Purpose:

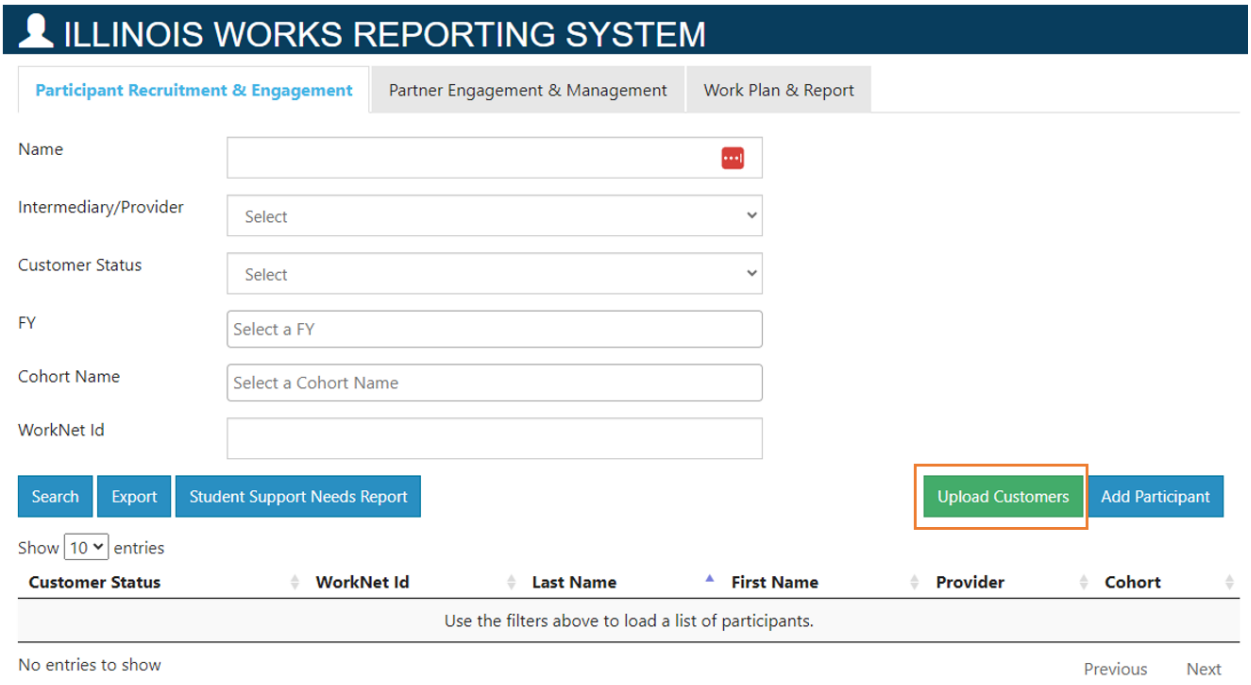
In the Illinois Works Reporting System, grantees have the ability to add participants manually. With the addition of the upload future, users may now use an Excel template to import up to 100 participants.

Who Enters/Maintains Data

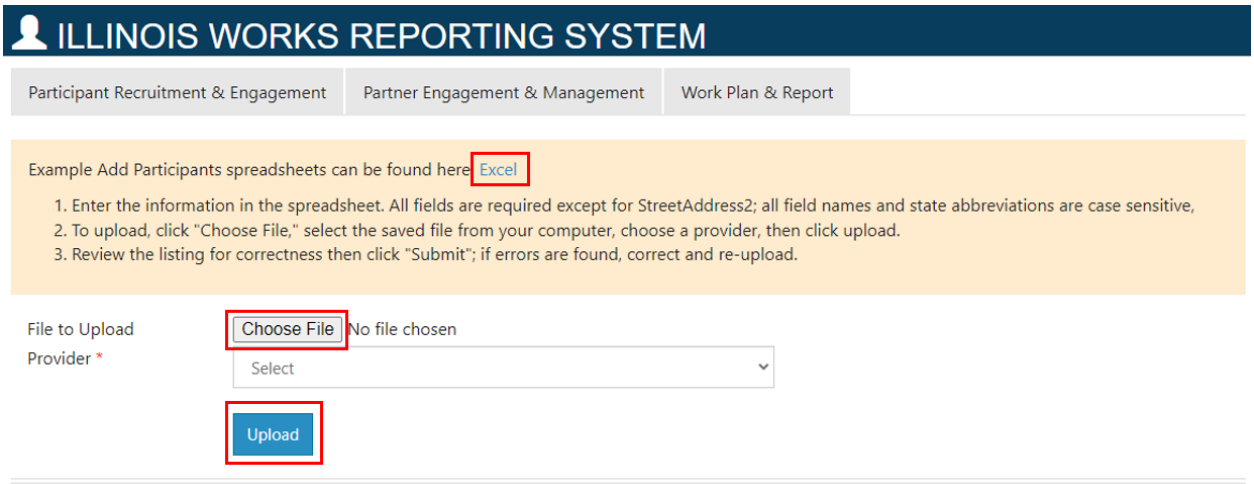
- Grantee Program Administrators enters local demographic information, training program information, employers, worksite information, placements, and uploads payroll.

Access the Upload

- Log into illinoisworknet.com.
- Select My Dashboard and select Customer Support Center.
- Select IL Works
- Select the button labeled Upload Customers



On the next screen, you may download the Excel template to import participants.



The template includes example text and selections that can you update with participant information.

The fields are:

- First Name
- Last Name
- Phone
- Email
- Type
- Do you have an interest in making a career in the construction industry?
- Do you have the availability to attend the program?
- Do you have a High School Diploma or GED/HISET or are you applying for a high school-based program?
- Are you at least 18 years of age?
- Are you an Illinois Resident?
- How did you hear about this program?
- Prescreening Result

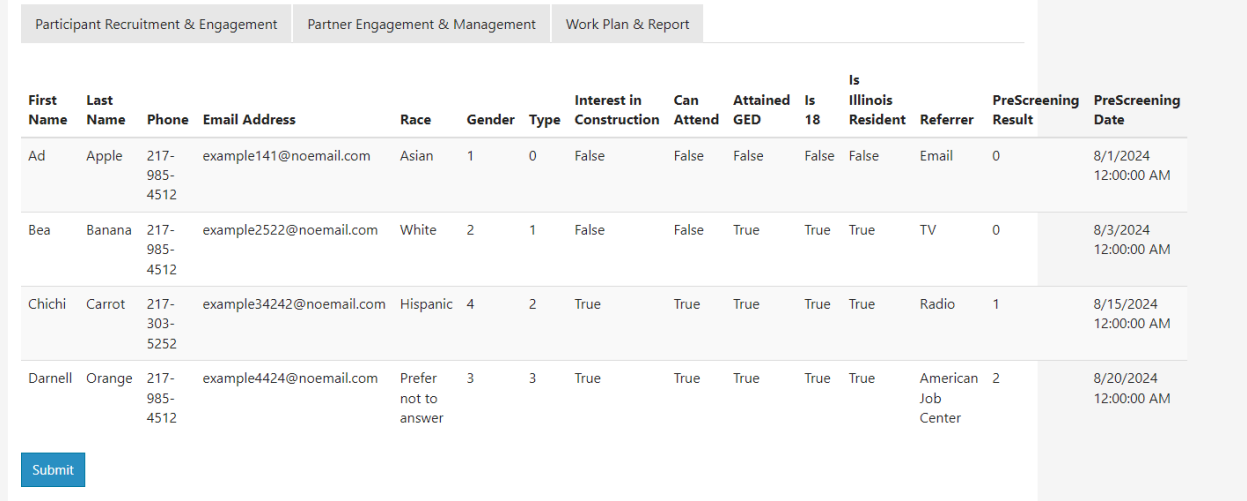
- Prescreening Date
- Sex
- Races

Note: In prescreening there are two questions that are multiselect, “How did you hear about this program?” and “Races”. In the template you may only select one answer per participant. However, you can select more as needed after they have been uploaded before reaching the participant’s application.

Once the template has been updated and saved you can upload it by selecting the **Choose File** button. Then, press the **Upload** button.

On the next page, you will see a summary page of the participants you have uploaded. If there are any issues with the data, a message will appear on the screen and identify which participant(s) needs to be updated in the template.

Note: The data must be accurate for all participants and all fields in order for the upload to be completed. There are no partial uploads.



First Name	Last Name	Phone	Email Address	Race	Gender	Type	Interest in Construction	Can Attend	Attained GED	Is 18	Is Illinois Resident	Referrer	PreScreening Result	PreScreening Date
Ad	Apple	217-985-4512	example141@noemail.com	Asian	1	0	False	False	False	False	False	Email	0	8/1/2024 12:00:00 AM
Bea	Banana	217-985-4512	example2522@noemail.com	White	2	1	False	False	True	True	True	TV	0	8/3/2024 12:00:00 AM
Chichi	Carrot	217-303-5252	example34242@noemail.com	Hispanic	4	2	True	True	True	True	True	Radio	1	8/15/2024 12:00:00 AM
Darnell	Orange	217-985-4512	example4424@noemail.com	Prefer not to answer	3	3	True	True	True	True	True	American Job Center	2	8/20/2024 12:00:00 AM

Select the **Submit** button below the participant information.

On the next screen you will see a note that “The following participants were successfully added to your customer list.”

Select the **Return to Participant List** to return to the IWRS landing page.

Successful Upload:

The following participants were successfully added to your customer list.

First Name	Last Name	Phone	Email Address	Race	Gender	Type	Interest in Construction	Can Attend	Attained GED	Is 18	Is Illinois Resident	Referrer	PreScreening Result	PreScreening Date
Ad	Apple	217-985-4512	example141@noemail.com	Asian	1	0	False	False	False	False	False	Email	0	8/1/2024 12:00:00 AM
Bea	Banana	217-985-4512	example2522@noemail.com	White	2	1	False	False	True	True	True	TV	0	8/3/2024 12:00:00 AM
Chichi	Carrot	217-303-5252	example34242@noemail.com	Hispanic	4	2	True	True	True	True	True	Radio	1	8/15/2024 12:00:00 AM
Darnell	Orange	217-985-4512	example4424@noemail.com	Prefer not to answer	3	3	True	True	True	True	True	American Job Center	2	8/20/2024 12:00:00 AM

Return to Participant List

Unsuccessful Upload:

At least one error was encountered on the upload. Please correct the errors and resubmit.

First Name	Last Name	Phone	Email Address	Race	Gender	Type	Interest in Construction	Can Attend	Attained GED	Is 18	Is Illinois Resident	Referrer	PreScreening Result	PreScreening Date
Ad This participant already exists. Remove this participant from your file and upload again.	Apple	217-985-4512	example141@noemail.com	Asian	1	0	False	False	False	False	False	Email	0	8/1/2024 12:00:00 AM