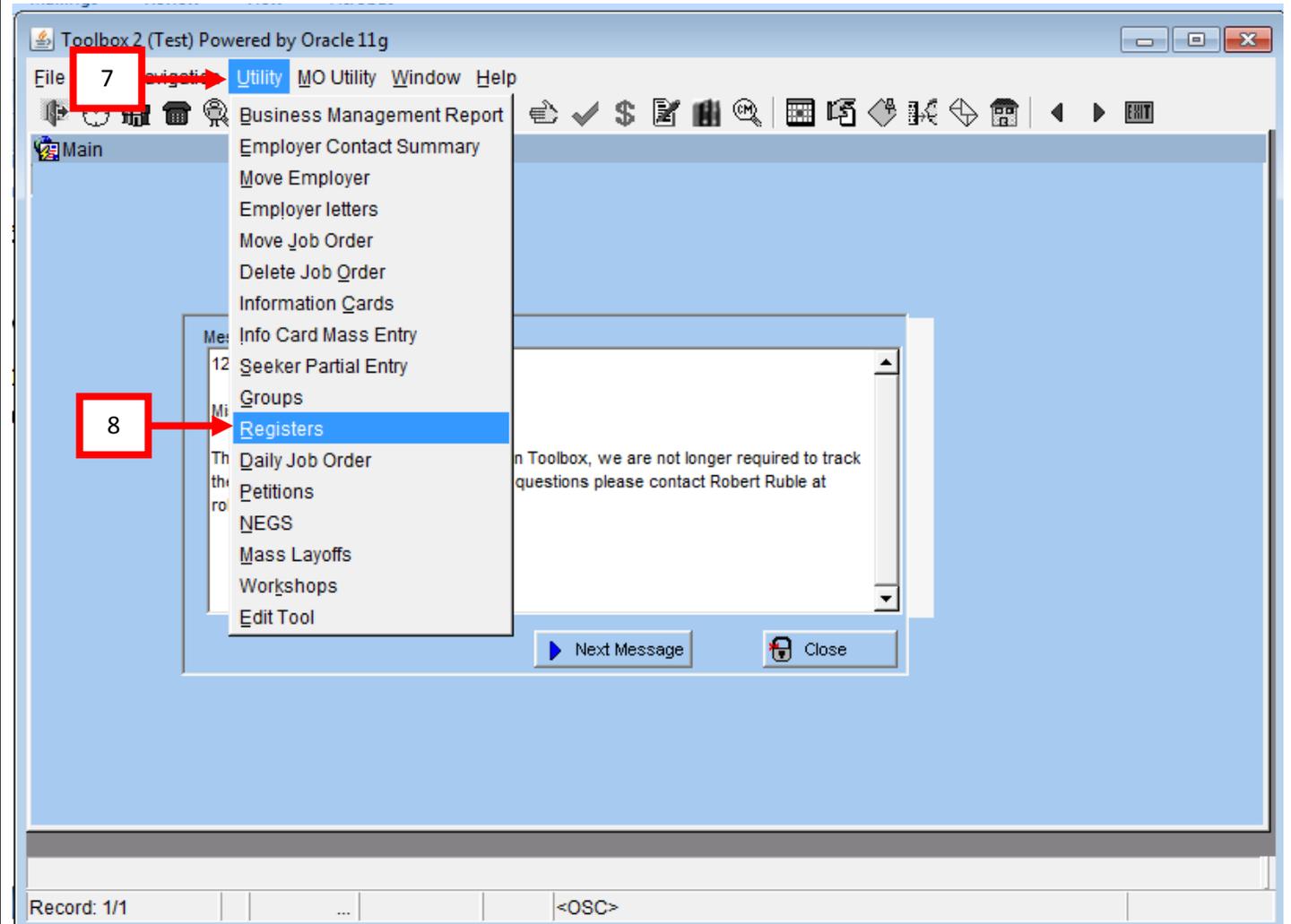
At the bottom of the window, there are buttons for Print, Export, Add, Clear, Delete, Save, Cancel, and Close. The status bar shows 'Record: 1/4' and '<OSC>'.

Total number of veterans who entered employment through your efforts this quarter

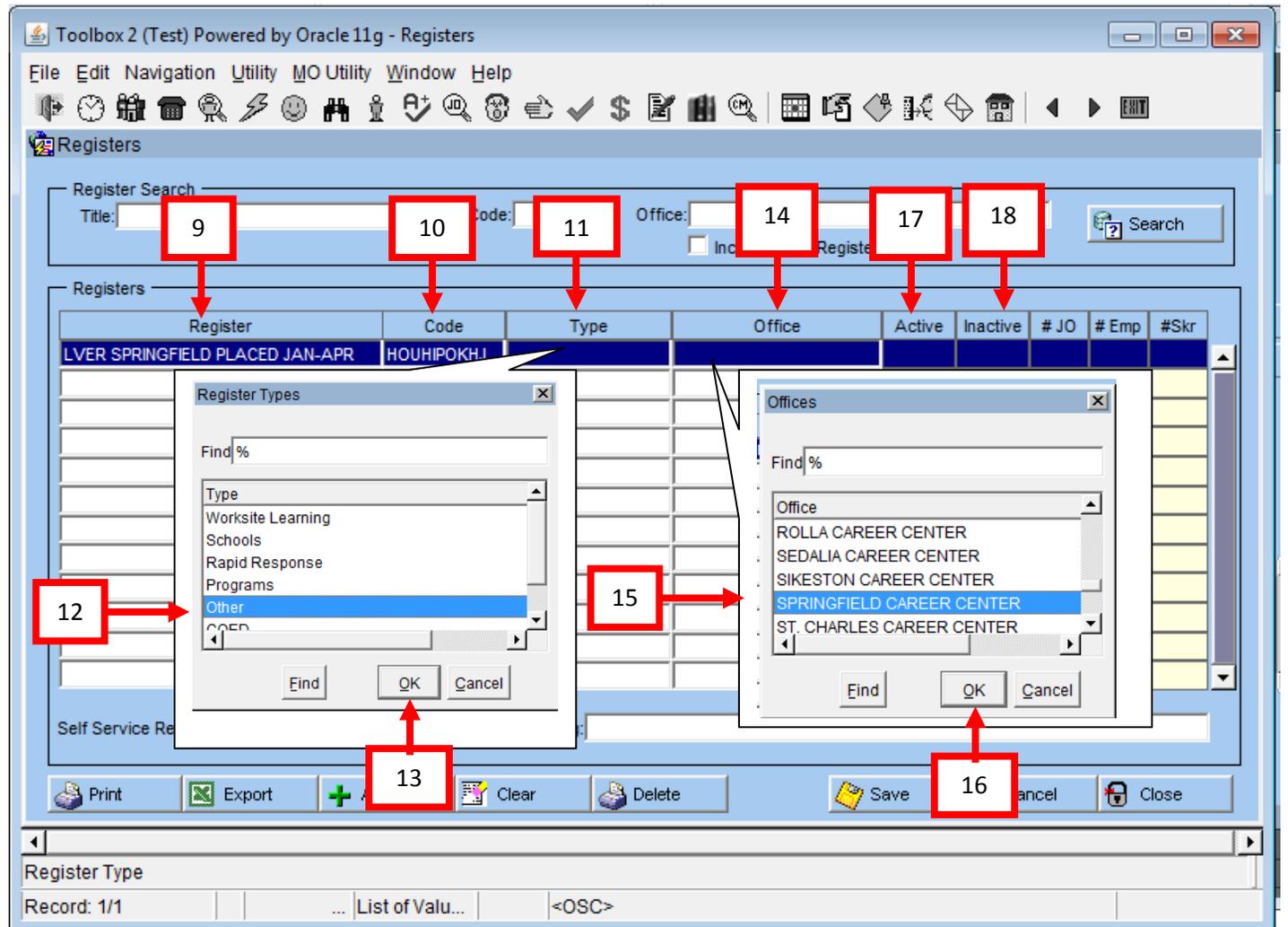
(Question #2)

Building Register by Quarter

7. Click **Utility**
8. Choose **Registers**



9. Give **Register** a name
10. Make up a **Code**
11. Double click in **Type** field
12. Choose **Other**
13. Click **Ok** button
14. Double click in **Office** field
15. Choose the Office you are working in. (If you are assigned to more than one office and want to keep who you are working within each office separate you will need to make a register for each office.)
16. Click **Ok** button
17. Enter **Active** date
18. If you wish you may enter an **Inactive** date. I do recommend this for the quarterly registers. By setting an inactive date you will not need to go back and clear veterans from the register.



21. **Register** information is now populated the calendar year
22. Click **Save** button

The screenshot shows a web application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Registers". 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 "Registers" section with a search form containing fields for "Title:", "Code:", and "Office:", along with an "Include State Registers" checkbox and a "Search" button. The main area displays a table of registers with the following data:

Register	Code	Type	Office	Active	Inactive	# JO	# Emp	#Skr
VER SPRINGFIELD PLACED JAN-MAR	HOUHIPOKHJ	Other	SPRINGFIELD CAREER CEN	01/01/15	04/30/15			
VER SPRINGFIELD PLACED APR-JUN	JPOIKNMJPK	Other	SPRINGFIELD CAREER CEN	04/01/15	07/15/15			
VER SPRINGFIELD PLACED JUL-SEP	PIKJHOIHO	Other	SPRINGFIELD CAREER CEN	07/01/15	10/15/15			
VER SPRINGFIELD PLACED OCT-DEC	KNLJKHUIH	Other	SPRINGFIELD CAREER CEN	10/01/15	01/15/16			

Below the table are fields for "Self Service Registration Step:" and "Self-Service Search String:". At the bottom, a toolbar contains buttons for "Print", "Export", "Add", "Clear", "Delete", "Save", "Cancel", and "Close". The "Save" button is highlighted with a red box and a red arrow labeled "22". A red box labeled "21" points to the first row of the table.

Record: 4/4 ... <OSC>

Adding Veterans to the quarterly placement register

23. Navigate to the Veterans record
24. As you can see there is no veterans enrollment to tie this Veteran to
25. Click on **Des Job Title** tab

23

25

24

Seeker Screen - Add/Edit Veteran Record (### ## 2563) | No Primary Counselor Assigned

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: [Redacted]

Phone Numbers: [Redacted]

Personal Information: Date of Birth: 03/01/1986, Age: 28, Gender: M, Searchable, Share resume

Veteran Information: Vet Status: V - Regular, Transition: [Redacted]

Recently Separated: Served in Campaign: Print on Summary (Resume): Service Ended by Disability:

Served From: 11/16/2009, Served To: 07/01/2014

Branch: Army

Have you attended a TAP workshop in the past 36 months? Yes

Source: Counselor Web, Partial Seeker, SSN Discrepancy

Seeker Status: Emp Exchange: Active, Case Management: Inactive, UI Ben Year Beg Dt: Active, Dislocated Date: 11/15/14

Status	Date	Last Update	Workkeys ID:
Active	12/23/14	12/23/14	
Inactive			
Active	11/16/14		

Actual Enrollments: [Empty]

Possible Enrollments: WIA ADULT CORE, WIA DISLOCATED WORKER, CORE, REA-Reemployment and Eligibility Assessments

Date	Type of Service	Employment Counselor
12/31/14	UI Weekly Claim	Counselor Web
12/24/14	UI Weekly Claim	Counselor Web
12/23/14	RJS Job Search Review	MINDY LAWRENCE
12/23/14	Career Guidance	MINDY LAWRENCE

Services Provided

Deceased, Web Info, Save, Cancel

26. Double click in the **Registers** field

27. Choose the **Register** you wish to assign the Veteran to

28. Click **Ok** button

To add additional Veterans to this register repeat steps 45-50

The screenshot shows the 'Seeker Screen' application window. The 'Registers' dialog box is open, displaying a list of registers with columns for 'Registers' and 'Register Code'. The register 'LVER SPRINGFIELD PLACED APR-JUN JPOIK' is selected. The 'OK' button is highlighted with a red box and an arrow labeled '28'. In the background, the 'Registers' field in the 'Other Matching Information' section is highlighted with a red box and an arrow labeled '26'. Another red box labeled '27' points to the selected register in the dialog box. The main window contains various fields for address, job titles, and general information.

29. Register has been added.

30. Click **Save** button

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

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen | No Primary Counselor Assigned

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

Address Information
Home: [Redacted] Email: [Redacted] MARSHFIELD MC 65706 Twitter Handle [Redacted] Bad Address

General Information
Age: 29 03/01/1986 Active: 01/02/15 Gender: M Inactive: Case Managem... UI Benef...

Desired Job Titles

O*NET Code	O*NET Title	Exp	Last Worked	
11-3021.00	Computer and Information Systems Managers	60	2014	+ Add
53-7062.00	Laborers and Freight, Stock, and Material Movers	0		
11-9111.00	Medical and Health Services Managers	14	2009	- Delete

Other Matching Information
Salary: Yearly 45,000 In School: N Will Work Sat: Y
Commission: N Shifts: DE School Years: 17 Will Work Sun: Y
Drivers Lic: A Will Work: FP Type of Degree: M Domestic Job: N
Endorsements: Air Brake Passenger Double/Trip Trailer School Bus Hazardous Material Tank Vehicle Lifting: 4 Car Access: Y Will Relocate: N Live In: Y

Registers
LVER SPRINGFIELD PLACED APR-JUN + Add - Delete

Veteran Information
Vet Status: V - Regular Served in Campaign

Skills/Tools
Data Entry + Add Medical Terminology + Add Computer Literate - Delete Microsoft EXCEL

Desired Counties to Work
Christian + Add Dade - Delete Dallas Douglas

Clerical Test
Net Typing: Gross: Accuracy:

30 Save Cancel

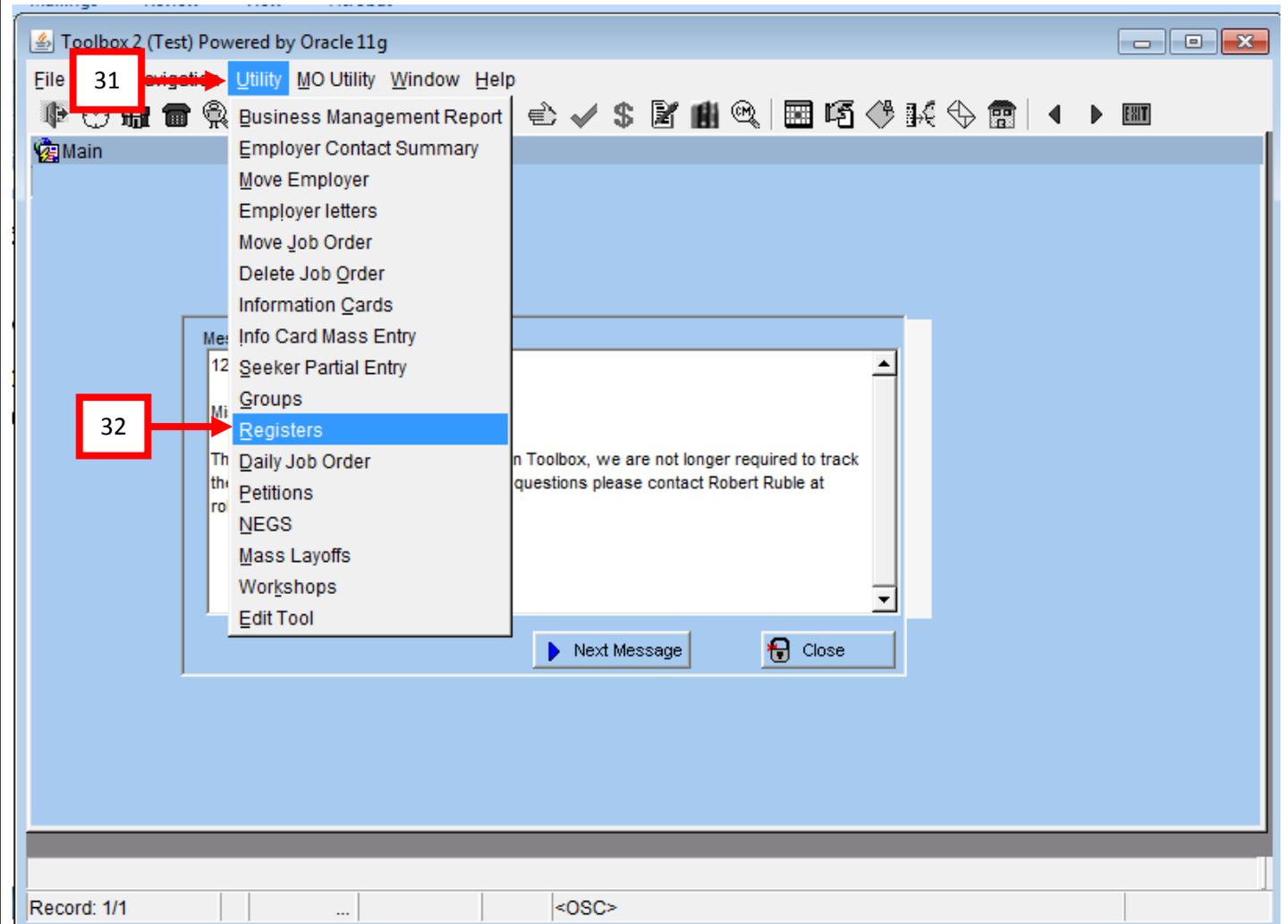
Description of the register code (LOV)
Record: 1/1 ... List of Valu... <OSC>

Extracting Placed Veterans using a Register (Complete Question #2)

Total number of veterans who entered employment through your efforts this quarter?

31. Click **Utility**

32. Choose **Registers**



- 33. Enter name of Register you are searching for in the **Title** field
- 34. Click **Search** button

The screenshot shows the 'Registers' application window. At the top, there is a menu bar with 'File', 'Edit', 'Navigation', 'Utility', 'MO Utility', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. A red box labeled '34' highlights the 'Search' button in the toolbar. Below the toolbar is the 'Registers' section, which contains a search form. The search form has a 'Title' field with the text 'LVER SPRING' entered. A red box labeled '33' highlights the 'Title' field. To the right of the 'Title' field are 'Code' and 'Office' fields, and a 'Search' button. Below the search form is a table with the following columns: 'Code', 'Type', 'Office', 'Active', 'Inactive', '# JO', '# Emp', and '#Skr'. The table is currently empty. At the bottom of the window, there is a toolbar with buttons for 'Print', 'Export', 'Add', 'Clear', 'Delete', 'Save', 'Cancel', and 'Close'. Below the toolbar is a status bar with the text 'Enter Register Title to search for' and 'Record: 1/1'.

38. **Job Orders** and **Employers** is grayed out (none tied to the register)

39. **Seekers** is checked and active

40. Click **Export** button

Registers

Register Search
Title: LVER SPRING Code: Office: Search
 Include State Registers

Register	Code	Type	Office	Active	Inactive	# JO	# Emp	#Skr
LVER SPRINGFIELD PLACED APR-JUN						0	0	1
LVER SPRINGFIELD PLACED JAN-MAR						0	0	0
LVER SPRINGFIELD PLACED JUL-SEP						0	0	0
LVER SPRINGFIELD PLACED OCT-DEC						0	0	0

Export Registers
Register: LVER SPRINGFIELD PLACED APR-JUN

Job Orders
 Employers
 Seekers

EXPORT Cancel

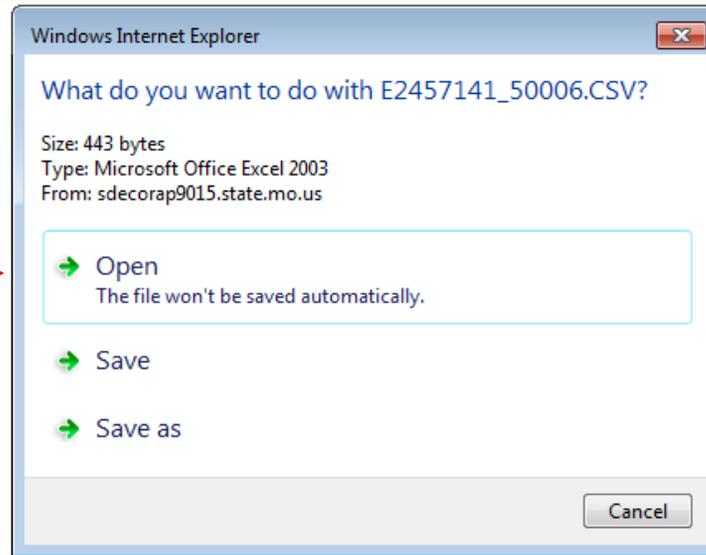
Self Service Registration Step: Self-Service Search String:

Print Export Add Clear Delete Save Cancel Close

Record: 1/1 <OSC>

41. Click **Open**

41 →

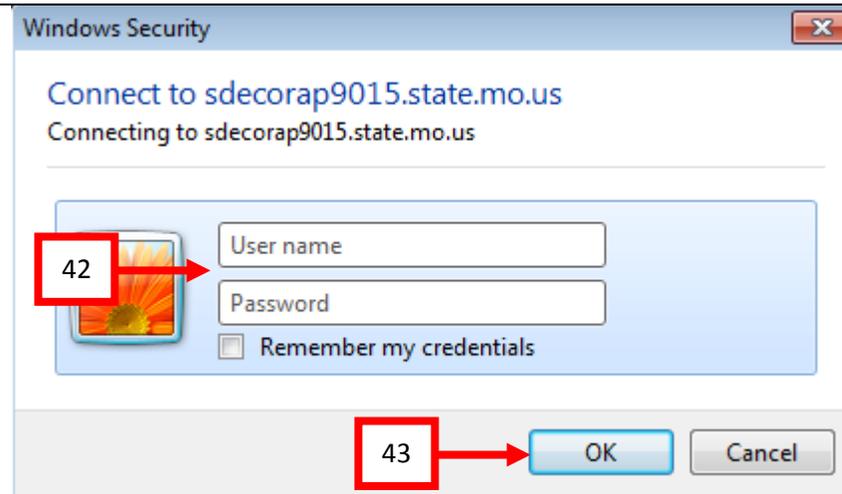


42. Enter your login **Credentials**

43. Click **Ok** button

42 →

43 →



44. Excel displays customer appid
id, name, & phone number

