

Purpose:

The agency has access upload files at both the grantee level and the customer level.

Who Enters/Maintains Data

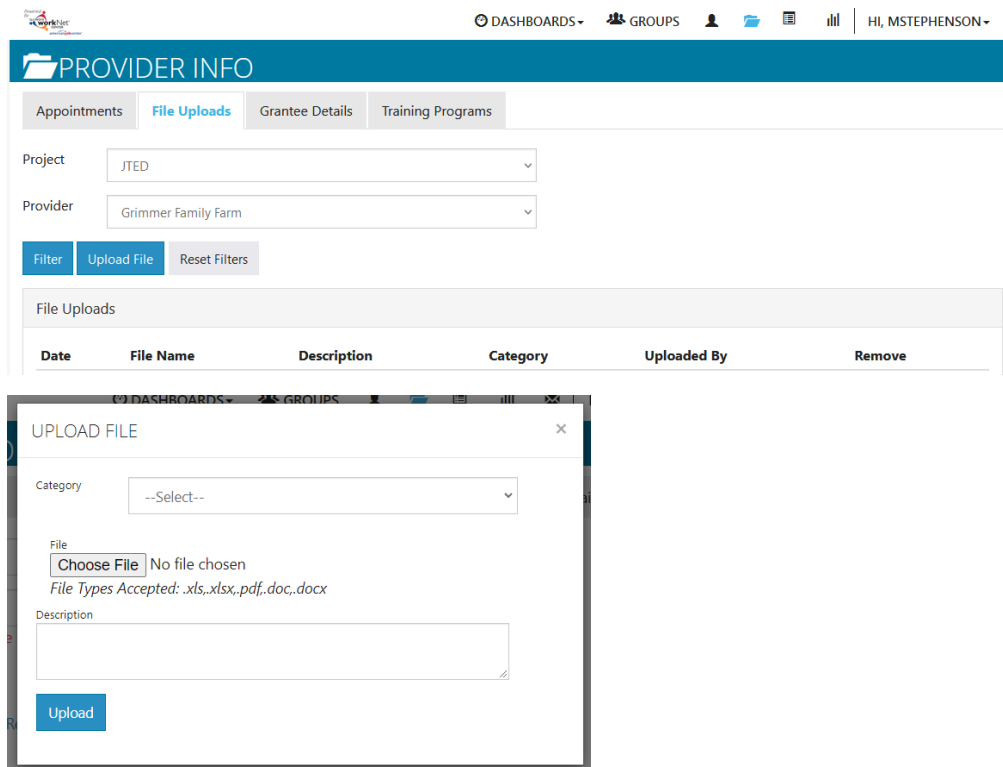
- **Grantee/Provider Staff** uploads documentation related to the grant, training program information, employers, worksite information, placements, and response to monitoring. Documents can be uploaded at both the grantee level and customer level. Grantees will only be able to upload documents for their agency.
- **State Level Staff** can view and upload documentation at both the grantee level and customer level for the JTED program.

Upload Files at the Grantee Level

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard** and select **Customer Support Center** in the partner section.
3. Select **Provider Info** and then select **File Uploads**.

These are typically files that are associated with your agency, grant or staff – NOT individual customers.

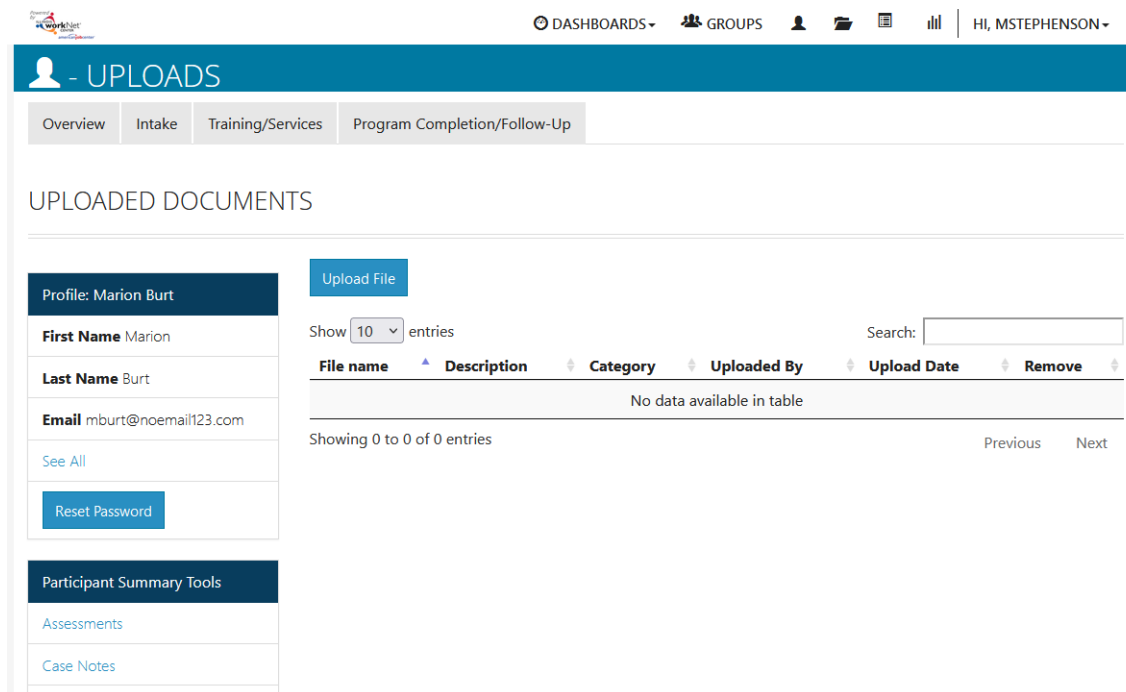
1. Select the **Project** and select **Provider** if you have access to more than one provider.
2. Click **Upload File**
3. Select type of upload category
4. Select a file to upload
5. Add a description of the file so that each file doesn't have to be opened.
6. Click the **Upload** button.



The screenshot shows the 'PROVIDER INFO' page with the 'File Uploads' tab selected. The page displays a table for 'File Uploads' with columns: Date, File Name, Description, Category, Uploaded By, and Remove. Below the table, there is an 'UPLOAD FILE' modal window. The modal contains a 'Category' dropdown menu, a 'File' section with a 'Choose File' button and the text 'No file chosen', and a 'Description' text area. The 'File Types Accepted' are listed as .xls, .xlsx, .pdf, .doc, .docx. An 'Upload' button is at the bottom of the modal.

Upload Files at the Customer Level

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard** then select **Dashboard/Partner Tools**.
3. Select **Customer Support Center** in the partner tools section.
4. Click Groups and **select the JTED Project Group**.
5. Select a **customer** and then select the **Uploads** in the Summary Tools.
6. Select Upload File.
7. Select type of upload category
8. Select a file to upload
9. Add a description of the file so that each file doesn't have to be opened.
10. Click the **Upload** button



The screenshot shows the 'UPLOADED DOCUMENTS' section for a customer named Marion Burt. The interface includes a sidebar with navigation options like 'Overview', 'Intake', 'Training/Services', and 'Program Completion/Follow-Up'. The main area displays a table of uploaded documents, which is currently empty, showing 'No data available in table'. The table headers are 'File name', 'Description', 'Category', 'Uploaded By', 'Upload Date', and 'Remove'. The sidebar also includes a 'Profile: Marion Burt' section with fields for 'First Name', 'Last Name', and 'Email', and a 'Participant Summary Tools' section with links for 'Assessments' and 'Case Notes'.

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For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.