IEBS User Matrix and Definitions

The following matrix outlines the permissions based on the group to which the user is assigned. Each user will be assigned to one group based upon their role in the workforce system.

Task	Super Users	State RRU	LWIA Admin	Local RR	IDES RR	Business Services	View only
LAYOFF	5305	5342	6770	14307		6769	5344
View Layoffs	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Edit Layoff in Draft Mode	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Approve Layoff	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Change Layoff Status	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Create WARN Layoff	Yes	Yes	No	No	No	No	No
Create Local Layoff (In Respective LWIA)	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Edit Layoff After Closed	Yes	No	Yes - Local	No	No	No	No
download Layoff Information	Yes	Yes	Yes	Yes	Yes	Yes	No
Questionnaire Access	Yes	Yes	Yes	Yes	No	No	No
Access Layoff Files	Yes	Yes	Yes	Yes	No	No	No
COMPANIES							
Search Companies (D&B)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Download Company Data (D&B)	Yes	Yes	Yes	Yes	No	Yes	No
Labor Market Information (LMI)							
View LMI Data	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Download LMI Data	Yes	Yes	Yes	Yes	Yes	Yes	No
Mass Layoff Statistics**	Yes**	Yes**	Yes**	Yes**	Yes**	Yes**	No
ADMINISTRATION							
Admin > Access Request & Approval Status*	Yes	No	Yes - Local	No	No	No	No
Admin > Search Users	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Admin > Search/Edit Partner Access List	Yes	Yes	Yes - Local	Yes - Local	No	No	No
Admin > Search/Edit Unions	Yes	Yes	Yes - Local	Yes - Local	No	Search only	No
OUTREACH							
Create Lists	Yes	Yes	Yes	Yes	Yes	Yes	No
BUSINESS SERVICES							
Add/Edit Multi-Employer Events	Yes	Yes	Yes	Yes	No	Yes	No

Add/Edit Organizations	Yes	Yes	Yes	Yes	No	Yes	No
Add/Edit Needs Assessment	Yes	Yes	Yes	Yes	No	Yes	No
Add/Edit Action Plan	Yes	Yes	Yes	Yes	No	Yes	No
Add/Edit Contacts	Yes	Yes	Yes	Yes	No	Yes	No
Add/Edit Engagement Services	Yes	Yes	Yes	Yes	No	Yes	No
Add/View Notes	Yes	Yes	Yes	Yes	No	Yes	No
Add/View Files	Yes	Yes	Yes	Yes	No	Yes	No
View Customer Support Center information	Yes	Yes	Yes	Yes	No	Yes	No
View/Download Reports	Yes	Yes	Yes	Yes	No	Yes	No

All official WARN correspondence received is reportable and therefore processed by the State Coordinator.

* all user requests require approval by DCEO and LWIA Admin. Visit Illinoisworknet.com/iebs for access instructions

***MLS data is confidential and limited to authorized recipients. Reports track businesses with 50+ unemployment claims in five weeks and are produced by the IDES Economic Information and Analysis Division. Reports are uploaded to IEBS weekly, with access based on user roles. Please refer to the Request for Access document. An SDA-62C MLS form must be on file.*

DCEO Admin (SuperUsers) – Super users have full access to the IEBS platform and its administrative options. Users also have the unique ability to edit layoffs that have been closed out in the system. This is restricted to DCEO Management and IwN Staff as needed and requires explicit approval from DCEO Senior Management.

State Rapid Response Unit - State employees of the DCEO Rapid Response team. Responsible for managing all WARN designated layoffs in their LWIAs of jurisdiction and carrying out Rapid Response efforts alongside partners for dislocated workers affected by mass layoffs (including Trade and CEJA). E*xample titles of these group members may include WARN Processing Coordinator, Manpower Planner, Workforce Development Specialist or Rapid Response Coordinator.*

LWIA Admin - Responsible for oversight of all local designated layoffs in their LWIAs of jurisdiction and carrying out Dislocated Worker, Rapid Response, and Business Service efforts (in conjunction with the DCEO Rapid Response team) for dislocated workers affected by business closures and layoffs in their LWIAs. Have local system access (to ensure compliance and oversight of local Rapid Response and Business Service activities. *Example titles of these group members might include Executive Director, Program Director, or LWIA Administrator.*

Local Rapid Response - Responsible for managing all local designated layoff activity in their LWIAs of jurisdiction and carrying out Rapid Response efforts for dislocated workers affected by workforce reductions. This includes local and state events in conjunction with the DCEO Rapid Response team. Responsible for responding to and updating all questionnaires from respective layoffs. Have full creation and edit access for all local layoffs (<25 impacted workers) in their LWIAs and access to record WARN follow-up activity to support dislocated workers. *Example titles of these group members might include Business Service Representative, Program Manager or Program Coordinator.*

IDES Rapid Response– Core WIOA Partners of Integrated Business Service Teams that support layoff aversion, rapid response, and business engagement. This includes IDES support for local and state events in conjunction with the DCEO Rapid Response team. *Example titles of these group members might include Business Service Manager, Economic Analysis, and other IDES titles.*

Business Services – Core WIOA Partners of Integrated Business Service Teams and DCEO staff. This includes business engagement support. *Example titles of these group members might include Navigator, Business Service Manager, Economic Development, and other DCEO titles.*

View Only – Restricted view-only access to all layoff information, D&B Company Search information, and Labor Market Information tools. Users cannot export any information for offline use. *Must be associated with an LWIA or DCEO grantee. Example titles of these group members might include any title not listed above.*