USING WIPS AS A GRANTEE

https://dol.appiancloud.com/suite/sites/wips/

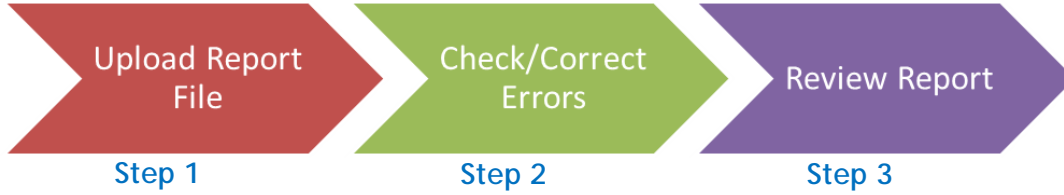| Upload Report File	Check/Correct Errors	Review Report
Step 1	Step 2	Step 3

Step 1 — Uploading Your Report

A. Select **FILE UPLOAD** from WIPS tab bar

B. Select **Schema Name** menu and choose schema

Note: You may only select schemas for programs linked to your user account (see your My WIPS Profile) when you have at least one program linked to your user account.
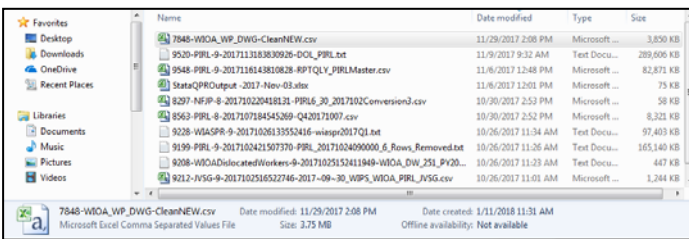
C. If you select multi-program schema, then you must choose at least one Target Program

Note: Multi-program schemas are Full PIRL, WIASPR, WIOA_WP_DWG and WIOA_WP.

D. Select **Quarter End Date** menu and choose date

Upload Report

Select the applicable Schema, Program(s), Quarter and File to upload. Note that the size of the file uploaded **must not** exceed 1GB.

* Schema Name: WIOA_WP_DWG

Select the Target Programs to specify which Edit Checks and Reports will be processed for the uploaded file.

* Target Program(s): Wagner-Peyser, WIOA Adult, WIOA Youth, WIOA Dislocated Worker, National Dislocated Worker Grants

* Quarter End Date: 12/31/2017

* Choose a File: UPLOAD Drop file here

The asterisk (*) indicates a required field.

You can only upload files for programs that are associated with your user account (see your My WIPS Profile). If you need the programs associated with your WIPS account updated, please contact WIOA.Feedback@dol.gov.

E. Click **UPLOAD** button to upload file, which brings up Windows Explorer browser

Note: You can also drag-and-drop a file in the box labeled Drop file here.

Name	Date modified	Type	Size
7848-WIOA_WP_DWG-CleanNEW.csv	11/29/2017 2:08 PM	Microsoft ...	3,850 KB
9520-PIRL-9-20171113183830926-DOL_PIRL.txt	11/9/2017 9:32 AM	Text Docu...	289,606 KB
9548-PIRL-9-20171116143810828-RPTQLY_PIRLMaster.csv	11/6/2017 12:48 PM	Microsoft ...	82,871 KB
StataQPROutput -2017-Nov-03.xlsx	11/6/2017 12:01 PM	Microsoft ...	75 KB
8297-NFJP-8-20171022041812,1-PIRL6_30_2017102Conversion3.csv	10/30/2017 2:53 PM	Microsoft ...	58 KB
8563-PIRL-8-20171022041812,1-PIRL6_30_2017102Conversion3.csv	10/30/2017 2:52 PM	Microsoft ...	8,321 KB
9228-WIASPR-9-20171026133552416-wiaspr2017Q1.txt	10/26/2017 11:34 AM	Text Docu...	97,403 KB
9199-PIRL-9-20171024215073570-PIRL_20171024090000_6_Rows_Removed.txt	10/26/2017 11:26 AM	Text Docu...	165,140 KB
9208-WIOADislocatedWorkers-9-20171025152411949-WIOA_DW_251_PY20...	10/26/2017 11:23 AM	Text Docu...	447 KB
9212-JVSG-9-20171025165222746-2017-09~30_WIPS_WIOA_PIRL_JVSG.csv	10/26/2017 11:01 AM	Microsoft ...	1,244 KB

7848-WIOA_WP_DWG-CleanNEW.csv Date modified: 11/29/2017 2:08 PM Date created: 1/11/2018 11:31 AM
Microsoft Excel Comma Separated Values File Size: 3.75 MB Offline availability: Not available

Note: Your report file must be in comma-separated values (CSV), text (TXT) or GNU Gzip compressed (GZ) format.

F. Click **SUBMIT** button to complete report file upload process

Note: Onscreen message will state if file upload succeeded. WIPS will check for errors and send email when complete. Process may take several minutes.

* Choose a File: 7848-WIOA_WP_DWG-CleanNEW4Q10
CSV – 3.76 MB

The asterisk (*) indicates a required field.

You can only upload files for programs that are associated with your user account (see your My WIPS Profile). If you need the programs associated with your WIPS account updated, please contact WIOA.Feedback@dol.gov.

CANCEL   SUBMIT

Step 2 — Checking and Correcting Errors in Your Report **File**

Note: WIPS will send emails if you have errors in your report file.

A. Go to **Step 3** if your report file did <u>not</u> have errors, otherwise proceed to B

Note: Reports are only generated when there are no Edit Check errors.

B. Select **EDIT CHECK RESULTS** from WIPS tab bar

Note: Edit Checks process in following order:
1. *Format Check (Column #) - Error stops processing (Format Error)*
2. *Valid Values - Errors stop processing (Total Errors)*
3. *Duplicate Rules - Errors continue processing (Total Duplicates)*
4. *Logical Rules - Errors stop processing (Total Errors)*
5. *Format Check (Program Flags) - Error stops processing (Format Error)*

Quarter End Date	Total Errors	Total Duplicates	Format Error
6/30/2017	0	0	None
6/30/2017			Invalid Column #
6/30/2017	0	0	No Program Flags
6/30/2017	2816	0	None

C. View errors by selecting numeric hyperlinks under **Total Errors** and/or **Total Duplicates**

D. Create error report by selecting **Export Errors** for Total Errors or **Export Duplicates** for Total Duplicates

Note: Export Errors creates Excel file with Summary and tabs for each Valid Value or Logical Rule with errors. You can also export Duplicate Errors. Use Download Link to save error report.
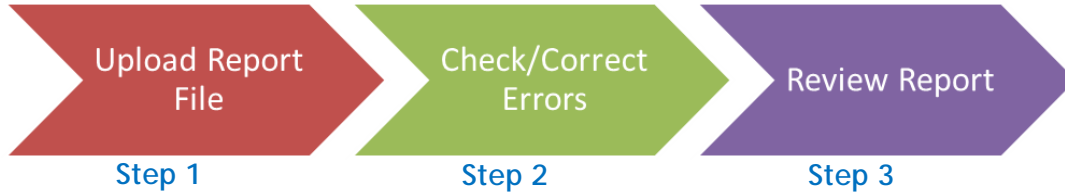
EXPORT ERRORS

Download Link

Edit Check Error Summary

Click the Error Element No. to display the details of the Error Results.

Element No.	Element Name	Error Description	Count of Errors
1507	Job Search Allowance -Total Costs (TAA)	D) IF numeric value of TAA Petition Number (PIRL 915) is < 70000, THEN Job Search Allowance -Total Costs (TAA) (PIRL 1507) must be <= 1250.00	2
1511	Date Received First Basic TRA payment	B) Date Received First Basic TRA payment (PIRL 1511) must be blank OR >= Date of First TAA Benefit or Service (PIRL 925)	3

E. Update and save your report file to correct errors

Note: This step is external to WIPS.
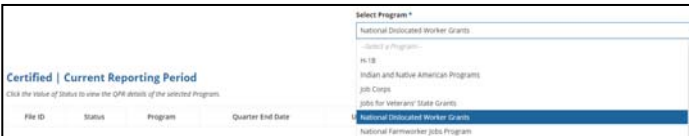
F. Return to **Step 1**

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Upload Report File	Check/Correct Errors	Review Report
Step 1	Step 2	Step 3

Step 3 — Reviewing Your Uploaded Report

A. Select **MY REPORTS** in WIPS tab bar [MY REPORTS icon]

B. Choose **Quarterly Performance Reports** or **Annual Performance Reports**

C. Use **Select Program** to view reports for specified program

Note: You may only select programs linked to your user account (see your My WIPS Profile) when you have at least one program linked to your user account.

[image: Select Program dropdown showing National Dislocated Worker Grants, H-1B, Indian and Native American Programs, Job Corps, Jobs for Veterans' State Grants, National Dislocated Worker Grants, National Farmworker Jobs Program — Certified | Current Reporting Period table]

D. Find recently generated report under **Not Certified |Current Reporting Period** section

Note: Certified reports for Current Reporting Period are at top. Uncertified reports for Current Reporting Period are in middle section. All reports for past quarters are in Previous Reporting Periods section.

E. Open report by selecting hyperlink under **Status** in **Not Certified|Current Reporting Period** section

Not Certified | Current Reporting Period

Click the Value of Status to view the QPR details of the selected Program.

Status	Program	Quarter End Date
Certification Overwritten	TAA	6/30/2017
Not Certified	WIOA Dislocated Worker	6/30/2017
Not Certified	Wagner-Peyser	6/30/2017
Certification Overwritten	Jobs for Veterans' State Grants	6/30/2017

Note: Only one Quarterly or Annual Performance Report for selected program within same quarter may be certified, so previously certified report's status will change to Certification Overwritten.

Step 3 — Reviewing Your Uploaded Report (cont.)

F. Confirm accuracy of information

Note: Where applicable supplemental reports, such as Local Area Report and DWG Quarterly Supplemental Report, are viewed by hyperlink on upper right of QPR.
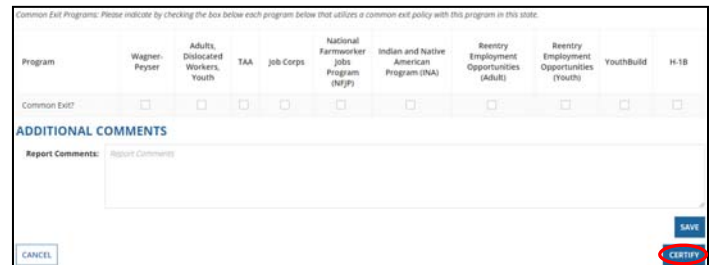
PY 2017 Qtr 9/30/2017
Performance Report for WIOA Adult   Local Area Report

Time Period *
○ Quarterly ○ Rolling 4 Quarters ○ Program to Date

Reporting Period Covered
7/1/2017-9/30/2017

View All Sections   View By Section   Print

A. SUMMARY INFORMATION

Performance Items		Adults	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period

G. Enter Report Comments at bottom of report and select **SAVE**

Note: Report comments are optional, except for TAA QPRs. Up to 1500 characters are allowed. Report comments MUST be saved prior to certifying the report or the comments will not be stored.

H. Click **CERTIFY** button to certify Quarterly or Annual Performance Report

Note: Quarterly Performance Reports for 4th quarter must be certified before associated Annual Performance Reports may be certified.

[image: Common Exit Programs table with columns Program, Wagner-Peyser, Adults/Dislocated Workers/Youth, TAA, Job Corps, National Farmworker Jobs Program (NFJP), Indian and Native American Program (INA), Reentry Employment Opportunities (Adult), Reentry Employment Opportunities (Youth), YouthBuild, H-1B; row Common Exit? with checkboxes; ADDITIONAL COMMENTS section with Report Comments field; CANCEL, SAVE, CERTIFY buttons]

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Viewing Your WIPS Profile

A. Select **MY WIPS PROFILE** in WIPS tab bar [MY WIPS PROFILE]

B. Verify Programs and States or Grant Numbers in **My Reports**

Note *Contact WIOA.Feedback@dol.gov to add or update the Programs associated to your WIPS user account.*

My Reports	
These are the Program(s) currently associated with your WIPS account. Please contact WIOA.Feedback@dol.gov to request Program(s) and associated State or Grant Number(s) to be assigned to your WIPS account.	
PROGRAM	↑ **STATE or GRANT NUMBER**
H-1B	Virginia
Indian and Native American Programs	Virginia
Job Corps	Virginia
Jobs for Veterans' State Grants	Virginia
National Dislocated Worker Grants	Virginia
National Farmworker Jobs Program	Virginia
Reentry Employment Opportunities(Adult)	Virginia
Reentry Employment Opportunities(Youth)	Virginia
TAA	Virginia
Wagner-Peyser	Virginia

Note *The Contact Info section in My WIPS Profile is not required.*

Getting Help

To get help for WIPS, send an email to:

WIOA.Feedback@dol.gov