

Purpose:

In the Illinois Works Reporting System, grantees have the ability to add participants manually. With the addition of the upload feature, users may now use an Excel template to import up to 100 participants.

Who Enters/Maintains Data

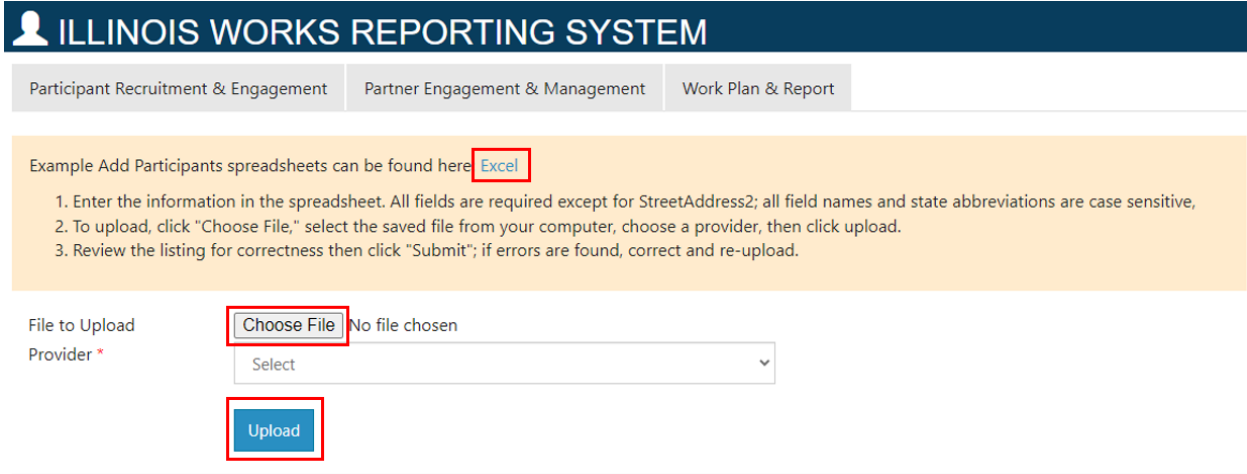
- **Grantee Program Administrators** enters local demographic information, training program information, employers, worksite information, placements, and uploads payroll.

Access the Upload

- Log into illinoisworknet.com.
- Select **My Dashboard** and select **Customer Support Center/IWIS**.
- Select **IL Works**
- Select the button labeled **Upload Customers**

The screenshot shows the 'ILLINOIS WORKS REPORTING SYSTEM' dashboard. At the top, there are three tabs: 'Participant Recruitment & Engagement' (active), 'Partner Engagement & Management', and 'Work Plan & Report'. Below the tabs are several input fields: 'Name' (text box with a red 'x' icon), 'Intermediary/Provider' (dropdown menu), 'Customer Status' (dropdown menu), 'FY' (text box), 'Cohort Name' (text box), and 'WorkNet Id' (text box). At the bottom, there are three buttons: 'Search', 'Export', and 'Student Support Needs Report'. To the right, there are two buttons: 'Upload Customers' (highlighted with a green box) and 'Add Participant'. Below the buttons, there is a 'Show 10 entries' dropdown. A table header is visible with columns: 'Customer Status', 'WorkNet Id', 'Last Name', 'First Name', 'Provider', and 'Cohort'. Below the header, there is a message: 'Use the filters above to load a list of participants.' At the bottom left, it says 'No entries to show'. At the bottom right, there are 'Previous' and 'Next' navigation links.

On the next screen, you may download the Excel template to import participants.



The screenshot shows the 'ILLINOIS WORKS REPORTING SYSTEM' interface. It has three tabs: 'Participant Recruitment & Engagement', 'Partner Engagement & Management', and 'Work Plan & Report'. Below the tabs is a yellow box with instructions: 'Example Add Participants spreadsheets can be found here [Excel](#)'. The instructions are: 1. Enter the information in the spreadsheet. All fields are required except for StreetAddress2; all field names and state abbreviations are case sensitive, 2. To upload, click "Choose File," select the saved file from your computer, choose a provider, then click upload. 3. Review the listing for correctness then click "Submit"; if errors are found, correct and re-upload. Below the instructions is a form with 'File to Upload' (a 'Choose File' button and 'No file chosen' text), 'Provider *' (a dropdown menu with 'Select'), and an 'Upload' button.

The template includes example text and selections that can you update with participant information.

The fields are:

- First Name
- Last Name
- Phone
- Email
- Type
- Do you have an interest in making a career in the construction industry?
- Do you have the availability to attend the program?
- Do you have a High School Diploma or GED/HISET or are you applying for a high school-based program?
- Are you at least 18 years of age?
- Are you an Illinois Resident?
- How did you hear about this program?
- Prescreening Result



- Prescreening Date
- Sex
- Races

Note: In prescreening there are two questions that are multiselect, “How did you hear about this program?” and “Races”. In the template you may only select one answer per participant. However, you can select more as needed after they have been uploaded before reaching the participant’s application.

Once the template has been updated and saved you can upload it by selecting the **Choose File** button. Then, press the **Upload** button.

On the next page, you will see a summary page of the participants you have uploaded. If there are any issues with the data, a message will appear on the screen and identify which participant(s) needs to be updated in the template.

Note: The data must be accurate for all participants and all fields in order for the upload to be completed. There are no partial uploads.

Participant Recruitment & Engagement				Partner Engagement & Management				Work Plan & Report						
First Name	Last Name	Phone	Email Address	Race	Gender	Type	Interest in Construction	Can Attend	Attained GED	Is 18	Is Illinois Resident	Referrer	PreScreening Result	PreScreening Date
Ad	Apple	217-985-4512	example141@noemail.com	Asian	1	0	False	False	False	False	False	Email	0	8/1/2024 12:00:00 AM
Bea	Banana	217-985-4512	example2522@noemail.com	White	2	1	False	False	True	True	True	TV	0	8/3/2024 12:00:00 AM
Chichi	Carrot	217-303-5252	example34242@noemail.com	Hispanic	4	2	True	True	True	True	True	Radio	1	8/15/2024 12:00:00 AM
Darnell	Orange	217-985-4512	example4424@noemail.com	Prefer not to answer	3	3	True	True	True	True	True	American Job Center	2	8/20/2024 12:00:00 AM

Select the **Submit** button below the participant information.

On the next screen you will see a note that “The following participants were successfully added to your customer list.”

Select the **Return to Participant List** to return to the IWRS landing page.



Successful Upload:

The following participants were successfully added to your customer list.

First Name	Last Name	Phone	Email Address	Race	Gender	Type	Interest in Construction	Can Attend	Attained GED	Is 18	Is Illinois Resident	Referrer	PreScreening Result	PreScreening Date
Ad	Apple	217-985-4512	example141@noemail.com	Asian	1	0	False	False	False	False	False	Email	0	8/1/2024 12:00:00 AM
Bea	Banana	217-985-4512	example2522@noemail.com	White	2	1	False	False	True	True	True	TV	0	8/3/2024 12:00:00 AM
Chichi	Carrot	217-303-5252	example34242@noemail.com	Hispanic	4	2	True	True	True	True	True	Radio	1	8/15/2024 12:00:00 AM
Darnell	Orange	217-985-4512	example4424@noemail.com	Prefer not to answer	3	3	True	True	True	True	True	American Job Center	2	8/20/2024 12:00:00 AM

[Return to Participant List](#)

Unsuccessful Upload:

At least one error was encountered on the upload. Please correct the errors and resubmit.

First Name	Last Name	Phone	Email Address	Race	Gender	Type	Interest in Construction	Can Attend	Attained GED	Is 18	Is Illinois Resident	Referrer	PreScreening Result	PreScreening Date
Ad	Apple	217-985-4512	example141@noemail.com	Asian	1	0	False	False	False	False	False	Email	0	8/1/2024 12:00:00 AM

This participant already exists. Remove this participant from your file and upload again.