

# USING WIPS AS A PROGRAM USER

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



## View Program Dashboard

1. Select **PROGRAM DASHBOARD** from WIPS tab bar
2. Select **View Reports Linked to States** (default)



Region	State	Quarter End Date	Program	Status	User Full Name	User Email	Report ID	File ID
2	Virginia	12/31/2017	Wagner-Peyser	Not Certified	Fedorenko, Vladimir	vladimir.fedorenko@apptec.com	1929	1755
2	Virginia	12/31/2017	WIOA Adult	Not Certified	Fedorenko, Vladimir	vladimir.fedorenko@apptec.com	1930	1755
2	Virginia	12/31/2017	WIOA Dislocated Worker	Not Certified	Fedorenko, Vladimir	vladimir.fedorenko@apptec.com	1931	1755
2	Virginia	12/31/2017	WIOA Youth	Not Certified	Fedorenko, Vladimir	vladimir.fedorenko@apptec.com	1932	1755

3. Select **View Reports Linked to Grants**

**Note** *State column is replaced with Grant Type, Grant Number and Grantee Name columns.*

Grant Type	Grant Number	Grantee Name	Region	Quarter End Date	Program	Status	User Full Name	User Email	Report ID	File ID	Uploaded Date
America's Promise	HG-30142-17-60-A-1	The University of Alabama at Birmingham	3	12/31/2017	H-1B	Not Certified	Scheib, Gregory	scheib.gregory@dol.gov	10000016	1962	1/26/2018 8:40 AM EST
America's Promise	HG-30142-17-60-A-1	The University of Alabama at Birmingham	3	12/31/2017	H-1B	Not Certified	Neupane, Katie	neupane.katie@dol.gov	10000015	1957	1/25/2018 2:03 PM EST
Technique	HG-29342-16-60-A-55	Employ Milwaukee	5	12/31/2017	H-1B	Not Certified	Borchardt, Tyler	tyler.borchardt@employmilwaukee.org	10000014	1941	1/24/2018 11:22 AM EST
America's Promise	HG-30142-17-60-A-1	The University of Alabama at Birmingham	3	12/31/2017	H-1B	Not Certified	Neupane, Katie	neupane.katie@dol.gov	10000013	1930	1/23/2018 3:16 PM EST

**Note** *Reports are associated to States or Grants based on the uploading user's groups. Reports for Programs may display in States or Grants, based on WIPS profile of uploading users.*

4. Filter dashboard data by selecting one or more criteria:
  - **Report Type** [Default = Quarterly]
  - **Quarter End Date/Program Year** [Default = most recent quarter/program year]
  - **Uploaded By Date** [Default = current date]
  - **Region** [Default = all]
  - **State** [View Reports Linked to States only, Default = all]
  - **Program** [Default = all]
  - **Status** [Default = all]

## View Program Dashboard (continued)

**Note** *Report Type = Quarterly displays Quarter End Date filter, Report Type = Annual displays Program Year filter.*

Report Type	<input checked="" type="radio"/> Quarterly <input type="radio"/> Annual	Region	Select Region	Program	Select a Program
Quarter End Date	12/31/2017	State	Select State	Status	Select Status
Uploaded By Date	03/12/2018				

5. Select Status hyperlink, **Certified**, **Not Certified**, **Certification Overwritten** or **Not Certifiable**, to view specific Quarterly or Annual Report

**Note** *Not Certifiable status applies to Performance Reports that were generated from a previous file upload and a newer upload has at least one certified report.*

6. Review associated Quarterly or Annual Performance Report

Region	State	Quarter End Date	Program	Status	User Full Name	User Email	Report ID	File ID	Uploaded Date
2	Virginia	6/30/2017	WIOA Youth	Certification Overwritten	Fedorenko, Vladimir	vladimir.fedorenko@apptec.com	1222	1090	8/9/2017 10:41 AM EDT
2	Virginia	6/30/2017	National Dislocated Worker Grants	Certification Overwritten	Fedorenko, Vladimir	vladimir.fedorenko@apptec.com	1223	1090	8/9/2017 10:41 AM EDT
2	Virginia	6/30/2017	TAA	Certification Overwritten	Fedorenko, Vladimir	vladimir.fedorenko@apptec.com	1224	1090	8/9/2017 10:41 AM EDT
2	Virginia	6/30/2017	Jobs for Veterans' State Grants	Certification Overwritten	Fedorenko, Vladimir	vladimir.fedorenko@apptec.com	1225	1090	8/9/2017 10:41 AM EDT
2	Virginia	6/30/2017	Wagner-Peyser	<b>certified</b>	Dunlap, Denise	dunlap.denise@dol.gov	1201	1072	8/3/2017 3:52 PM EDT

**Getting Help**

To get help for WIPS, send an email to:

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

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## View State Status Dashboard

1. Select **STATE STATUS DASHBOARD** from WIPS tab bar
  2. Select **WIOA Core** for **Dashboard View** type [Default]
- Note** *WIOA Core displays data for WIOA Adult/Dislocated Worker/Youth and Wagner-Peyser, including National Certified Totals section.*

3. Select **User Defined** for **Dashboard View** and choose one or program(s) from **User Defined View**
- Note** *No data is displayed for User Defined view until at least one program is selected. National Certified Totals section not displayed for User Defined view.*

4. Filter the dashboard by selecting one or more criteria:
  - **Report Type** [Default = Quarterly]
  - **Quarter End Date/Program Year** [Default = most recent quarter/program year]
  - **Region** [Default = all]
  - **Status Date** [Default = current date]

**Note** *Report Type = Quarterly displays Quarter End Date filter, Report Type = Annual displays Program Year filter.*

## View State Status Dashboard (continued)

5. Select **Certified** Status hyperlink to view Quarterly or Annual Report
- Note** *Not Attempted = no file uploaded, Last Attempt on = Edit Check Errors for uploaded file(s), Generated = uncertified report(s) created, Certified = report certified. Hyperlink only available for Certified status, which includes certification date and time.*

Region	State	JVSG	DWG	NFPJ
Region 3	Alabama	Last Attempt on 01-24-2018 12:27 PM	Last Attempt on 01-24-2018 12:27 PM	Last Attempt on 01-24-2018 12:27 PM
Region 6	Alaska	Not Attempted	Not Attempted	Not Attempted
Region 6	American Samoa	Not Attempted	Not Attempted	Not Attempted
Region 6	Arizona	Not Attempted	Not Attempted	Not Attempted
Region 4	Arkansas	Not Attempted	Not Attempted	Not Attempted
Region 6	California	Last Attempt on 02-15-2018 11:30 AM	Last Attempt on 02-15-2018 11:30 AM	Last Attempt on 02-15-2018 11:30 AM
Region 4	Colorado	Not Attempted	Not Attempted	Not Attempted
Region 1	Connecticut	Not Attempted	Not Attempted	Not Attempted
Region 2	Delaware	Not Attempted	Not Attempted	Not Attempted
Region 2	District Of Columbia	Last Generated on 03-20-2018 02:36 PM	Certified on 01-31-2018 10:15 AM	Last Attempt on 03-30-2018 01:24 PM
Region 3	Florida	Not Attempted	Not Attempted	Not Attempted

6. Review associated Quarterly or Annual Report

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## Stored Filters

Stored Filters are available on the Program Dashboard and the State Status Dashboard.

### Creating New Filters

1. Select **Add** in Stored Filters to create new personal filter

Select **View Reports Linked to States** to view reports generated by users that are associated to State(s) in WIPS. Select **View Reports Linked to Grants** to view reports generated by users that are associated to Grant(s) in WIPS.

View Reports Linked to States or Grants \*

Report Type  Quarterly  Annual Region  Program

Quarter End Date  State  Status

Uploaded By Date

Select **Add**, enter a filter name, and select **Save** to create a new Stored Filter. **Close** removes the Enter a Filter Name input box from display. Update existing filter with **Edit**, delete existing filter with **Remove**, and return Program Dashboard to default values with **Clear All Filters**.

Stored Filters | **Add** | Clear All Filters

Select a Filter

2. Enter filter name, select **Save**, then **Close** to remove new box

**Note** *The new Stored Filter uses current selections of dashboard filters.*

Stored Filters | **Add** | Clear All Filters

Enter a Filter Name

Select a Filter

3. Use **Clear All Filters** to return dashboard to default settings

Select **Add**, enter a filter name, and select **Save** to create a new Stored Filter. **Close** removes the Enter a Filter Name input box from display. Update existing filter with **Edit**, delete existing filter with **Remove**, and return Program Dashboard to default values with **Clear All Filters**.

Stored Filters | **Add** | **Clear All Filters**

No Filter Added

4. Click in **Select a Filter** menu box and select new filter

**Note** *The selections of the filters are returned to the previous settings from the new Stored Filter.*

Select **Add**, enter a filter name, and select **Save** to create a new Stored Filter. **Close** removes the Enter a Filter Name input box from display. Update existing filter with **Edit**, delete existing filter with **Remove**, and return Program Dashboard to default values with **Clear All Filters**.

Stored Filters | **Add** | **Edit** | **Remove** | Clear All Filters

Filter Name

Filter Name	User Full Name	User Email	Report ID	File ID	Uploaded Date
WP 4 Reg 2 APR					
StateREOA_Q9/30					
GrantREOA_Q3/31					Available

## Stored Filters (continued)

### Editing Existing Filters

1. Click in **Select a Filter** menu box and select existing filter

Select **Add**, enter a filter name, and select **Save** to create a new Stored Filter. **Close** removes the Enter a Filter Name input box from display. Update existing filter with **Edit**, delete existing filter with **Remove**, and return Program Dashboard to default values with **Clear All Filters**.

Stored Filters | **Add** | **Edit** | **Remove** | Clear All Filters

Filter Name

Filter Name	User Full Name	User Email	Report ID	File ID	Uploaded Date
WP 4 Reg 2 APR					
StateREOA_Q9/30					
GrantREOA_Q3/31					Available

2. Select **Edit** to update an existing Stored Filter

3. Change filter options or filter name and select **Save**

Select **View Reports Linked to States** to view reports generated by users that are associated to State(s) in WIPS. Select **View Reports Linked to Grants** to view reports generated by users that are associated to Grant(s) in WIPS.

View Reports Linked to States or Grants \*

Report Type  Quarterly  Annual Region  Program

Quarter End Date  State  Status

Uploaded By Date

Select **Add**, enter a filter name, and select **Save** to create a new Stored Filter. **Close** removes the Enter a Filter Name input box from display. Update existing filter with **Edit**, delete existing filter with **Remove**, and return Program Dashboard to default values with **Clear All Filters**.

Stored Filters | **Add** | **Edit** | **Remove** | Clear All Filters

Edit the Filter

Filter Name

### Deleting Existing Filters

1. Click in **Select a Filter** menu box and select existing filter

2. Select **Remove** to delete currently selected Stored Filter

**Note** *There is no confirmation for Remove, so make sure that you have the correct Stored Filter selected before using Remove.*

Select **Add**, enter a filter name, and select **Save** to create a new Stored Filter. **Close** removes the Enter a Filter Name input box from display. Update existing filter with **Edit**, delete existing filter with **Remove**, and return Program Dashboard to default values with **Clear All Filters**.

Stored Filters | **Add** | **Edit** | **Remove** | Clear All Filters

Filter Name

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## View Program User Reports

### WIOA Adult and Youth Reports

1. Select **REPORTS** from WIPS tab bar
2. Select **WIOA Youth** (or **WIOA Adult**) report link



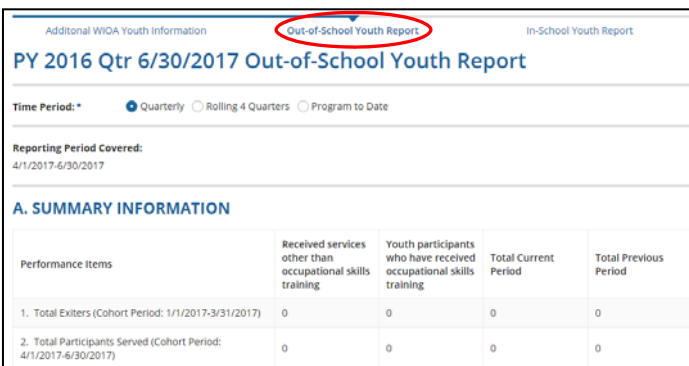
3. Select **Quarter End Date**

**Note** *WIOA Adult and Youth reports are generated from processed data from WIPS certified reports; there will always be a few months lag before reports are available to view.*



**Note** *There are three sections to WIOA Youth reports. The first report on the milestone bar is displayed by default.*

4. Select report name on the milestone bar to select section of WIOA Youth report to view

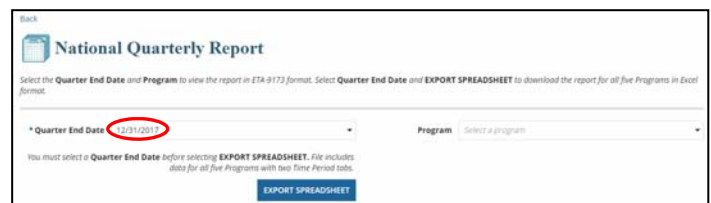


**Note** *WIOA Adult and Youth Reports include standard Time Periods from WIOA QPR – Quarterly, Rolling 4 Quarters and Program to Date. Reports can also be printed.*

## View Program User Reports (continued)

### National Quarterly Report

1. Select **National Quarterly Report** link
2. Select **Quarter End Date**



**Note** *Export Spreadsheet generates MS Excel file with outcome results from certified Wagner-Peyser, WIOA Adult/Youth/Dislocated Worker and National Dislocated Worker Grants QPRs.*

3. Select a **Program** to view online National Quarterly Report for selected program



**Note** *National Quarterly Report for selected Quarter End Date and Program is displayed. Quarterly and Rolling 4 Quarters (default) Time Periods can be selected. Report can also be printed.*






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## Download Report Data via DATA EXPORT

1. Select **DATA EXPORT** in WIPS tab bar 
2. Select from the following options:
  - **Quarter End Date** - choose one (required)
  - **Program(s)** - choose one or more (required)
  - **Header Option** - No Headers, Element Name (default) or Element Numbers
  - **Gzip File Format** - No (default) or Yes
  - **Resulting Schema** - Full PIRL or Chosen Program

**Note** Note that if you select more than one Program, then Resulting Schema must be Full PIRL.

3. Click **REQUEST** button to submit data extract request

**Note** Onscreen message will state that request has been received. WIPS will send email when file is ready to download. Process may take several minutes.

4. Click **CONTINUE** button

**Note** Export request will display as Pending in Completed Export Requests until export is complete.

5. Select **REFRESH LIST** button in Completed Export Requests section

Date Requested	Program(s)	Quarter End Date	Header Option	Gzip File Format	Resulting Schema	File Size (KB)	File Link
5/15/2018 10:48 AM EDT	Wagner-Peyser; WIOA Adult; WIOA Youth; WIOA Dislocated Worker	6/30/2017	Element Name	No	FULL PIRL	0	Pending
4/20/2018 12:22 PM EDT	Wagner-Peyser; WIOA Adult	6/30/2017	Element Name	Yes	FULL PIRL	5,063	Download
4/20/2018 12:21 PM EDT	Wagner-Peyser; WIOA Adult	6/30/2017	Element Name	No	FULL PIRL	29,216	Download
4/20/2018 11:56 AM EDT	Wagner-Peyser; WIOA Dislocated Worker	6/30/2016	Element Name	No	FULL PIRL	0	Pending
3/16/2018 11:29 AM EDT	Wagner-Peyser; WIOA Adult; WIOA Youth; WIOA Dislocated Worker	6/30/2017	Element Name	No	FULL PIRL	0	Pending
3/15/2018 4:24 PM EDT	Dislocated Worker Grants	9/30/2017	Element Name	No	FULL PIRL	0	Pending


6. Click **Download** to save file

**Note** Most recent six requests are displayed in Completed Export Requests for download.

**Note** File download location will be determined by your browser settings.

## Use Excel Wizard to View Exported File

**Note** Do NOT double click on the file to directly open in Microsoft Excel from Windows Explorer. This may change some of the data in your file.

1. Open Microsoft Excel
2. Select **From Text** from the **Data** tab 
3. Browse to select downloaded CSV file and click **Import** button
4. Verify **Delimited** is selected and click **Next>** button

5. Select **Comma** for Delimiter and click **Next>** button

6. Scroll all the way to the right, hold down Shift key and click on last column on right
7. Select **Text** for Column data format
8. Click **Finish** button
9. Select **Existing Worksheet**

**Note** You may receive a warning regarding a large number of cells if you have downloaded a big file. Just click OK to continue.

10. View data file