

# Ohio's Workforce System

## Instructional Documentation

### Subject: View SSN Button

### Date: September 29, 2011

On the Workforce Systems 'Basic Intake' general tab a 'View SSN' button has been added to give agents the ability to view the seekers full SSN. The SSN will be viewable on the screen for approximately for 9 seconds, after the 'View SSN' button has been clicked on.

The screenshot displays the 'Basic Intake - General' form for a seeker named GUMP, FORREST. The form is titled 'Seeker Data' and includes various fields for personal and contact information. A red arrow points to the 'View SSN' button located next to the SSN field. The form also includes a 'Delete Case' button and a table for 'Program Involvement'.

Program Type	Status	Status Date	Start Date	Close Date
LABOR EXCHANGE	EXITED	10/28/2010	09/28/2007	10/28/2010