

## Purpose:

The agency has access upload files at both the grantee level and the customer level.

## Who Enters/Maintains Data

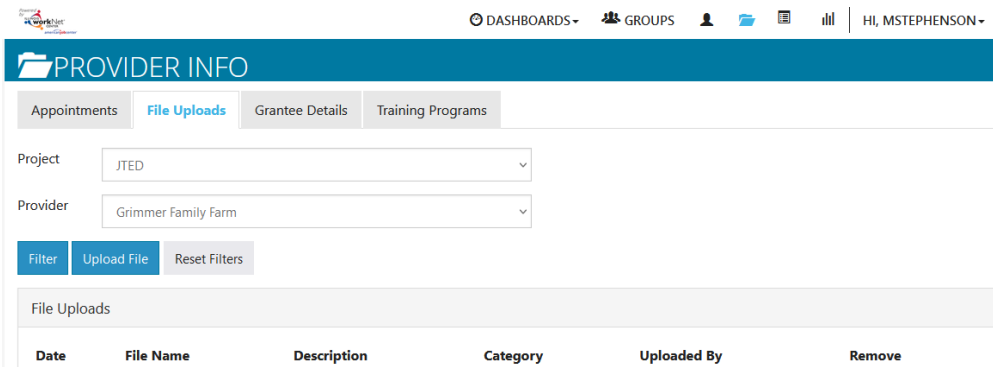
- **Grantee/Provider Staff** uploads documentation related to the grant, training program information, employers, worksite information, placements, and response to monitoring. Documents can be uploaded at both the grantee level and customer level. Grantees will only be able to upload documents for their agency.
- **State Level Staff** can view and upload documentation at both the grantee level and customer level for the Climate Works program.

## Upload Files at the Grantee Level

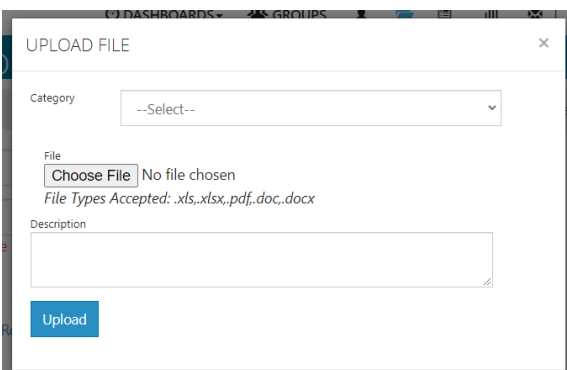
1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard** and select **Customer Support Center/IWIS** in the partner section.
3. Select **Provider Info** and then select **File Uploads**.

These are typically files that are associated with your agency, grant or staff – NOT individual customers.

1. Select the **Project** and select **Provider** if you have access to more than one provider.
2. Click **Upload File**
3. Select type of upload category
4. Select a file to upload
5. Add a description of the file so that each file doesn't have to be opened.
6. Click the **Upload** button.



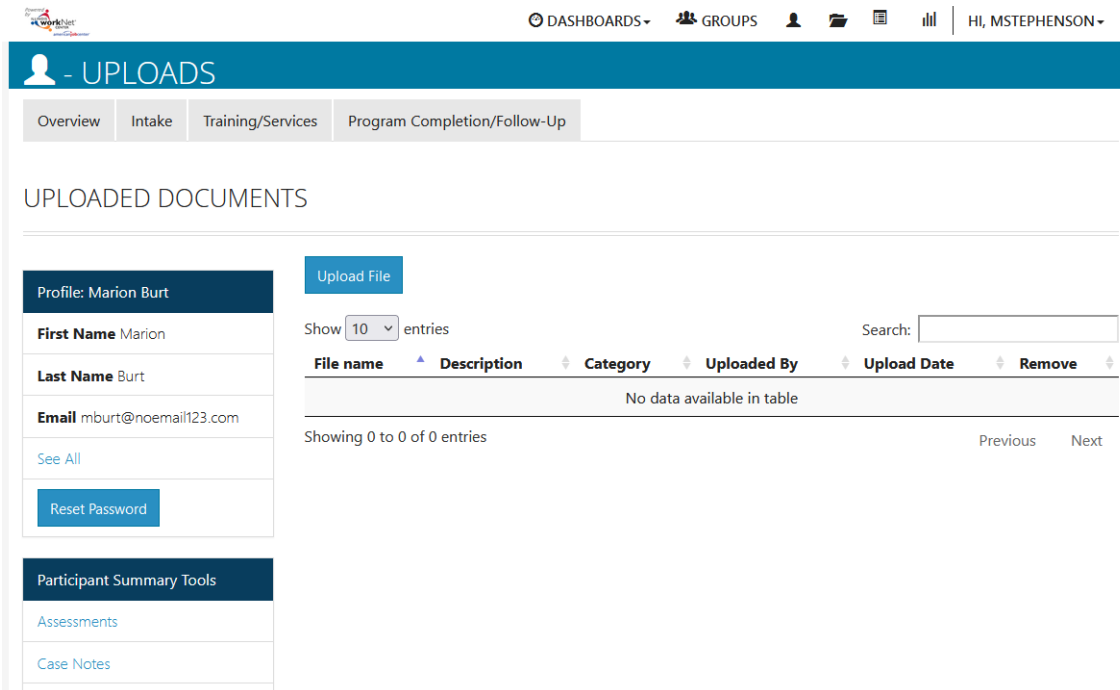
The screenshot shows the 'PROVIDER INFO' section with a 'File Uploads' tab selected. Below the tabs, there are dropdown menus for 'Project' (JTED) and 'Provider' (Grimmer Family Farm). There are buttons for 'Filter', 'Upload File', and 'Reset Filters'. Below this is a table with the following columns: Date, File Name, Description, Category, Uploaded By, and Remove.



The screenshot shows the 'UPLOAD FILE' modal window. It contains a 'Category' dropdown menu with '--Select--' selected. Below it is a 'File' section with a 'Choose File' button and the text 'No file chosen'. Underneath, it says 'File Types Accepted: .xls,.xlsx,.pdf,.doc,.docx'. There is a 'Description' text area and an 'Upload' button at the bottom.

## Upload Files at the Customer Level

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard** then select **Dashboard/Partner Tools**.
3. Select **Customer Support Center/IWIS** in the partner tools section.
4. Click Groups and **select the Climate Works Project Group**.
5. Select a **customer** and then select the **Uploads** in the Summary Tools.
6. Select Upload File.
7. Select type of upload category
8. Select a file to upload
9. Add a description of the file so that each file doesn't have to be opened.
10. Click the **Upload** button



The screenshot shows the 'UPLOADS' page for user Marion Burt. The page has a navigation bar with 'DASHBOARDS', 'GROUPS', and a user profile icon. Below the navigation bar, there are tabs for 'Overview', 'Intake', 'Training/Services', and 'Program Completion/Follow-Up'. The main content area is titled 'UPLOADED DOCUMENTS' and features an 'Upload File' button. Below the button, there is a search bar and a table with columns: File name, Description, Category, Uploaded By, Upload Date, and Remove. The table currently displays 'No data available in table'. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' navigation options. On the left side, there is a profile summary for Marion Burt, including fields for First Name, Last Name, Email, and a 'Reset Password' button. Below the profile, there are 'Participant Summary Tools' such as 'Assessments' and 'Case Notes'.

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For more information please refer to the footer at the bottom of any webpage at [illinoisworknet.com](http://illinoisworknet.com).