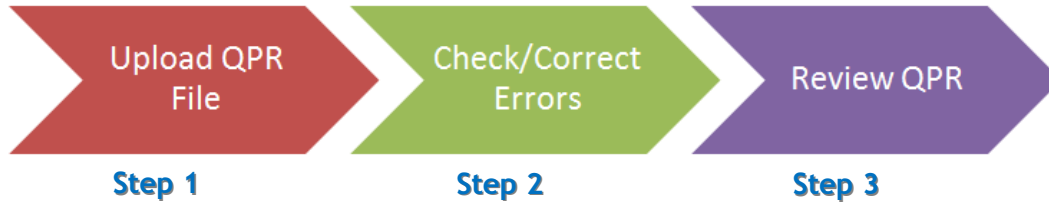



# USING WIPS AS A GRANTEE



## Step 1 – Uploading Your Report

- Select **FILE UPLOAD** from WIPS tab bar 
- Select **Program Name** menu and choose program
- Select **Quarter End Date** menu and choose date

### Upload Report

Select the applicable Program, Quarter and Choose a File to upload.

\* Program Name

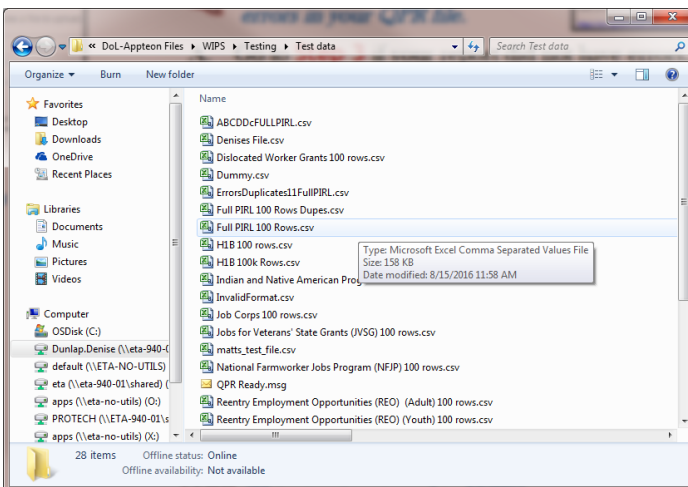
\* Quarter End Date   
Select the applicable quarter.

\* Choose a File  No file chosen

*The asterisk ( \*) indicates a required field.*

- Click **Choose File** button to upload file, which brings up windows explorer browser

**TIP** Your report file must be in comma-separated values (CSV) or text (TXT) format.



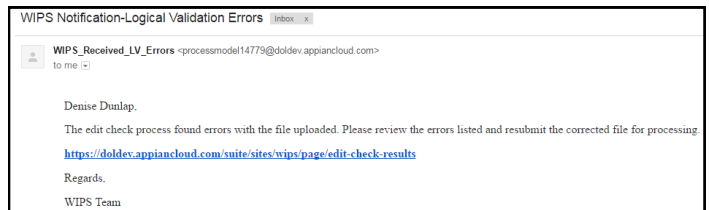
- Click **Submit** button to complete report file upload process  
*Onscreen message will state if file upload succeeded.*

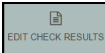
**TIP** WIPS will check for errors and send email when complete. Process may take several minutes.

- Click **Continue** button

## Step 2 – Checking and Correcting Errors in Your QPR File

**TIP** WIPS will send emails if you have errors in your QPR file.



- Go to **Step 3** if your report did not have errors, otherwise proceed to B
- Select **EDIT CHECK RESULTS** from WIPS tab bar 
- View errors by selecting numeric hyperlinks under **Total Errors** and/or **Total Duplicates** (see sample in *Figure 1* below)

Quarter Ending Date	Total Errors	Total Duplicates	Total Warnings	File Import Date
6/30/2016	46	2		9/9/2016 3:35 PM EDT
12/31/2015				9/8/2016 1:20 PM EDT
3/31/2016				9/8/2016 1:20 PM EDT

- Edit and save your QPR file to correct errors

**TIP** This step is external to WIPS.

- Return to **Step 1**

### Workforce Integrated Performance System (WIPS)

<< Back to Edit Check Results Overview

**Selected File Detail**

Click the Value of Total Errors, Total Duplicates or Total Warnings to view the error details of the file.

File Name	Program	Reporting Year	Reporting Quarter	Total Errors	Total Duplicates	Total Warnings	File Import Date
ErrorsDuplicates1FullPIRL.csv	WIASPR	2016	4	46	2		9/9/2016 3:35 PM EDT

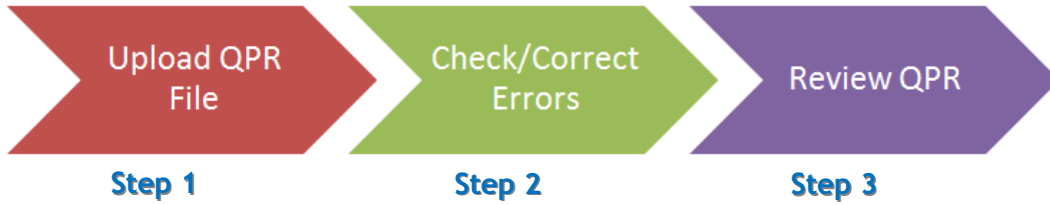
**Edit Check Error Summary**

Click the Value of Element No. to display the details of the edit-check results.

Element No.	Element Name	Error Description	Count of Errors
1000	Date of First Basic Career Service (Self-Serviced)	This element must be a date formatted as YYYYMMDD. This element may contain no more than 8 characters.	11
1001	Date of First Basic Career Service (Staff-Assisted)	This element must be a date formatted as YYYYMMDD. This element may contain no more than 8 characters.	11
201	Sex	This element may only contain numeric characters. This element may contain no more than 1 characters. This element must be one of the following values: 1,2,3	5
213	Black / African American (WIOA)	This element may only contain numeric characters. This element may contain no more than 1 characters. This element must contain one of the following values: 1,0,9	5
1320	Post Grant Recipient	This element may only contain numeric characters. This element may contain no more than 1 characters. This element must contain one of the following values: 1,0	5

Figure 1, Edit Check Error Summary Sample

# USING WIPS AS A GRANTEE



## Step 3 – Reviewing Your Uploaded QPR

- A. Select **QUARTERLY REPORTS** in WIPS tab bar
- B. Find recent report uploaded under **Current Quarter** section



**TIP** Earlier uploaded reports should appear under the *Previous Reporting Period* section.

- C. Open uploaded report by selecting hyperlink under **Status** in **Current Reporting Period** section

Status	Program	Reporting Year	Quarter End Date
Not Certified	Reintegration of Ex-Offenders Adult	2016	06/30
Not Certified	WIOA Youth	2016	06/30
Not Certified	TAA	2016	06/30
Not Certified	Full PIRL	2016	06/30
Certified	WIOA_WP_DWG	2016	06/30

## Step 3 – Reviewing Your Uploaded QPR (cont.)

- D. Confirm accuracy of information

**TIP** Display by *View All Sections (default)* or *View by Section (see Figure 2 for sample)* to see QPR data.

PY 2016 Qtr 6/30/2016 Performance Report for Full PIRL Program1251

Time Period\* Quarterly Rolling 4 Quarters Program to Date Reporting Period Covered 4/1/2016-6/30/2016

View All Sections View By Section

**Summary Information**

A. Summary Information

Performance Items	Adults	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
1. Total Exits	0	0	0	0	0	2
2. Total Participants Served	2	2	6	10	10	10
3. Total Reportable Individuals				0	0	

B. Participant Summary and Service Information

Sex

Performance Items	Adults	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
Male	0	1	1	2	2	2
Female	0	1	0	0	0	0

Ethnicity/Race

Performance Items	Adults	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
2a. Hispanic/Latino	0	1	2	3	3	

- E. Contact [WIOA.Feedback@dol.gov](mailto:WIOA.Feedback@dol.gov) if you find issues
- F. Click **Certify** button (see Figure 2) to send QPR for certification

**Getting Help**

To get help for WIPS, send an email to:

[WIOA.Feedback@dol.gov](mailto:WIOA.Feedback@dol.gov)

PY 2016 Qtr 6/30/2016 Performance Report for Full PIRL Program

Time Period\* Quarterly Rolling 4 Quarters Program to Date Reporting Period Covered 4/1/2016-6/30/2016

View All Sections View By Section

Summary Information Participant Summary & Services Information Employment Barrier Core Indicators of Performance Effectiveness in Serving Employers Common Exit

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	National Farmworker Program (NFP)	Indian and Native American Program (INA)	Reintegration of Ex-Offenders (Adult)	Reintegration of Ex-Offenders (Youth)	YouthBuild	HTB	Job Corps
Common Exit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Previous **Certify**

Figure 2, View By Section Sample