

Searching for a New Business Jacket in OSOS

1. To search for a new business jacket navigate to the **Employer Search** section of the Employer tab in OSOS.

The screenshot shows the OSOS interface for searching employers. The top navigation bar includes tabs for CUSTOMER, PROVIDER, EMPLOYER (selected), STAFF, and HELP. Below this, the EMPLOYER tab is active, and the 'Employer Search' sub-tab is selected. The search area contains an 'Employer ID' input field with a text area below it for pasting multiple IDs, and an 'Employer Name' input field. Below the search area is a table with columns: Company, Create Office, FEN, City, Created, and Age. The table is currently empty. At the bottom, there is an 'Options' bar with buttons for Search, Clear, Detail, Comments, Correspond, Assign to List, Add to CL, Show Contacts, and New.

2. Next select the **General Info** tab within the Employer Search section. Enter Today's Date in the **Create Date Range From/Thru** to search for new business jackets created today. Searches can also be done for a range of dates e.g., the current week. Search results can be narrowed based on City, State, Zip, and County. Click **Search** at the bottom of the window after entering all desired parameters.

The screenshot shows the 'Employer Search' interface with the 'General Info' tab selected. The 'Create Date Range From' field is highlighted with a yellow box and the text 'Enter Today's Date'. A blue arrow points to the 'Search' button at the bottom.

3. The result is a list of new businesses for potential outreach.

<input type="checkbox"/>	Company	Create Office	FEIN	City	Created	Age
<input type="checkbox"/>	Butera's Towing	JAMESTOWN -		Jamestown	06/13/2023	0
<input type="checkbox"/>	Coffee Connection	ROCHESTER		Rochester	06/13/2023	0
<input type="checkbox"/>	DARR Construction Equipmer	HICKSVILLE		Bayport	06/13/2023	0
<input type="checkbox"/>	Pugliese Vineyards	PATCHOGUE		Cutchogue	06/13/2023	0
<input type="checkbox"/>	Railroad Museum of Long Isla	PATCHOGUE		Greenport	06/13/2023	0
<input type="checkbox"/>	Raphael	PATCHOGUE		Peconic	06/13/2023	0
<input type="checkbox"/>	Renewable Energy Lonf Island	PATCHOGUE		East Hampton	06/13/2023	0
<input type="checkbox"/>	ROAD USA LLC	NYE22 Schom		NEWYORK	06/13/2023	0