

IEBS User Matrix and Definitions

The following matrix outlines the permissions based on the group to which the user is assigned. Each user will be assigned to one group based upon their role in the workforce system.

Task	Super Users	State RRU	LWIA Admin	Local RR	IDES RR	Business Services	View only
LAYOFF	5305	5342	6770	14307		6769	5344
View Layoffs	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Edit Layoff in Draft Mode	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Approve Layoff	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Change Layoff Status	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Create WARN Layoff	Yes	Yes	No*	No*	No	No	No
Create Local Layoff (In Respective LWIA)	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Edit Layoff After Closed	Yes	No	Yes - Local	No	No	No	No
download Layoff Information	Yes	Yes	Yes	Yes	Yes	Yes	No
Questionnaire Access	Yes	Yes	Yes	Yes	No	No	No
Access Layoff Files	Yes	Yes	Yes	Yes	No	No	No
COMPANIES							
Search Companies (D&B)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Download Company Data (D&B)	Yes	Yes	Yes	Yes	No	Yes	No
LMI							
View LMI Data	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Download LMI Data	Yes	Yes	Yes	Yes	Yes	Yes	No
ADMINISTRATION							
Admin > Access Request & Approval Status**	Yes	No	Yes - Local	No	No	No	No
Admin > Search Users	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Admin > Search/Edit Partner Access List	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Admin > Search/Edit Unions	Yes	Yes	Yes - Local	Yes - Local	No	Search only	No
OUTREACH							
Add Events	Yes	Yes	Yes	Yes	No	Yes	No
Add Organizations	Yes	Yes	Yes	Yes	No	Yes	No
Add Occupations	Yes	Yes	Yes	Yes	No	Yes	No
Add Notes	Yes	Yes	Yes	Yes	No	Yes	No

View files on outreach items	Yes	Yes	Yes	Yes	Yes	Yes	No
View Organization info	Yes	Yes	Yes	Yes	Yes	Yes	No
View Occupation Info	Yes	Yes	Yes	Yes	Yes	Yes	No
View Notes	Yes	Yes	Yes	Yes	Yes	Yes	No
Download data	Yes	Yes	Yes	Yes	Yes	Yes	No
View Reports	Yes	Yes	Yes	Yes	Yes	Yes	No
Download Reports	Yes	Yes	Yes	Yes	Yes	Yes	No

* = with RRU approval. All official WARN correspondence received is reportable, therefore processed by the State Coordinator

** all user requests require approval by DCEO and LWIA Admin. Visit Illinoisworknet.com/iebs for access instructions

DCEO Admin (SuperUsers) – Super users have full access to the IEBS platform and its administrative options. Users also have the unique ability to Edit layoffs that have been closed out in the system. This is restricted to DCEO Management and IwN Staff as needed and requires explicit approval from DCEO Senior Management.

State Rapid Response Unit - State employees of the DCEO Rapid Response team. Responsible for managing all WARN designated layoffs in their LWIAs of jurisdiction and carrying out Rapid Response efforts alongside partners for dislocated workers affected by mass layoffs (including Trade and CEJA). Have full creation and edit access for all non-closed layoffs. Have access to view/download D&B Company Search information and full access to all Labor Market Information tools (with download restrictions). *Example titles of these group members may include Manpower Planner, Workforce Development Specialist or Rapid Response Coordinator.*

Rapid Response – Local Area - Responsible for managing all LOCAL designated layoff activity in their LWIAs of jurisdiction and carrying out Rapid Response efforts for dislocated workers affected by workforce reductions. This includes local and state events in conjunction with the DCEO Rapid Response team. Responsible for responding and updating all questionnaires from respective layoffs. Have full creation and edit access for all LOCAL layoffs in their LWIAs and access to record WARN follow-up activity to support dislocated workers. Have access to D&B Company Search information and full access to Labor Market Information tools. *Example titles of these group members might include Business Service representative, Program Manager or Program Coordinator.*

Business Services and IDES Rapid Response– Core WIOA Partners of Integrated Business Service Teams have access have access to view/download D&B Company Search information and full access to all Labor Market Information tools (with download restrictions). Additionally, users have view-only access to all layoff information. This includes IDES RR support for local and state events in conjunction with the DCEO Rapid Response team. *Example titles of these group members might include Navigator, Business Services Team, Economic Development, IDES titles.*

LWIA Admin - Responsible for oversight of all LOCAL designated layoffs in their LWIAs of jurisdiction and carrying out Dislocated Worker, Rapid Response and Business Service efforts (sometimes in conjunction with the DCEO Rapid Response team) for dislocated workers affected by business closures and layoffs in their LWIAs. Have local system access (including Layoff, D&B and LMI tools) to ensure compliance and oversight of local Rapid Response and Business Service activities. *Example titles of these group members might include Executive Director, Program Director or LWIA Administrator.*

View Only – Restricted view-only access to all layoff information, D&B Company Search information, and Labor Market Information tools. Users cannot export any information for offline use. *Must be associated with local area or DCEO grantee. Example titles of these group members might include any title not listed above.*