**Preparing the LWIA Sample File Lists**

***This report is found in ACME and lists the sample files you have already selected for 1Y, 1A, 1D, Trade. IWT participants will also be listed on this report.***

1. In ACME, go to your LWIA Event Home Page.
2. Click on “Reports” from the headings at the top left of the screen.
3. Click on “Report 21- Sample List”
4. At the top of the screen, right next to the word “Next” is an EXPORT icon. Drop the menu down and select “PDF”.
5. Click “OPEN” at bottom of screen
6. Save file as “LWIA XX PY20 Sample File List”

**A separate sample file list will be created for OJT, WEX, IWT projects, and DWG/Other special grants (if applicable). The form you will use for these files is called “LWIA Blank Sample File list for WEX-OJT-IWT.xlsx”. Simply fill in the information from the files you selected in these areas and complete the boxes on the form. Save as “LWIA XX Sample File List for OJT-WEX-IWT.” Note: If you are also monitoring DWG or any special grants files, you can list those participants on this form as well.**

**For Remote Monitoring, both of these file sample lists will be emailed to the LWIA seven (7) working days prior to the Entrance Conference. This allows the LWIA to have ample time to obtain all of the files, break them down, and prepare for uploading documents into IWDS.**

**In addition to emailing the sample file lists, the Remote Monitoring Checklist Guides will also be sent to the LWIA at the same time. These Checklist Guides can be found on the S Drive under the “Remote Monitoring” folder. Click on the subfolder “REMOTE MONITORING CHECKLIST GUIDES” and select all 4 of these checklist guides to be included in the email to the LWIA in addition to their two Sample File Lists.**

**NOTE: Add Sample File Lists into ACME in 1st Document box**