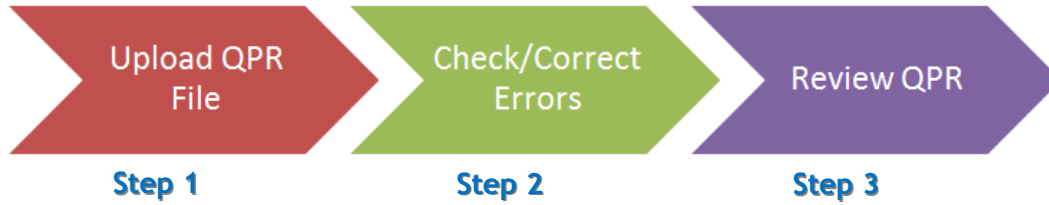



# USING WIPS AS A GRANTEE



## 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

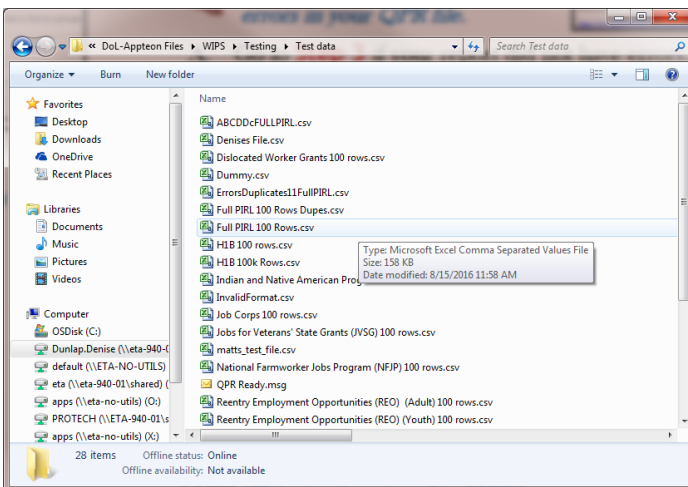
\* Quarter End Date   
Select the applicable quarter.

\* 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.*



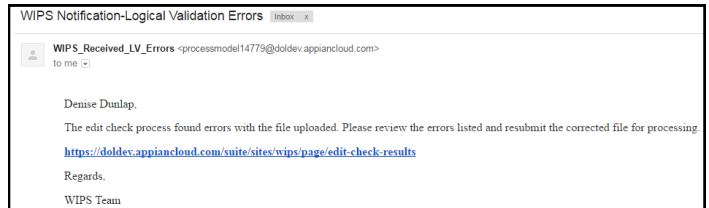
- Click **Submit** button to complete report file upload process  
*Onscreen message will state if file upload succeeded.*

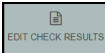
**TIP** *WIPS will check for errors and send email when complete. Process may take several minutes.*

- 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)

Selected File Detail

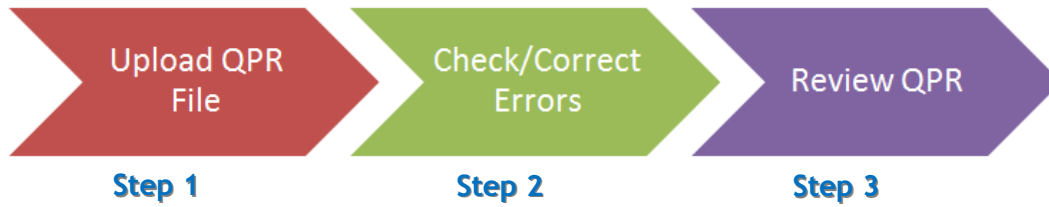
File Name	Program	Reporting Year	Reporting Quarter	Total Errors	Total Duplicates	Total Warnings	File Import Date
ErrorsDuplicates1FullPIRL.csv	WIASPR	2016	4	46	2		9/9/2016 3:35 PM EDT

Edit Check Error Summary

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			
<a href="#">View All Sections</a>			<a href="#">View By Section</a>			
<b>Summary Information</b>						
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	
Female	0	1	0	0	0	
Ethnicity/Race						
Performance Items						
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							
<a href="#">View All Sections</a>			<a href="#">View By Section</a>							
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"/>
<input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input type="button" value="Certify"/>										

Figure 2, View By Section Sample