Duplicate SSN Details Report

Knowledge Base Article

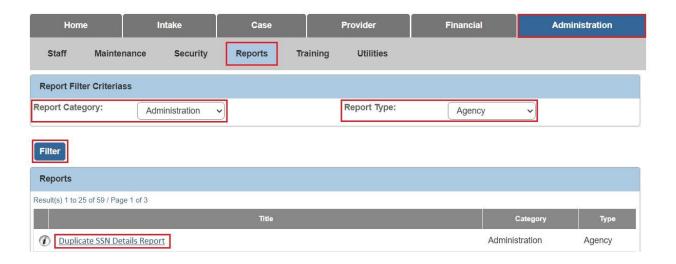# Table of Contents

Overview

This article describes how to run the **Duplicate SSN Details** Report within the Ohio SACWIS system. This report is designed to capture two or more Person records that have the same SSN.

Important: A security user group assignment of **SSN Administrator** is required to run the **Duplicate SSN Details** Report.

Navigating to the Duplicate SSN Details Report

Follow the steps below to run the **Duplicate SSN Details** report.

1. On the Ohio SACWIS **Home** page, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Search Criteria** screen appears.
3. Select **Administration** from the **Report Category** dropdown list.
4. Select **Agency** from the **Report Type** dropdown list.
5. Click the **Filter** button.
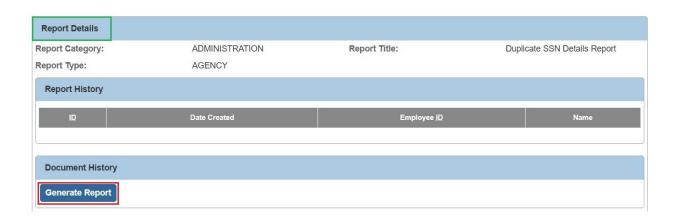6. Click the **Duplicate SSN Details Report**, link.

The **Report Details** screen appears.

Duplicate SSN Details Report

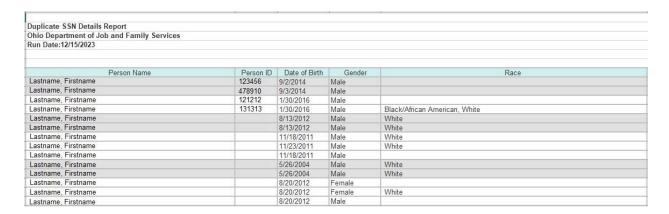1. Click the **Generate Report** button.

A **File Download** screen appears asking if you want to open or save the report.

1. Click the **Open** File link.

As shown in the example below, the report appears displaying all of the details for the **Duplicate SSN Details Reports**.

Duplicate SSN Details Report
Ohio Department of Job and Family Services
Run Date:12/15/2023

Person Name	Person ID	Date of Birth	Gender	Race
Lastname, Firstname	123456	9/2/2014	Male	
Lastname, Firstname	478910	9/3/2014	Male	
Lastname, Firstname	121212	1/30/2016	Male	
Lastname, Firstname	131313	1/30/2016	Male	Black/African American, White
Lastname, Firstname		8/13/2012	Male	White
Lastname, Firstname		8/13/2012	Male	White
Lastname, Firstname		11/18/2011	Male	White
Lastname, Firstname		11/23/2011	Male	White
Lastname, Firstname		11/18/2011	Male	
Lastname, Firstname		5/26/2004	Male	White
Lastname, Firstname		5/26/2004	Male	White
Lastname, Firstname		8/20/2012	Female	
Lastname, Firstname		8/20/2012	Female	White
Lastname, Firstname		8/20/2012	Male	

Ohio Department of Children & Youth

Duplicate SSN Details Report

2. If needed, **Save** the report.

Ohio SACWIS

Test, Worker / Switch Profile / Log off
Ohio Department of Job and Family Services
UAT,1 / 4.31.0i
Last Login:

If New Window Does not Open in a few seconds - Click here to open report
Report Rpt609 has successfully run and the results displayed in a separate EXCEL window.

If you would like this report saved in the Report History, click the Save Button

Home ▾   Recent ▾   Search ▾   ? ▾

Save   Cancel

If you have additional questions pertaining to this Deployment Communication, please contact the Customer Care Center.

Department of Children & Youth

Last Revised: 07/08/2024