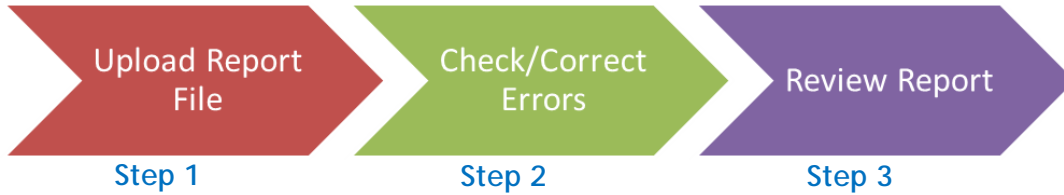



# USING WIPS AS A GRANTEE

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



## 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.

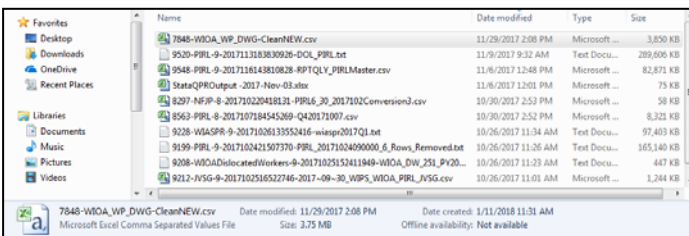
- C. If you select multi-program schema, then you must choose at least one Target Program

**Note** Multi-program schemas are Full PIRL, WIASPR, WIOA\_WP\_DWG and WIOA\_WP.

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

- 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.



**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.

## 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 not 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.

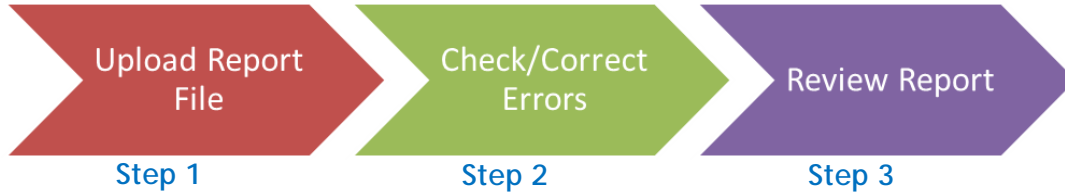
- E. Update and save your report file to correct errors

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


- F. Return to **Step 1**

# USING WIPS AS A GRANTEE

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## Step 3 – Reviewing Your Uploaded Report

- A. Select **MY REPORTS** in WIPS tab bar 
- 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.



- 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
<b>Not Certified</b>	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.

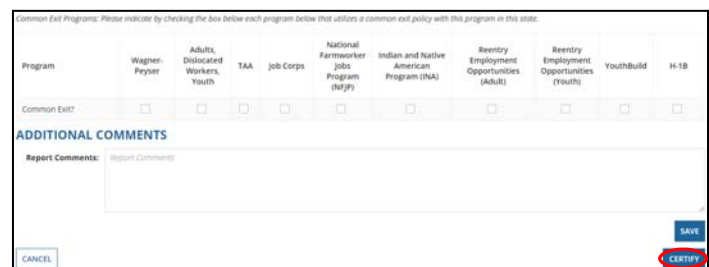


- G. Enter Report Comments at bottom of report and select **SAVE**

**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.



# USING WIPS AS A GRANTEE

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## Viewing Your WIPS Profile

- A. Select **MY WIPS PROFILE** in WIPS tab bar 
- B. Verify Programs and States or Grant Numbers in **My Reports**

**Note** Contact [WIOA.Feedback@dol.gov](mailto:WIOA.Feedback@dol.gov) to add or update the Programs associated to your WIPS user account.

My Reports

These are the Programs currently associated with your WIPS account. Please contact [WIOA.Feedback@dol.gov](mailto:WIOA.Feedback@dol.gov) to request Programs and associated State or Grant Numbers 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/Adults	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](mailto:WIOA.Feedback@dol.gov)